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Developing Character, Enriching Minds.

# School of Excellence Program Review

# Imagine Palmer Ranch



January 25, 2013

Dear Imagine Palmer Ranch:

We are honored to have been invited to your Imagine campus to serve this week on a School of Excellence Program Review. Thank you for your extra effort to ensure that we were not only equipped with the tools necessary to complete our review, but were also treated with great hospitality. Thank you for the warm welcome you have shown us.

We greatly appreciate the opportunity we had to listen to your areas of priority and focus, and to investigate each of the Six Measures of Excellence on your Imagine campus. We were delighted to witness the strong cooperative, supportive, and caring environment which exists amongst your teaching staff, as well as the high regard in which your parents hold your teachers.

Your commitment to excellence and integrity and your collective desire to invest in the students and families on your Imagine campus has made an impact on each of our team members.

As you review our commendations and recommendations contained in this report, we advise that you take special consideration of the following:

- Positive Atmosphere relative to increased professionalism as modeled by leadership
- Focused efforts on instructional initiatives geared toward added value for teachers and increased performance of students
- Increased opportunities for marketing the school

We wish you every success, and hope our efforts have been helpful. We look forward to working with you in the coming months to assist you in achieving success in these areas.

Sincerely,

Imagine Palmer Ranch School of Excellence Review Team



# School of Excellence Program Review Final Report Template

DATE: January 25, 2013 SCHOOL NAME: Imagine Palmer Ranch

Imagine Schools	Commendations Commendations	Recommendations/Next Steps	Rating
Six Measures of Excellence			(HF/O/E/NE)
Shared Values	Integrity – Climate among teaching staff is	Integrity – Make certain administrators are	Emerging
	positive, collaborative and supportive	high profile in classrooms on a daily basis so	) )
Team Member Lead:		teachers see tangible evidence of support	•
Jane Brunner	Justice – Tracking cards empower students to		
	take ownership for their own behavior	Justice – Frequent walk-through observations,	
		with constructive, specific feedback the next	
	Fun – Six Measures Committees meet monthly	day, will equip teachers with useful ideas they	
	with majority of staff members participating	can immediately implement in their classrooms	
		More open communication regarding	
		expectations for staff (including deadlines)	
		should occur. Example: lesson plan/reflection	
		binders are a "kind of" expectation but there is	···. · · ·
		no accountability and all teachers have not	
		been given information about how they should	
		be completed.	•
		Fun – Six Measures Committees should now	· · ·
		progress towards forming task forces for	
		individual projects/activities with a designated	
		Decision Maker who ensures that advice is	
		sought from many sources, including other	
		Imagine campuses, and the final decision	
		should be communicated to the staff.	

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Working Generation	The establishment of professional	development on all curriculum needs to be a high priority for all grade levels	Academic Growth committee needs to form a task force with the purpose of creating a usable	tool which has instructionally sound rationale	with the advice from all grade levels.	Institute a reading/math/science FCAT	prep/boot camp based on the needs of the	students (lowest 25% based on current data)	Implement interactive word walls in all content	area classrooms	Personalizing classrooms to promote learning via the use of literacy-based and specific	content rich visual aids that are teacher	created	Display non-graded student work throughout	the building			
	Classroom management was evident in all	classrooms Student engagement averaged 90% or higher in all classrooms	Primary centers were exhibited during reading		Anchor charts and student work were	prominently displayed throughout primary	classrooms											
	Academic Growth	Team Member Lead: Silka Cuba-Ortiz																

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School of Excellence Program Review Imagine Schools

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	Operational			2				Emerging						· · ·					Operational			
bruitating Chanaelle Bruitating Munde.	Continue to work together to further implement the school wide weekly lesson	plans.	Increase interactive wall displays encouraging	development both within the classroom and in	the halls.			PTO meetings should be scheduled at times	that are more convenient for the majority of	the parents and should be well advertised in	auvance	Communication with parents regarding school	events should be done in a variety of ways and	expressed in a variety of mediums	Parent Choice committee should investigate	additional extra-curricular activities and to	promote company partnerships and new	parent interest	Economic Sustainability committee should	work towards presenting information on the	school's budget to the staff on a monthly basis.	
	The creation and implementation of weekly character lessons shows a strong heart for	teaching and reminding our students to be the best individuals they can.	Consistently exhibiting smooth classroom	transitions and hallway behavior with clear		Fostering an environment where teachers and students clearly exemplify positive interactions		Strong network for parental involvement		trachars universally have positive support for			PTO is pro-active						Economic Sustainability committee is diligent in	finding ways to find supplemental resources for	the school.	
	Character Development	leam Member Lead: BreAnne Kilmer						Parent Choice	Transferrit and Transferrit	leam Member Lead:									Economic Sustainability		Team Member Lead:	and right

