Enrollment Cap Notification Request

Charterholder Info

Charter Holder

Name:
Imagine Desert West Middle, Inc.

CTDS:
07-85-32-000

Mailing Address:
18052 N. Black Canyon Highway
Phoenix, AZ 85053

View detailed info

Representative

Name:
Bradford Uchacz

Phone Number:

Downloads

Download all files

Enrollment Cap

From:
280

To:
320

Attachments

Board Minutes — Download File

Additional Information*
No documents were uploaded.

Increase to Enrollment Cap Attachments

The following 2 attachments are only required if the enrollment cap is increasing.

Documentation that current facilities can accommodate requested capacity — Download File

Narrative describing the staffing changes and recruiting efforts that will be made to reach capacity — Download File

Signature

Charter Representative Signature
Bradford Uchacz 06/13/2014

MINUTES OF THE MARCH 31, 2014 JOINT MEETING OF THE BOARDS OF DIRECTORS OF WEST GILBERT CHARTER ELEMENTARY SCHOOL, INC., WEST GILBERT CHARTER MIDDLE SCHOOL, INC., IMAGINE CHARTER ELEMENTARY AT DESERT WEST, INC., IMAGINE DESERT WEST MIDDLE, INC., IMAGINE CHARTER ELEMENTARY AT CAMELBACK, INC., IMAGINE CAMELBACK MIDDLE, INC., IMAGINE ELEMENTARY AT TEMPE, INC.

Pursuant to the notice of public meeting, a joint meeting of the Boards of Directors (the "Boards") of West Gilbert Charter Elementary School, Inc. ("IWGE"), West Gilbert Charter Middle School, Inc. ("IWGM"), Imagine Charter Elementary at Desert West, Inc. ("IDWE"), Imagine Desert West Middle, Inc. ("IDWM"), Imagine Charter Elementary at Camelback, Inc. ("ICBE"), Imagine Camelback Middle, Inc. ("ICBM"), and Imagine Elementary at Tempe, Inc. ("ITP") (collectively the "Schools") was held at Imagine Schools Southwest Group Office located at 18052 North Black Canyon Highway, Phoenix, Arizona 85053 at approximately 9:00 a.m. (Arizona Time), on the 31st day of March 2014.

The following directors of the Schools were present by telephone:

Herman Orcutt
Dr. Leonora Ketyer
Megan Zimmermann

The following others were present in person:

Veronica Cramer – Executive Project Coordinator
Jason Archuleta – Regional Director
Brandon Dahl – Regional Finance Director

The following others were present by telephone:

Debbie Yarbrough – Principal, Camelback
Shannon Bishop – Business Administrator, Camelback
Brad Uchacz – Executive Vice President
Tim Rouiller – Business Administrator, Tempe
Emily Fortunate – Instructional Data Coach, Tempe
Matt Rawley – Principal, West Gilbert

Jeff Armstrong – Assistant Principal, West Gilbert
Angel Kloczko – Business Administrator, West Gilbert
Monte Lange – Executive Vice President
MaryAnn Stackhouse – Regional Finance Director
Ellen Poultridge – Regional Finance Director
Bill Heintz – Principal, Desert West
Amy Sundhagen – Business Administrator, Desert West
Sherry Ruttinger – Regional Director
Heidi Lindsay – Regional Director
Marian Zapata-Rossa, Esq. – Quarles & Brady

Dr. Leonora Ketyer called the meeting to order and took roll of the governing Board members. Dr. Ketyer served as Chairman of the meeting, Veronica Cramer tape recorded the meeting and Marian Zapata-Rossa recorded the minutes.

The Chairman stated that the first item of business was the review and approval of the minutes of the Schools' Board meeting held on December 16, 2013. The Board discussed 2 corrections to the Minutes: correcting Mr. Orcutt's first name and correcting the spelling of Ms. Zimmerman's name. There being no further discussion, upon motion of Mr. Orcutt duly made and seconded by Ms. Zimmerman, the following resolution was unanimously adopted:

> RESOLVED, that with the corrections to Mr. Orcutt and Ms. Zimmerman's names, the minutes of the Schools' Board meeting held December 16, 2013 be, and hereby are, accepted and approved by the Boards.

