

APPENDIX A

AMENDMENT REQUEST MATERIALS

Enrollment Cap Request

Charterholder Info

Charter Holder

Name:
Imagine Charter Elementary at
Desert West, Inc.

CTDS:
07-85-20-000

Mailing Address:
18052 N. Black Canyon
Highway
Phoenix, AZ 85053
> [View detailed info](#)

Representative

Name:
Monte Lange

Phone Number:

Downloads

 [Download all files](#)

Enrollment Cap

From:
825

To:
960

Attachments


Board Minutes


 [Download File](#) —

Increase to Enrollment Cap Attachments

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

Occupancy Documentation (Increase Only)

 [Download File](#) — Square Footage Map

 [Download File](#) — Certificate of Occupancy and school map

Narrative —  [Download File](#)

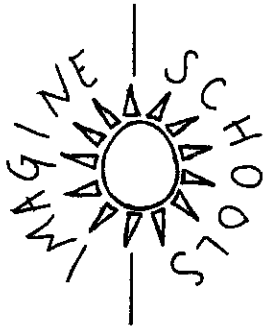
Additional Information

 [Download File](#) — Updated Enrollment Matrix

 [Download File](#) — Updated Staffing Chart

Signature

Charter Representative Signature
Monte Lange 08/18/2017



July 10, 2017

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

To Whom It May Concern:

Imagine Charter Elementary at Desert West Inc. would like to formally submit a request to increase our enrollment capacity from 825 to 960 students. Since the current administration has arrived at Imagine Elementary School, we have increased enrollment substantially over the last 5 years. This increased enrollment is due to the following factors:

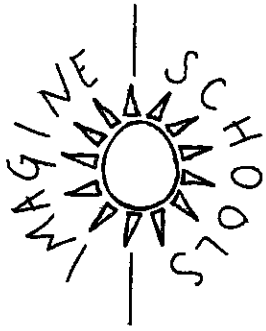
1. We have created a strong reputation within the local community as a school that honors the cultural and social needs of the students we serve, while offering strong academics, and a focus on character.
2. A large word of mouth campaign initiated by our families. Our school community is comprised of many related family members and friends whose positive experiences within our school have led to them recruiting other friends and family to our student body.
3. Over the past 5 years the West valley has experienced an influx of residential and commercial growth. Families that have moved into the area have created a need for good schools. District schools in the area have been plagued by low academic scores and high levels of behavior and discipline problems.

Current and Projected Enrollment

Currently, we have a total of 643 K-5th graders re-enrolled for the 2017-2018 school year with another 215 new enrollments. For the last 3 years, we have had a 97% or better re-enrollment rate and this year we are at 97% re-enrollment. We also have an active wait list of 48 students. Our enrollment target for the 2018-2019 school year is 880 and we expect to reach 910 by the 2019-2020 school year. [See enrollment matrix or breakdown of enrollment information]

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Advertising

Imagine Desert West Elementary School has a great reputation in the area as a school with strong academics and a focus on character. We consistently have outperformed or matched local school in state testing results and have extremely low incidence of discipline problems. Our focus on character was rewarded this year as we achieved distinction as both a state and national School of Character. Our primary advertising has been word of mouth campaigns that have served us well over the past 5 years. Our school community is comprised of many related family members and friends whose positive experiences within our school have led to them to recruit other friends and family to our student body.

We have consistently hit our enrollment targets and grown each year. We hit our enrollment goals for this year (AY2016-2017), we have also hit our enrollment targets for the upcoming school year (AY2017-2018) and we are confident that we will hit our goal of 880 students for the the 2018-2019 school year.

Recruitment and Hiring

Due to the increased enrollment, staffing will need to increase to accommodate growth. During the 2017-2018 fiscal year we are projected to increase our enrollment by approximately 60 students in the elementary school. By the 2018-2019 school year we are projected to increase our enrollment to a total of 880 students and then to 910 students by the 2019-2020 school year. Based on our current projections, for the 2017-2018 school we have a need to hire 2 additional teachers for elementary school. When full capacity (960) is reached by the we will have a need for approximately 3 new teachers and to accommodate the additional growth.