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			Seek advice from other campuses regarding low impact reductions in operating expenses to provide a larger proiected surplus.		
	School Development Team Member Lead: Guy Platter	Middle School active in fundraising and demonstrating a desire to build traditions in the school.	Teachers and parents indicated a strong desire to articulate a "hook" for the school to better market to potential students and parents.	Emerging	
270 225		Strong relationship with local law enforcement as exhibited by streamlined dismissal process.	Whole school focus on building traditions in all grades to generate excitement and sustained community.		
- 1 	# The Schools of Excellence Pr	The Schools of Excellence Program Review Team recommends the following r	ds the following rating for Imagine Pakmer Ranch: Emerging		
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Imagine Schools

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Imagine Palmer Ranch – School of Excellence Team Program Review Faculty/Staff - One-on-One Sessions



Prompt: Faculty/Staff were asked what three things were going well at the school.

53 - Staff/teams work well together
15 - Parent involvement and parent communication with teachers
14 - Apprentice Leader is a great resource and supportive
11 – School leader
9 - Character Ed program is school-wide and going well
9- Building is well maintained and clean
5 - Students are happy
5 – PTO fundraisers benefit school
4 – Common Core implementation
4 – Decision making happens more frequently/shared by more people
4– High expectations for student behavior
3 – Middle School curriculum
3 - New curriculum and journals
3 – ESE team
3– School feels part of the community
2 - Positive parents
2 – Extra curricular activities/sports
2 – Communication (calendar, pre-planned activities)
2 - Curriculum guides from regional curriculum coach
2 – Pre K program is great
2 – School is growing and improving the organization
1 – Creative use of time to get all assessments completed
1 - Teachers go above and beyond
1 – Arts are appreciated
 1 – Admin. discipline
1- Campus is accessible on weekends and late a night
 1- Aftercare program
1- Increase of staff
 1- Peer mentor program
1- Autonomy in the classroom/empowerment
1- Getting rid of Project Child
1- Reading and Writing workshops
1 – Elementary and Middle School teachers cooperate/collaborate

#### Imagine Palmer Ranch – School of Excellence Team Program Review Faculty/Staff - One-on-One Sessions



Prompt: Faculty/Staff were asked what three things could be done to further improve the school.

	24 - Support for teachers (PD) and now staff (matter to the teachers)
	24 – Support for teachers (PD) and new staff (routines, how to do email, HR, etc) 17 – Technology support
	12 – Administration is not high profile in classrooms
	10 – Administration unprofessionalism towards staff members
	9 – Low expectations for completing reflection journals, no accountability, no teacher input into the format, last minute PD was done last Wed.
	8 – Playground equipment needed for ölder students
	6 – High elementary teacher turnover
	5 – SWS team graphing is cumbersome
	4- Need sports/after school activities
÷	4 - Resources
	4 – Need team meeting/common planning time
	4 – General communication
	4 – School leader not supportive
	3 – No subs for Early Childhood staff members
	3 – Concern with compliant service of students with IEPs
1.000	2 – Unclear job responsibilities and roles in the school
	2- Stronger relationship within the administration
	2- Dual relationships (relationship outside of school affecting in-school dynamics)
	3- Vertical planning
	2- Confidentiality in the front office
	2 – PD needed on curriculum
	1 – Tracking cards for middle school should expand to 3-5 <sup>th</sup> grades
	1 – Clinic needs to be larger
	1 – Small support group meetings needed for students
	1 – Economic concerns
	1 – Positive feedback to teachers needs to balance areas of improvement
	1 – Loss of instructional time for non-educational activities
•	1 – Short turnaround time on some tasks (quick due dates)
	1 – Decrease testing
	1 – Grading consistency
	1 – Tardy/absent rules not consistent for all students
	1 – Need more whole school activities to help staff bond across grade levels
	1 – Concerns regarding special treatment for staff children
	1 – teacher burnout risk
	1 – Curriculum support for upper grades is low
	1 – Too many meetings after school
	1 – Recess is only 15 minutes



