

Arizona State Board for Charter Schools  
Arizona State Board of Education  
1700 W. Washington St., Room 164, Phoenix, AZ 85007  
(602) 364-3080 Fax (602) 364-3089  
[www.asbcs.az.gov](http://www.asbcs.az.gov)



CHARTER GRADE LEVEL AMENDMENT REQUEST

(Charter Holder Name) Imagine Middle at Surprise, Inc. (CTDS) 078522000

(Charter Holder Mailing Address) 18052 N. Black Canyon Highway

(City, State) Phoenix, AZ (Zip) 85053

(Charter Representative's Name) Nancy G. Hall

(Phone Number) 602-547-7960 (Fax Number) 602-547-7922

**Failure to submit all required documentation will result in the Amendment Request being returned without being processed. Faxed copies will not be accepted. Please send originals.**

**Check appropriate box**

**Adding grade levels served for charter**

Included are the following:

- Board minutes approving the change (minutes must comply with Open Meeting Law ARS §38-431.01)
- Narrative describing how the additional grades support the philosophy, methods of instruction, special emphasis, and mission of the charter
- Mastery of coursework for additional grades
- Expected student performance on state mandated tests at all grade levels impacted by the addition
- Timeline for implementation
- Changes in staffing to support the requirements for Highly Qualified.

**For K-8**

For each grade level being added, provide the following as a representation of a program of instruction aligned to the State Academic Standards and to the methods of instruction described in the charter:

- Math - A completed curriculum sample template including all required attachments as outlined on the template attached.
- Language Arts - A completed curriculum sample template, for both reading and writing, including all required attachments as outlined on the template attached.

**For 9-12**

For each grade level being added, provide the following as a representation of a program of instruction aligned to the State Academic Standards and to the methods of instruction described in the charter:

- Math - A math course description and a completed curriculum sample template including all required attachments as outlined on the template (template is available on the ASBCS website).
- Language Arts - A language arts course description and a completed curriculum sample template, for both reading and writing, including all required attachments as outlined on the template (template is available on the ASBCS website).
- Graduation requirements (number of credits in each content area and electives)
- Course level proficiency required for credit and acceptance of transfer credit

**Decreasing grade levels served for charter**

Included is the following:

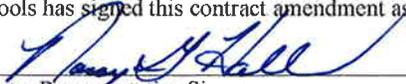
- Board minutes approving the change (minutes must comply with Open Meeting Law ARS §38-431.01)
- Rationale for decrease in grade levels served and effective date of change

The Arizona State Board for Charter Schools and Imagine Middle at Surprise, Inc. (Charter Holder), herein agree to amend the terms of the charter contract as follows:

**FROM:** Grade levels served: 6-8

**TO:** Grade levels served: 7-8

In witness whereof, Charter Holder has signed this contract amendment as of this 4th day of March, 2009, and the State Board for Charter Schools has signed this contract amendment as of this \_\_\_\_ day of \_\_\_\_, 200\_\_, to take effect at such time as it is signed by both parties.

  
Charter Representative Signature

\_\_\_\_\_  
Representative Signature for the Arizona State Board for Charter Schools

**MINUTES OF THE FEBRUARY 23, 2009 JOINT MEETING  
OF THE BOARDS OF DIRECTORS OF  
PATHFINDER CHARTER SCHOOL FOUNDATION, DBA CORTEZ PARK  
CHARTER ELEMENTARY SCHOOL, INC.,  
CORTEZ PARK CHARTER MIDDLE SCHOOL, INC.,  
BELL CANYON CHARTER SCHOOL, INC.,  
ROSEFIELD CHARTER ELEMENTARY SCHOOL, INC.,  
IMAGINE MIDDLE AT SURPRISE, INC.**

Pursuant to notice of meeting, a joint meeting of the Boards of Directors (the "Boards") of Pathfinder Charter School Foundation, dba Cortez Park Charter Elementary School, Inc. ("CPE"), Cortez Park Charter Middle School, Inc. ("CPM"), Bell Canyon Charter School, Inc. ("BC"), Rosefield Charter Elementary School, Inc. ("RFE") and Imagine Middle at Surprise, Inc. ("RFM") (collectively the "Schools") was held at Imagine Schools Southwest Group Office located at 18052 North Black Canyon Highway, Phoenix, Arizona 85053 at approximately 5:00 p.m. MST, on the 23rd day of February, 2009.