We have used a multi-pronged approach over the years to meet our staffing needs which has included representation at local and national education recruiting fairs, cultivating a relationship with teacher training and learning programs in local colleges and universities (Rio Salado College, Grand Canyon University and ASU). We also advertise through several online recruiting sites including INDEED, ADE and Carney Sandoe. Finally, we rely on word of mouth marketing on social network communities by our current staff and teachers. To date these efforts have served us well enabling to meet our staffing needs at the beginning of each academic school year.

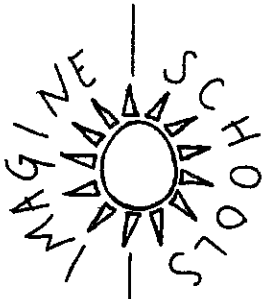
Training and Professional Development

Professional Development is a key component of the Imagine philosophy. For the 2017-2018 school year new teachers will report on July 24, 2017. Professional development classes, seminars, and training will occur from July 24th through July 31st. During this time, all teachers receive professional development through participation in large group sessions and small group activities. A sample of some topics to be addressed is provided below.

- Evidence based Best Teaching practices,
- Core Imagine philosophy and ideas
- New Curriculum Training
- The role of an Instructional Coach and coaching cycle
- Thinking maps

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- Strategies for Effective classroom management
- Data driven Instruction
- Increasing Rigor in the Classroom
- Lesson Planning
- Standards Based Grading

New teachers will also participate in a teacher mentor program in which they are paired with more tenured teachers within our school to cultivate a mentorship relationship that provides them with additional supports throughout the year. Throughout the year all content area teachers have common planning time each day and once a week the content areas teams participate in Professional Learning Communities (PLCs) that are

facilitated by one of our instructional coaches. All teachers are also assigned an instructional coach that can provide PD supports through co-teaching sessions, gathering of additional curricular materials, and pairing teachers with external PD opportunities. Additionally, once a month we offer ½ day PD on-site covering topics selected based on school needs. Finally, our teachers all participate in Professional Development opportunities offered through the Southwest Region of Imagine Schools three times a year.

Curriculum Needs

The increase in students for the 2017-18 academic school year will not necessitate the need for additional curriculum. The reason we will not need additional curriculum is because we have purchased the required materials in last year's budget in anticipation of the growth. With regard to the increase in the subsequent years we will allot money in our budget as needed to ensure all students and staff have access to curricular materials.

Assessment Needs

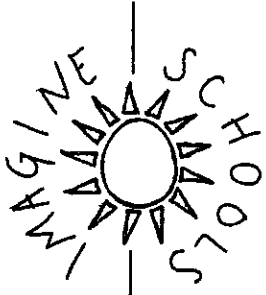
Imagine Desert West Middle School utilizes several formative and summative assessments for our students. We currently utilize Galileo and STAR to measure student outcomes. The increase in students for the 2017-18 will not increase the need for additional assessment licenses. The reason we will not need additional licenses is that we have purchased the required materials in last year's budget in anticipation of growth. With regard to the increase in the subsequent years we will allot money in our budget as needed to meet these needs.

Instruction Needs

The staffing instructional needs are discussed above and have been met for the 2017-2018 school year. The resources and personnel needed to monitor and supervise instruction will not necessitate any increase for the 2017-2018 school year. The reason we will not need any additional resources is that these resources were included in this last year's budget. Imagine Desert West Middle School has a robust system for monitoring instruction including informal walkthroughs conducted by instructional coaches, and leadership, and a formal evaluation system based on the Charlotte Danielson framework.

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Teachers receive numerous informal walkthroughs and debriefs with their instructional coaches and get 1:1 coaching meetings focused on improving their practice at least every other week. Teachers receive 2 formal evaluations a year from an administrator. These practices will continue into the 2017-2018 school year.

Other Needs

In addition, any desks and or supplies needed to accommodate growth has been put in our budget to ensure all students have the needed materials.

