

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



CHARTER GRADE LEVEL AMENDMENT REQUEST

(Charter Holder Name) Rosefield Charter Elementary School, Inc. (CTDS) 078508000

(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 Rosefield Charter Elementary School, Inc. (Charter Holder), herein agree to amend the terms of the charter contract as follows:

FROM: Grade levels served: K-5

TO: Grade levels served: K-6

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



Program of Instruction Amendment Request:

CHANGES IN GRADE LEVELS BEING SERVED:

(FROM) Grades K-5

(TO) Grades K-6

The additional grade supports the philosophy, methods of instruction, special emphasis, and mission of the school.

We were faced with a rather unique situation this year. As we opened the doors to Imagine Prep High School in Surprise, AZ, we also welcomed the 7th and 8th grade students from Imagine Rosefield to this campus. This left only the 6th grade students, under the present Middle School Charter (grades 6-8) at the Rosefield campus. Having the students under one charter physically split between two campuses has been difficult for several reasons. The main reason was the financial oversight. By allowing 6th grade to be added to the current Imagine Rosefield K-5 Charter, this will more accurately coincide with the physical placement of these students. If approved by the Arizona State Board for Charter Schools, we anticipate the same full enrollment at the 6th grade level. The addition of 6th grade at Rosefield supports the mission of the school. The mission states:

The mission of Imagine Rosefield is to provide students with a world-class learning opportunity by maintaining a caring, learning environment, involving parents and the community in school activities, utilizing innovative teaching techniques delivered by a superior faculty, and offering a challenging curriculum that prepares students for lives of leadership in a rapidly changing world.

REGIONAL OFFICE

A Member of the Imagine Schools Family
18052 N. Black Canyon Hwy. Phoenix, AZ 85053
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When a student is able to attend classes from kindergarten through sixth grade, the consistency of expectations, the continuation of learning based upon the *Imagine Standards-based Curriculum*, and the comfort-level developed from the familiarity of teachers and peers promote academic success.

Students will participate in programs which emphasize learning for leadership, positive character development, and academic growth. Parents of older students will be encouraged to continue their active role in their student's education and work in partnership with the school by attending parenting seminars, serving as mentors for Character Education events, and by supporting home learning by providing an appropriate study environment. Service Learning Projects, where students study a need of the community then apply their learning towards alleviating that need, will enable students to learn more about their community and credible, community service. Our goal for our students continues to be one in which academic achievement, integrity, leadership, and community service are encouraged as students become productive members of society.

Change in Staffing

There will be no anticipated change in staffing. All teachers are currently Highly Qualified.

Academic Goals : 6th Grade Goals have been updated to reflect state assessment (AIMS-DPA).

Goals	Measurement Criteria
<p>Literacy and Lifelong Learning</p> <ul style="list-style-type: none"> • Students will read fluently from a variety of genres with accuracy, automaticity, and prosody (expression). • Students will master the rigorous standards related to the core disciplines to develop literacy competencies essential for success in a global society. 	<p><i>By the end of the school year:</i></p> <p>At least 80% of students will receive satisfactory grading on their portfolios and/or project based learning related to literacy.</p> <p>The performance of students continuously enrolled for 2 years or more will meet or exceed the Arizona Academic Standards on the reading portion of the AIMS-DPA.</p> <p>80% of students will achieve mastery (set at 80%) in reading.</p>
<p>Writing</p> <ul style="list-style-type: none"> • Students will demonstrate a strong foundation in written communication skills. • Students will continue to strengthen their writing ability to include creative and expository works. 	<p><i>By the end of the school year:</i></p> <p>80% of students will meet the standards of the written portion of Study Island (Aims preparation program).</p> <p>The performance of students continuously enrolled for 2 years or more will meet or exceed the Arizona Academic Standards on the writing portion of the AIMS-DPA.</p> <p>80% of students will achieve mastery (set at 80%) in writing.</p>
<p>Mathematics, Science, and Technology</p> <ul style="list-style-type: none"> • Students will master key concepts related to mathematics, science, and technology and apply them effectively in observing, analyzing, problem solving, and synthesizing data. • Students will be critical thinkers and numeric problem solvers and will demonstrate the ability to integrate concepts and make connections related to the core disciplines. • Students will integrate their knowledge and understanding of how informational and technological systems work to analyze trends and to design and improve systems. 	<p><i>By the end of the second school year:</i></p> <p>At least 80% of students will receive a satisfactory grading on their portfolios and/or project based learning related to mathematics, science, and/or technology.</p> <p>The performance of students continuously enrolled for 2 years or more will meet or exceed the Arizona Academic Standards on the math portion of the AIMS-DPA.</p> <p>80% of students will achieve mastery (set at 80%) in mathematics.</p> <p>80% of students will achieve mastery (set at 80%) in science.</p>

PERCENT OF MASTERY:

Mastery Level on School Generated Assessments:

Mastery of a core curriculum is developed over many years of learning. However, mastery of a specific skill, concept, or knowledge on tests and projects is delineated as 80% to align with the mastery level of all grade levels at Imagine Rosefield. The standards of the core curriculum, both content and application, are the primary guides to what to teach and what to assess.

Remediation activities are an important part of the educational program for our middle schools students.

Teachers consistently assess performance throughout the school year to determine student progress and need for support. Under no circumstances will student performance be judged solely on the basis of tests. For each student who does not meet performance levels, the school will require the parents/guardians to meet with the teacher(s) and to develop a detailed plan for remedial instruction through one or more of the following activities:

- After school tutoring by teaching faculty
- Parent/volunteer tutorial program
- Parent contract to work with student at home and to provide appropriate study area and atmosphere.
- Peer tutoring/teacher tutoring during lunch hour

Students will continue in remediation activities until mastery is achieved.

Students will receive daily feed-back, support, and encouragement throughout remediation.

Timeline:

The School does not expect to spend any money related to changing the 6th grade class to be included in the Imagine Rosefield Elementary Charter.

TASK	ECD*
Not-for Profit Entity/Governing Board is organized	Completed
Award of Charter	Change of grade levels requested
Design of Facility Addition	Completed
Construction/Permitting Begins	Completed
Create Marketing Plan and Materials	Upon approval
Initiate Community Partnerships	Completed
Begin Recruiting Teaching Faculty	Completed
Market school to prospective students and parents	Completed
Order furniture, textbooks and equipment	Completed
Organize Program for Students with Special Needs	Completed
Receive and install FF&E in the facility/FF&E Lease Payments begin.	Upon approval
Plan Teacher/Staff In-Service	Completed
First Governing Board Meeting	07/20/09
Begin/develop/ complete Board Policy & Procedures	First Board meeting following approval
Complete Recruitment of Teaching Faculty and Staff	Completed
Begin/develop/ complete Personnel Handbook	Completed
Begin/develop/complete Student Handbook	Completed
Begin/develop/complete Curriculum Guides/Aligned to State Standards	Completed
Organize/implement/complete parent involvement processes	Completed
Facilitate teacher/staff in-service	08/09
Conduct lottery and notify parents about status thereafter	Completed
Submit Estimated Counts to School Finance	06/01/09
Organize/implement/complete Technology orientation program	Completed
Open House for Students and Families to Meet Teachers	08/04/09
School Begins	Proposed 8/06/09

* *Estimated Completion Dates*

**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 6th 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 6th 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 6th 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 6th 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:

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.