The Chairman stated that the next item of business was the re-election of Herman Orcutt as a member of the Board of Directors of IDWM and ICBM for a term of three (3) years. The Boards discussed the re-election. There being no further discussion, upon motion of Dr. Ketyer duly made and seconded by Ms. Zimmerman, the following resolutions were adopted:

> RESOLVED, that Herman Orcutt is elected to serve as a member of the Boards of Directors of IDWM and ICBM for a term of three (3) years to end on March 31, 2017 or until the next meeting of the Boards of Directors of IDWM and ICBM thereafter, or his successor is duly appointed and qualified.

The Chairman stated that the next item of business was the re-election of Megan Zimmerman as a member of the Board of Directors of IDWM and ICBM for a term of three (3) years. The Boards discussed the re-election. There being no further discussion, upon motion of Dr. Ketyer duly made and seconded by Mr. Orcutt, the following resolutions were adopted:

> RESOLVED, that Megan Zimmerman is elected to serve as a member of the Boards of Directors of IDWM and ICBM for a term of three (3) years to end on March 31, 2017 or until the next meeting of the Boards of Directors of IDWM and ICBM thereafter, or her successor is duly appointed and qualified.

The Chairman stated that the next item of business was the re-election of Herman Orcutt as Secretary of IDWM and ICBM. There being no further discussion, upon motion of Dr. Ketyer duly made and seconded by Ms. Zimmerman, the following resolution was adopted:

> RESOLVED, that Herman Orcutt is elected to serve as Secretary of the Boards of Directors of IDWM and ICBM for a term of three (3) years to end on March 31, 2017 or until the next Boards of Directors appointment of officers or until his successor is duly appointed and qualified.

The Chairman stated that the next item of business was the report, review, and possible action regarding quarterly financial reports for IWGE, IWGM, IDWE, IDWM, ICBE, ICBM, and ITP. A report summary was presented and discussed for each of the Schools. There being no further discussion, upon motion of Ms. Zimmerman duly made and seconded by Mr. Orcutt, each of the following resolutions were unanimously adopted:

> RESOLVED, that the quarterly financial report of the statement of operations (unaudited) for the quarter ending December 31, 2013 for IWGE be, and hereby is, accepted and received by the Board; and
>
> RESOLVED, that the quarterly financial report of the statement of operations (unaudited) for the quarter ending December 31, 2013 for IWGM be, and hereby is, accepted and received by the Board; and

RESOLVED, that the quarterly financial report of the statement of operations (unaudited) for the quarter ending December 31, 2013 for IDWE be, and hereby is, accepted and received by the Board; and

RESOLVED, that the quarterly financial report of the statement of operations (unaudited) for the quarter ending December 31, 2013 for IDWM be, and hereby is, accepted and received by the Board; and

RESOLVED, that the quarterly financial report of the statement of operations (unaudited) for the quarter ending December 31, 2013 for ICBE be, and hereby is, accepted and received by the Board; and

RESOLVED, that the quarterly financial report of the statement of operations (unaudited) for the quarter ending December 31, 2013 for ICBM be, and hereby is, accepted and received by the Board; and

RESOLVED, that the quarterly financial report of the statement of operations (unaudited) for the quarter ending December 31, 2013 for ITP be, and hereby is, accepted and received by the Board.

The Chairman stated that the next item of business was the report, review, and possible action regarding the 2013-2014 Audit Engagement Letters. Monte Lange reported that the engagements were for comparable prices. He also reported being pleased with the services provided. There being no further discussion, upon motion of Mr. Orcutt duly made and seconded by Ms. Zimmerman, the following resolutions were unanimously adopted:

RESOLVED, that the 2013-2014 Audit Engagement Letter of Berman Hopkins Wright & Laham CPAs & Associates, LLP be, and hereby is, accepted and approved by the Board of IWGE.

RESOLVED, that the 2013-2014 Audit Engagement Letter of Berman Hopkins Wright & Laham CPAs & Associates, LLP be, and hereby is, accepted and approved by the Board of IWGM.

RESOLVED, that the 2013-2014 Audit Engagement Letter of Ball McGraw, P.C. be, and hereby is, accepted and approved by the Board of IDWE.

RESOLVED, that the 2013-2014 Audit Engagement Letter of Ball McGraw, P.C. be, and hereby is, accepted and approved by the Board of IDWM.

RESOLVED, that the 2013-2014 Audit Engagement Letter of Ball McGraw, P.C. be, and hereby is, accepted and approved by the Board of ICBE.

RESOLVED, that the 2013-2014 Audit Engagement Letter of Ball McGraw, P.C. be, and hereby is, accepted and approved by the Board of ICBM.