Imagine Palmer Ranch – School of Excellence Team Program Review Parents/Guardians - One-on-One Sessions

Prompt: Parents/Guardians were asked what three things were going well at the school.

		· · ·	· · · · ·	
5 - Great staff		-		
2 – Communication	·		· : · ·	
2 – Leadership support				
3 – Happy students				 
1 – Advanced program			· · · · ·	 
1 - Guidance			·	
			··· ·	 
				 · · · ·
			*	
· · · · · · · · · · · · · · · · · · ·				

Imagine Palmer Ranch – School of Excellence Team Program Review Parents/Guardians - One-on-One Sessions

Prompt: Parents/Guardians were asked what three things could be done to further improve the school.

4 – Concern with school losing staff and students due to not feeling welcome
4 – Family volunteer opportunities have dwindled
3 – Lunchroom noise
3 – FCAT camp
3- Communication is not timely and is always by email
2 – PTO meetings not advertised or held consistently
2 – Front desk confidentiality
 1 – Building
1 – Celebrating student achievement
1 – Quality of food
1 – Playground
1 – No longer can walk students to class
1 – Need more electives for Middle School



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Imagine Palmer Ranch School of Excellence Program Review Team

#### **CHAIRPERSON**

Guy Platter Regional Director Imagine Schools Indiana/Ohio Region <u>Guy.platter@imagineschools.com</u>

#### TEAM MEMBERS

Silka Cuba-Ortiz Curriculum Specialist and Testing Coordinator Imagine Chancellor Silka.cuba-ortiz@imagineschools.com

Carrie McLamar Guidance Leadership Team Imagine Kissimmee <u>Carrie.mclamar@imagineschools.com</u>

BreAnne Kilmer Middle School Team Lead/Yearbook Advisory Imagine School at Land-O-Lakes Breanne.kilmer@imagineschools.com

Jane Brunner Apprentice Leader/Title I Program Administrator Imagine Life Sciences Academy East Jane.brunner@imagineschools.com



Alisa Wright, Principal

AJ Brown, Asst. Principal

#### **Governing Board**

# Imagine School at Sarasota, LLC

Agenda

January 24, 2013

Location: 6220 McIntosh Road, Sarasota, FL 34238 Time: 12:00pm

- 1. Call to Order/Welcome
- 2. Notice of Public Posting of Meeting
- 3. Approval of Minutes from October 9, 2012 and December 10, 2012
- 4. New Business
  - a. Welcome Jill Gates, New Board Member
  - b. Public Comment Policy
  - c. A+Money
  - d. Budget Approval
- 5. Report from the Principal
- 6. Other Business
  - a. Board Training
- 7. Meeting Dates:
  - a. February 11, 2013
  - b. March 18, 2013
  - c. April 8, 2013
  - d. May 13, 2013

6220 McIntosh Road Sarasota, FL 34238 (941) 923-1125 Fax. (941) 923-1124 www.ImagineSchoolsPalmerRanch.org







AJ Brown, Asst. Principal

8. Adjourn Meeting

6220 McIntosh Road Sarasota, FL 34238 (941) 923–1125 Fax. (941) 923–1124 www.ImagineSchoolsPalmerRanch.org





Alisa Wright, Principal

AJ Brown, Asst. Principal

#### Governing Board Imagine School at Sarasota, LLC Minutes January 24, 2013

# Location:6220 McIntosh Road, Sarasota, FL 34238Time:12:00pm

 <u>Call to Order/Welcome</u>- Meeting was called to order by Jason Hughes and a Motion was made by Jason to start the meeting, a 2<sup>nd</sup> by Todd Menke.