The following directors of the Schools were present in person or by telephone:

Dr. Leonora Farrah (telephonically)  
Pamela Webb (telephonically)  
Michael Tucker (telephonically)

The following directors of the Schools were absent:

Grizelda Valenzuela  
Julie Brubaker

The following others were present in person or by telephone:

Heidi Schloesser, Principal, Cortez Park (telephonically)  
Ellen Poultridge, Business Administrator, Cortez Park (telephonically)  
Bruce Hanna, Principal, Rosefield (telephonically)  
Cynthia Juarez, Assistant Principal, Rosefield (telephonically)  
Cheryl Ferris, Business Administrator, Rosefield Elem (telephonically)  
Monica Morales, Business Administrator, Rosefield Middle (telephonically)  
Sharon Malone, Principal, Bell Canyon (in person)  
Karla Johnstonbaugh, Business Administrator, Bell Canyon (in person)  
Dr. Nancy Hall, Executive Vice President, Imagine Schools (in person)  
Veronica Cramer, Exec, Imagine Schools (in person)  
MaryAnn Stackhouse, Regional Finance Director (telephonically)  
Mary Bonsall, Group Regional Finance (in person)  
Monte Lange, Regional Director (telephonically)  
Lise Ryden, Finance (in person)  
Linda Kiefner, Regional Director (in person)  
Georgia McGraw, Ball & McGraw, PC, Auditor (telephonically)

Thomas Jankowski, Esq., Greenberg Traurig, LLP (telephonically)  
Cheri Laudenslager, Greenberg Traurig, LLP (telephonically)

Dr. Leonora Farrah called the meeting to order and took roll of the governing Board members. Dr. Farrah served as Chair for the meeting, Dr. Nancy Hall tape recorded the meeting and Ms. Laudenslager recorded the minutes.

The first item of business was the review and approval of the minutes of the November 17, 2008 meeting of the Boards of Directors. There being no further discussion, upon motion of Pamela Webb duly made and seconded by Grizelda Valenzuela, the following resolution was unanimously adopted:

RESOLVED, that the minutes of the November 17, 2008 meeting be, and hereby are, accepted and approved by the Board.

The next item of business was the report, review and possible action regarding 2007-2008 Annual Audit (CPE). Georgia McGraw presented the report. She reported that CPE currently has a large deficit, which was reduced by approximately \$100,000 compared to the previous year. She explained that they did not prepare financials in accordance with GAAP. Michael Tucker raised questions about the appropriate indirect cost for 2007-8. It was discussed and determined that the correct fee in 2007-2008 was 14%. It changed mid-year 2008 to be 12% in the future audits. There being no further discussion, upon motion of Mike Tucker duly made and seconded by Pam Webb, the following resolution was unanimously adopted:

RESOLVED, that the 2007-2008 Annual Audit for CPE be, and hereby are, accepted by the Board.

The Chair stated that the next item of business was the report, review and possible action regarding 2007-2008 Annual Audit (CPM). Georgia McGraw presented the report. There being no further discussion, upon motion of Mike Tucker duly made and seconded by Pam Webb, the following resolution was unanimously adopted:

RESOLVED, that the 2007-2008 Annual Audit for CPM be, and hereby are, accepted by the Board.

The Chair stated that the next item of business was the report, review and possible action regarding 2007-2008 Annual Audit (BC). Georgia McGraw presented the report. She reported that BC did not independently prepare its financial statements in accordance with GAAP, however, they had the cleanest compliance report of all of the Schools. She reported that there is a significant deficit at BC and therefore they required and received a letter from Imagine Schools to state they would continue to support this School for the year. There was a lengthy discussion on how this deficit came about and how it is being paid in the future. There being no further discussion, upon motion of Pam Webb duly made and seconded by Mike Tucker, the following resolution was unanimously adopted:

RESOLVED, that the 2007-2008 Annual Audit for BC be, and hereby are, accepted by the Board.