RESOLVED, that the 2013-2014 Audit Engagement Letter of Berman Hopkins Wright & Laham CPAs & Associates, LLP be, and hereby is, accepted and approved by the Board of ITP.

The Chairman stated that the next item of business was the report, review, and possible action regarding the 2014-2015 School calendars. Monte Lange gave a report. The Board discussed whether the calendars were aligned with the calendars for the public schools and the region. There being no further discussion, upon motion of Ms. Zimmerman duly made and seconded by Mr. Orcutt, the following resolution was unanimously adopted:

RESOLVED, that the 2014-2015 School calendars be, hereby are, accepted and approved by the Boards.

The Chairman stated that the next item of business was the memorandum by dual campus schools regarding the FY14 calculation for split of costs for IWGE and IWGM. There being no further discussion, upon motion of Mr. Orcutt duly made and seconded by Ms. Zimmerman, the following resolution was unanimously adopted:

RESOLVED, that the calculation for split of: combined expenses at 80% to IWGE and 20% to IWGM; Michele Daris expense at 50% to IWGE and 50% to IWGM; Administrative Staff expense at 80% to IWGE and 20% to IWGM be, and hereby is, accepted and approved by the Boards.

The Chairman stated that the next item of business was the report, review, and possible action regarding the change in enrollment cap from 280 to 320. Jason Archuleta reported that

the request to move the existing cap was being made to accommodate growth. There being no further discussion, upon motion of Mr. Orcutt duly made and seconded by Ms. Zimmerman, the following resolution was unanimously adopted:

> RESOLVED, that the change in enrollment cap of IDWM from 280 to 320 be, and hereby is, accepted and approved by the Board of IDWM.

The Chairman stated that the next item of business was the report, review, and action regarding the execution of an easement to provide access to the buyer of the sign parcel property. Brad Uchacz gave a report. There being no further discussion, upon motion of Mr. Orcutt duly made and seconded by Ms. Zimmerman, the following resolution was adopted:

> RESOLVED, that the School be, and hereby is, authorized to execute all necessary instruments to complete the sale of approximately 1,998 square feet of certain real property situated in Maricopa County, Arizona, pursuant to that certain Sign Lease Agreement, dated July 7, 2005, for a purchase price of approximately $9,890, to Binu Verma, M.D. and Kuldip S. Verma, as Trustees of the Binu Verma, M.D., S.C. Employees' Profit Sharing Retirement Plan, substantially
>
> RESOLVED, that all actions heretofore or hereafter taken by the officers of the School within the terms of the foregoing resolutions are hereby ratified, confirmed and approved as the proper act and deed of the School; and further
>
> RESOLVED, that the School be, and hereby is, authorized to execute an easement to provide access to the buyer of said real property being sold on commercially reasonable terms, as the officers of the School deem to be necessary and appropriate.

The Chairman stated that the next item of business was the report, review, and action regarding the authority for officers of the School to execute, deliver, or record any agreements or other documents necessary to carry out any Board resolution regarding the sale of the Sign Parcel. Brad Uchacz reported that the officers were prepared to carryout the Board's resolution.

There being no further discussion, upon motion of Ms. Zimmerman duly made and seconded by Mr. Orcutt, the following resolution was adopted:

> RESOLVED, that the officers of the School each individually be, and hereby are, authorized and directed, in the name and on behalf of the School, to execute, deliver and where necessary or appropriate, record any agreements or other documents necessary or appropriate to carry out the foregoing resolution and the transaction contemplated thereby, on such terms and conditions as the officers shall deem to be necessary and appropriate.

The Chairman stated that the next item of business was the report, review, and possible action regarding the confirmation of representation by Quarles & Brady LLP in the sale of the Sign Parcel. There being no further discussion, upon motion of Ms. Zimmerman duly made and seconded by Mr. Orcutt, the following resolution was adopted:

> RESOLVED, that the appointment of the law firm of Quarles & Brady LLP, as special counsel to represent and advise the School in connection with the foregoing resolution and the transaction contemplated thereby, be, and hereby is, accepted and approved by the Board of IDWM.

The Chairman stated that the next item of business was the report, review, and possible action regarding the first amendment to the Sublease Agreement between Schoolhouse Finance, LLC and ICBE. Monte Lange gave a report. The amendment effectively decreases the rent for the School. There being no further discussion, upon motion of Ms. Zimmerman duly made and seconded by Mr. Orcutt, the following resolutions was unanimously adopted:

> RESOLVED, that the first amendment to the Sublease Agreement between Schoolhouse Finance, LLC and ICBE be, and hereby is, accepted and approved by the Board of ICBE.