Respectfully Submitted,

A handwritten signature in cursive script that reads 'Jason Archuleta'.

Jason Archuleta
Regional Director
Imagine Schools

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Arizona State Board for Charter Schools

Enrollment Matrix

Complete the table to provide the current and target enrollment, indicating the proposed timeline for implementing the request.

Directions*:

- In each box under the “Number of Students” columns, identify the number of students served per grade for the current and upcoming three fiscal years.
- In the “Total Enrollment” row, provide the total enrollment for each fiscal year.
- Copy and paste the chart for each school operated by the Charter Holder.

School Name: Imagine Desert West Elementary				
Grade Level	Number of Students			
	Current—FY17	Target—FY18	Target—FY19	Target—FY20
Kindergarten	107	138	149	149
1 st	126	114	160	160
2 nd	133	130	140	170
3 rd	142	138	143	143
4 th	145	140	143	143
5 th	136	145	151	151
Total Enrollment	789	805	886	916

*To view an example of a completed enrollment matrix, review page 10 of The Guide to Amending a Charter.



Arizona State Board for Charter Schools

Staffing Chart

Complete the table to provide the current and anticipated staffing for the school(s) operated by the Charter Holder. Include staff members needed if the request is granted.

Directions*:

- In each box under the “Number of Staff Members” columns, identify the number of staff members for each position/category for the current and upcoming three fiscal years.
- Copy and paste the chart for each school operated by the Charter Holder.

School Name: Imagine Desert West Elementary School				
Position	Number of Staff Members			
	Current—FY17	Anticipated—FY18	Anticipated—FY19	Anticipated—FY20
Administration	1.5	1.5	2	2
Teachers/Instructional Staff				
Kindergarten	3	5	5	5
1 st	4	4	5	5
2 nd	4	4	4	5
3 rd	4	4	4	4
4 th	4	4	4	4
5 th	4	4	4	4
Specialty Staff (Music, Art, PE, etc.)	6	6	6	6
Special Education	.5	1	1	1
Paraprofessional	11	11	11	11
Additional Staff				
List title: Gifted Teacher	.5	.5	.5	.5
List title: Crossing Guards	1.5	1.5	1.5	1.5
List title: Health Aide	1	1	1	1
List title: Registrar	1	1	1	1
List title: Receptionist	.5	.5	1	1
List title: Academic Coach	2	2	2	2
List title: Intervention Specialist	1	1	1	1
Total Number of Staff Members	49.5	52	54	55

*To view an example of a completed staffing chart, review page 14 of The Guide to Amending a Charter.

Leadership Staffing Chart

Complete the table below to provide current and anticipated leadership for the school(s) operated by the Charter Holder.

Directions:

- In the “Title” column, list the title of each leadership position at the school. Consider all individuals who are part of the leadership team (e.g. principal, instructional coach, lead teacher, etc.).
- In the “Current” and “Anticipated” columns, list the **names** of the individuals that will hold each of the leadership positions during the current and upcoming three fiscal years. If an existing staff member will not hold the position in the projected year, write “New Hire” or “TBD” (to be determined) in the box for that position.
- Copy and paste the chart for each school operated by the Charter Holder.

School Name: Imagine Desert West Elementary School				
Title	Leadership Team			
	Current—FY17	Anticipated—FY18	Anticipated—FY19	Anticipated—FY20
Principal	1 Bill Heintz	1 Bill Heintz	1 Bill Heintz	1 Bill Heintz
Vice Principal	.5 Joseluis Lozano	.5 Joseluis Lozano	1 TBD	1 TBD
Business Manager	.5 Amy Sundagen	.5 Amy Sundagen	.5 Amy Sundagen	.5 Amy Sundagen
Data and Grants	.5 Rajni Nair	.5 Rajni Nair	.5 Rajni Nair	.5 Rajni Nair
Compliance	.5 Kristen Kalvoda	.5 Kristen Kalvoda	.5 Kristen Kalvoda	.5 Kristen Kalvoda