The next item of business was the report, review and possible action regarding 2007-2008 Annual Audit (RFE). Georgia McGraw presented the report. She reported that RFE shows a deficit and did not independently prepare its financial statements in accordance with GAAP. Ms McGraw also noted various compliance issues, which appear to have been improved after a mid-year personnel change. There being no further discussion, upon motion of Pam Webb duly made and seconded by Michael Tucker, the following resolution was unanimously adopted:

RESOLVED, that the 2007-2008 Annual Audit for RFE be, and hereby are, accepted by the Board.

The next item of business was the report, review and possible action regarding 2007-2008 Annual Audit (RFM). Georgia McGraw presented the report. She reported that RFM did not independently prepare its financial statements in accordance with GAAP and noted other various compliance issues. There being no further discussion, upon motion of Pam Webb duly made and seconded by Michael Tucker, the following resolution was unanimously adopted:

RESOLVED, that the 2007-2008 Annual Audit for RFM be, and hereby are, accepted by the Board.

The next item of business was the report, review and possible action regarding the quarterly financial reports for the Schools. Ellen Poultridge reported for CPE and CPM. Karla Johnstonbaugh reported for BC. Cheryl Ferris reported for RFE. Monica Morales reported for RFM. After questions by the Board and brief discussions on each School, upon motion of Michael Tucker duly made and seconded by Pam Webb, the following resolution was unanimously adopted:

RESOLVED, that the quarterly financial reports for the Schools be, and hereby are, accepted by the Board.

The Chair stated that the next item of business was the report, review and possible action regarding the addition of 6<sup>th</sup> grade to Rosefield Charter Elementary School, Inc. (RFE, RFM). Linda Kiefner noted various rationales for the move. After a brief discussion, upon motion of Pam Webb duly made and seconded by Michael Tucker, the following resolution was unanimously adopted:

RESOLVED, that the adding 6<sup>th</sup> grade to RFE, be and hereby is, accepted and approved by the Board.

The next item of business was the report, review and possible action regarding the removal of 6<sup>th</sup> grade from Imagine Middle at Surprise, Inc. (RFM). There being no further discussion, upon motion of Pam Webb duly made and seconded by Michael Tucker, the following resolution was unanimously adopted:

RESOLVED, that the removing 6<sup>th</sup> grade from RFM, be and hereby is, accepted and approved by the Board.

The next item of business was the report and review School Leader's report given by Heidi Schloesser (CPE, CPM), Sharon Malone (BC), Bruce Hanna (RFE, RFM). Various accomplishments and achievements of each school were duly noted to the Board's general approval. This was information only; therefore, no action was required.

The next item of business was the report and review Regional Directors' reports given by Monte Lange (CPE, CPM) and Linda Kiefner (BC, RFE, RFM). Monte Lange commended the School Leaders for their success with the NCA program. Linda Kiefner discussed RFM involvement in Galileo

and the re-enrollment of Rosefield students. She also advised the Board that Sharon Malone will be leaving before the end of the school year and she will be taking the role of acting Principal with a team of others. This was information only; therefore, no action was required.

The Chair then issued a call to the public for issues and there were none.

Dr. Hall advised that the next three meetings are scheduled as follows: (i) April 20, 2009; (ii) June 1, 2009 (2009-10 budget proposal); and (iii) June 15, 2009 (2009-10 budget approval). Each meeting will begin at 5:00 p.m., MST.

There being no further business to come before the meeting, upon motion of Pam Webb duly made and seconded by Michael Tucker and unanimously approved, the same was adjourned at approximately 6:10 p.m.

APPROVED:

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Julie Brubaker, Secretary  
Cortez Park Charter Elementary School, Inc.  
Cortez Park Charter Middle School, Inc.  
Bell Canyon Charter School, Inc.  
Rosefield Charter Elementary School, Inc.  
Imagine Middle at Surprise, Inc.