The Chairman stated that the next item of business was the report, review, and possible action regarding approval of school check signers and there were none.

The Chairman stated that the next item of business was the report and review of the Imagine Schools Academic Excellence Framework for the Schools. Sherry Ruttinger gave a summary report. This was informational only; therefore, no action was required.

The Chairman stated that the next item of business was the report and review from the Regional Directors. Jason Archuleta gave a summary report for the Schools. This was informational only; therefore, no action was required.

The Chairman stated that the next item of business was the report and review from the School Leaders. Matt Rawley gave a summary report for IWGE and IWGM. Bill Heintz gave a summary report for IDWE and IDWM. Debbie Yarbrough gave a summary report for ICBE and ICBM. This was informational only; therefore, no action was required.

The Chairman then issued a call to the public for issues and there were none. Dr. Ketyer commended Monte Lange for his volunteer work with Feed My Starving Children and other community service activities through the Phoenix Rotary 100.

Veronica Cramer stated the date of the next regular meeting is Monday, April 14, 2014.

There being no further business to come before the meeting, the meeting was adjourned at approximately 9:46 a.m.

APPROVED:

Secretary

West Gilbert Charter Elementary School, Inc.
West Gilbert Charter Middle School, Inc.
Imagine Charter Elementary at Desert West, Inc.
Imagine Desert West Middle, Inc.
Imagine Elementary at Camelback, Inc.
Imagine Camelback Middle, Inc.
Imagine Elementary at Tempe, Inc.

Arizona State Board for Charter Schools
1616 W. Adams Street, Suite 170
Phoenix, AZ 85007

June 13, 2014

RE: Enrollment Cap Notification Request

To Whom It May Concern:

Imagine Desert West Middle, Inc. is requesting an enrolment increase from 280 to 320 students. The following narrative addresses the notification requirements.

1. *Provide the timeline for implementing the request, including the projected number of students served per grade per year until full capacity is reached, and including whether the* Enrollment Cap Notification Request *will be submitted in conjunction with any other amendment or notification requests which would warrant concurrent consideration.*

Imagine Desert West Middle School, Inc. timeline for increasing the number of students would be for the 2014-2015 school year. Currently, we have 302 students who have re-enrolled for the upcoming school year and would like to continue to serve those students coming up from our elementary school. Below are the current number of students re-enrolled and students on our waiting list.

- We have 103 students who are re-enrolled from 5th grade going into 6th grade. We have an additional 19 students on a wait list.
- We have 109 students who are re-enrolled from 6th grade going into 7th grade. We have an additional 7 students on a wait list.
- We have 96 students who are re-enrolled from 7th grade going into 8th grade. We have an additional 4 students on a wait list.

The current capacity of the building is 360. We have enclosed the school drawings and classroom capacity for the rooms utilized by Imagine Desert West Middle, Inc.

The enrollment cap notification for Imagine Desert West Middle School, Inc. is the only notification requested at this time.

SOUTHWEST GROUP OFFICE
A Member of the Imagine Schools Family
18052 N. Black Canyon Hwy. Phoenix, AZ 85053
602•547•7960 www.imagineschools.com

2. *Summarize the organization's capacity to support the quality and long-term academic and operational success and financial viability of the proposed growth of the charter until capacity is reached.*

Imagine Desert West Middle School, Inc. organizational capacity to support the quality and long-term academic operational success has been addressed in the attached Demonstration of Sufficient Progress Document. For the 2013 Academic Dashboard the school did meet the board's minimum requirements by scoring 70 points. In the Demonstration of Sufficient Progress document, Imagine Desert West Middle School, Inc. has addressed the pink areas for the 2013 school year and the capacity to sustain the growth demonstrated from 2012 to 2013 school year and the systems that are currently in place to continue the growth.

In addition to the DSP document, we have attached the site map with the square footage calculation on the document. The classroom used for Imagine Desert West Middle, Inc. are 171, 172,173,174,175,178 and Portable Room 690A, 690B, and 690C. See attached document entitled Imagine Desert West Site Map.

If you have any further questions, please do not hesitate to email me at jason.archuleta@imagineschools.com or by phone at (602)692-5314.

Sincerely,

Jason Archuleta

Jason Archuleta
Regional Director
Imagine Schools

City of Phoenix

CERTIFICATE OF OCCUPANCY

MAIL TO:

BOUMA CONSTRUCTION INC
4101 ROGER B CHAFFEE MEMORIAL BLVD
GRAND RAPIDS, MI 49548

Issuance of this Certificate of Occupancy indicates the following described building, or portion of a building, has been inspected and been found to be in substantial compliance with applicable city codes and ordinances for the hereby authorized use and occupancy. No change in use, occupancy, or of use is allowed without obtaining a new Certificate of Occupancy. This building shall be maintained in a safe and sanitary condition. All devices, safeguards and exit facilities shall be maintained in good working order. This Certificate of Occupancy shall be void if any requirement, condition or stipulation of Certificate of Occupancy or of the authorizing permits is violated. This Certificate of Occupancy is to be kept on the subject property, and is required to be posted for public information if so ordered by the building official.

SUBJECT ADDRESS: 6738 W MCDOWELL RD

OWNER: SCHOOLHOUSE FINANCE LLC
2338 W ROYAL PALM RD STE J
PHOENIX, AZ 85021

CERTIFICATE #: 0703256 **BUILDING PERMIT:** BLD 06014951

ISSUED: 26-MAR-2007

PROJECT: 05-3839 - IMAGINE CHARTER SCHOOL

FLOOR AREA: 47,186

AUTHORIZED USE AND OCCUPANCY: E/A3/B

DESCRIPTION OF USE: COMMERCIAL NEW

EFFECTIVE BUILDING CODES: 2003 IBC, 2003 IRC, 2003 IMC, 2003 IECC (As amended by the 2004 supplement), 2005 NEC, ARIZONA STATE PLUMBING CODE

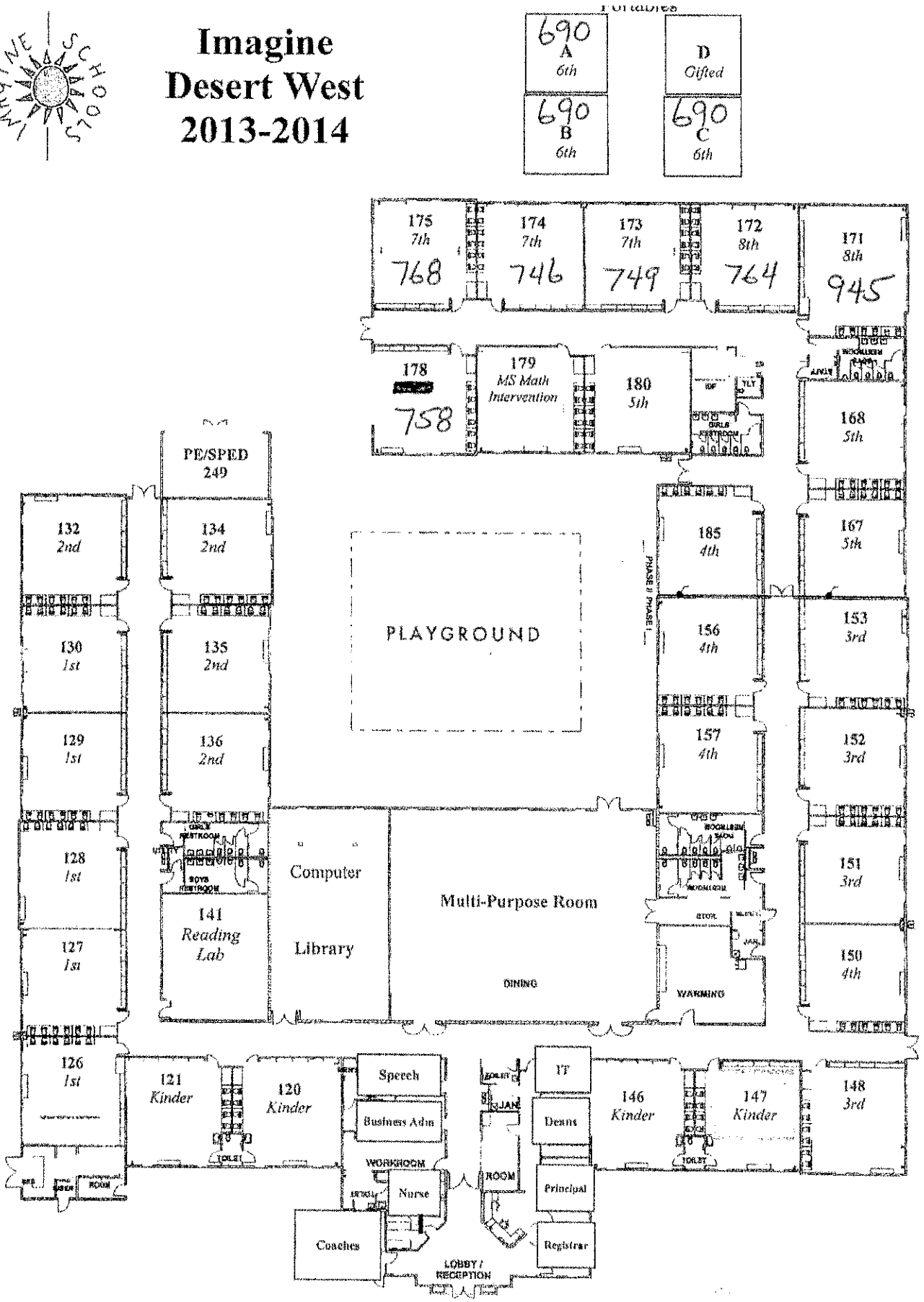
PROJECT NAME:IMAGINE CHARTER SCHOOL LOG#:LPRN 0600401 PROJECT#:05-3839 SITE INSP (Y) SPECIAL EGRESS CONTROL (N)
SPRINKLERS (Y) FIRE ALARM (Y) EMERGENCY LIGHTING (Y) ELEVATORS (N)
DEFERRED SUBMITTAL (Y - WOOD TRUSSES) SPEC PER PCC SEC. 1701 (Y - CONCRETE, STEEL, MASONRY, EXPANSION/EPOXY ANCHORS, SOIL) STR SEC. 1702 (N)
ELEC PCC SEC. 2702 (Y) ELEC OBS PCC SEC. 2703 (N)

WATER METERS: Two new 2" domestic water meters, One new 2" landscape irrigation water meter SECONDARY BACKFLOW (Y)
SCOPE OF WORK: BLDG STRUC PLMB MECH ELEC LSC PLAT SITE CIVIL IMPACT PCD
ZONING:C-2
REVIEWER: MGL

Low Slope Sewer Certificate CMOD 060078

DESCRIPTION OF WORK: NEW K-8 SCHOOL WITH WOOD FRAME CONSTRUCTION AND RELATED SITE WORK. BUILDING IS DIVIDED BY FIREWALL INTO TWO SEPARATE AREAS. ASSEMBLY AREA IS INCLUDED AS A NON-SEPARATED USE. BOTH PHASES INCLUDED IN THIS PERMIT, BUT COURTYARD CANOPY IS NOT INCLUDED AND WILL REQUIRE SEPARATE PERMIT AND AREA ANALYSIS.

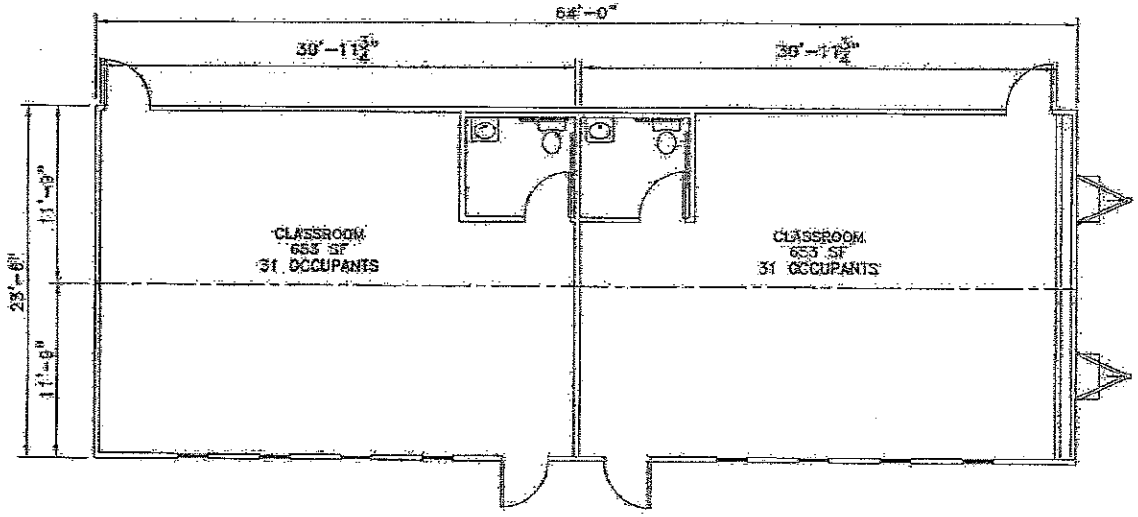
Imagine Desert West 2013-2014



SPACE BY WILLIAMS SCOTSMAN

8211 Town Center Drive
Baltimore, Maryland 21236-5997
800.782.1500
www.willscot.com

CLASSROOM 64x24



Additional floor plans available. Floor plans and specifications may vary from those shown, and are subject to in-stock availability.

SPECIFICATIONS

Size(s)
- 64' Long (including hitch)
- 60' Box size
- 24' Wide
- 8' Ceiling height
- Other double wide sizes are available

Interior Finish
- VGG walls
- Vinyl tile or carpeted floors
- T-grid ceiling

Electric
- Fluorescent ceiling lights
- 110/240 volt single phase electric
- Two 100 AMP breaker boxes

Windows/Door
- Horizontal slider windows
- Hollow core steel doors with standard locks

Heating and Cooling
- Central A/C and heat

Exterior Finish/Frame
- T1-11 siding
- I-Beam frame or perimeter frame
- Standard drip rail gutters

THE USE OF THIS DRAWING FOR ANY MEANS OTHER THAN THAT INTENDED IS STRICTLY PROHIBITED WITHOUT PRIOR WRITTEN CONSENT OF AN AUTHORIZED WILLIAMS SCOTSMAN REPRESENTATIVE.

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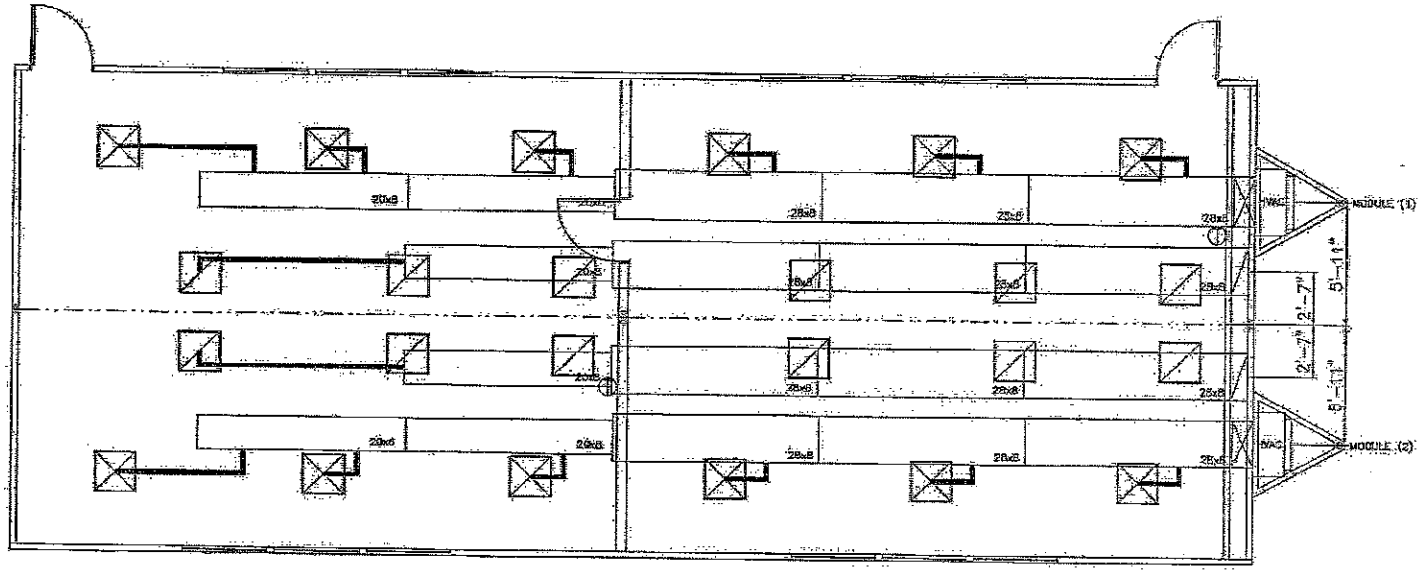

MECHANICAL PLAN

REVISIONS

REV.	DATE	INIT.	DESCRIPTION
1			
2			
3			
4			

WILLIAMS SCOTSMAN

PMI-2250 THRU 2257-2490

PMI-WS-2490-18

DESIGNED BY: DESIREE G.

DRAWN BY: A. LIMANA

DATE: 6/15/08

CONFIDENTIAL

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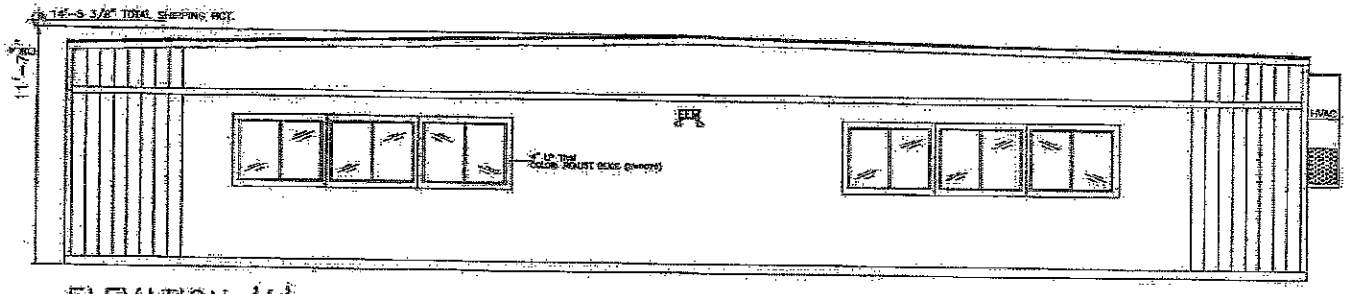
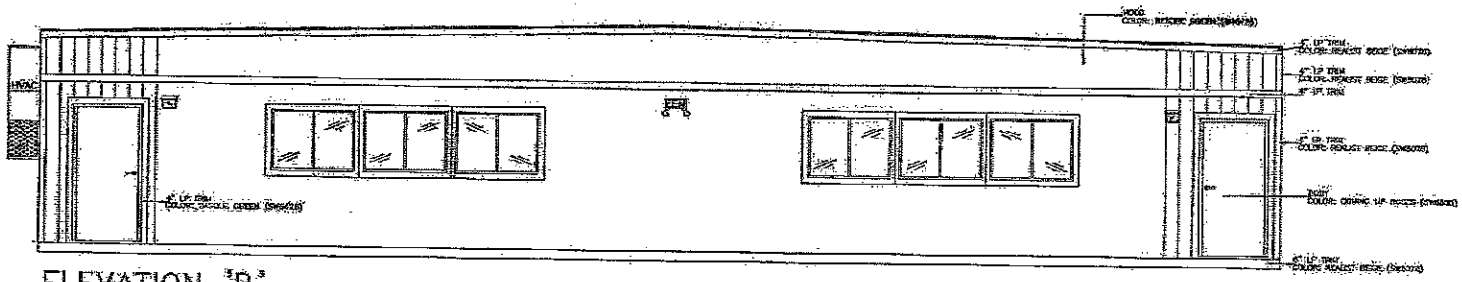
SHEET 4 OF 7



ELEVATION 'A'



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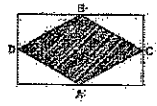

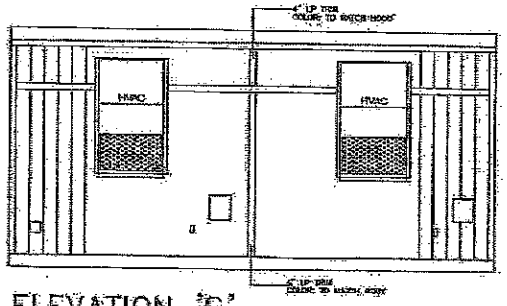

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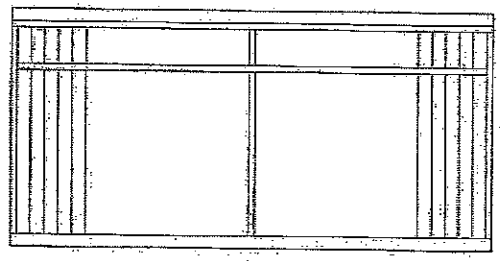

ELEVATION 'D'

REVISIONS

REV	DATE	IN	DESCRIPTION
1			
2			
3			
4			

6/5/08

WILLIAMS SCOTSMAN

PWI-2755 THRU 2757-2490

TBXI-WS-2460-1B

DESIGNED BY: DESIREE Q

DRAWN BY: A. OMAHA

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SHEET# 5 OF 7