2. Notice of Public Posting of meeting by Todd Menke, 2<sup>nd</sup> by Jason Hughes

 Motion to approve minutes from January 24, 2013 made by Todd Menke, 2<sup>nd</sup> by Jason Hughes.

#### 4. New Business

a. Motion to put into place Public Comment Policy made by Todd Menke, 2<sup>nd</sup> by Stephanie Kempton.

b. Alisa Wright gave report on A+ Money, the staff survey results requested that money would be divided amongst staff that were at ISPR year and are still employed by an Imagine School. Motion made by Jason Hughes to approve, 2<sup>nd</sup> by Todd Menke. Stephanie Kempton opposed this motion.

c. Budget Approval-The updated budget was presented, a motion was made by Todd Menke to approve,  $2^{nd}$  by Jason Hughes.

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AJ Brown, Asst. Principal

### Alisa Wright, Principal

#### 5. <u>Report from the Principal</u>

- a. School of Excellence visit Alisa will review the report at the next meeting.
- Due to the events at Sandy Hook we have met with a Sheriff's Deputy and the following changes
  - -Increased staff at school opening time
  - -Badging all parents entering the school at arrival/dismissal
  - -Seeking quotes from Security Companies
- c. Re-enrollment
  - -95% of students returned forms
  - -99% of ISPR students will be returning

#### 6. Other Business

a. Public Comment - Stephanie Kempton reported

-ISPR Task Forces are available to parents, Karl Huber is the parent Liaison.

-Todd Menke - has a plan to help with Principal/Parent Communications

b. Chris Watson - Goals for the School

1. Maintain School Grade –  $2^{nd}$  year as an "A" school would give us a 15 yr. charter.

2. Secure Economic Sustainability & Enrollment

3. More Parent Communication w/ teachers & Principals.

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#### A+ Money Q&A

# Who decides how the award will be used?

The legislation gives the **award school's staff and school advisory council (SAC)** the authority to make this decision. If a charter school does not have a SAC, the governing body of the school should participate in the council's stead, along with the staff of the school, in determining the use of funds.

# What process should the school's staff and SAC use to make this decision?

The legislation does not specify a decision making process. Therefore, guidelines for determining how the decision is made by the school's staff and SAC and for resolving any conflicts in reaching the decision may be developed at the local level. Determining a step-by-step process ahead of time may help expedite making this decision.

# How may the funds from this program be used?

Funds are to be used for nonrecurring bonuses to the faculty and staff, nonrecurring expenditures for educational equipment or materials, or for temporary personnel to assist the school in maintaining or improving student performance (Section 1008.36(5), F.S.). The school's staff and SAC must decide to spend these funds on one or any combination of these three purposes. If the school's staff and SAC decide to decide to give bonuses, they determine who is to receive them and how much each person will receive. The decision on the use of funds must not conflict with any district or state policies on expenditure of funds.

Is there a deadline for the decision on the use of these funds?

Yes. Section 1008.36(4), F.S., states that if the school's staff and the school advisory council cannot reach agreement by February 1, the awards must be equally distributed to all classroom teachers currently teaching in the school.

A+ Money Final Survey

# SurveyMonkey

ResponsePercent ResponseCount

Please choose how you would like our A+ money to be spent from the choices below. The options listed received the most votes from our original survey. Surveys must be completed by noon on Wednesday. Thank you in advance for your speedy response!

Ali funds should be rewarded to part time/full time staff members who were at ISPR during the 2011-2012 school year who have remained at ISPR or are currently teaching at an imagine School.

Funds should be divided among current faculty/staff at ISPR.

37.5%

18

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62.5%

AnsweredQuestion SkippedQuestion

Imagine Schools Palmer Ranch		FY2013	% of Rev
Federal, State & Local Revenue	(*).		
FEFP		3,602,064	70.9%
Charter Capital Outlay		188,747	3.79
Misc State Revenue		785,082	15.5%
Transportation	<b>.</b>	72,081	1.4%
Supplemental Fee Revenue	Subtotal	4,647,975	91.5%
VPK State		92,937	1.8%
VPK Fees		92,931	0.0%
Preschool Revenues		205,632	0.07
Before & After Care		64,432	1.39
Food Service		-	0.0%
Other Local Revenues		69,466	1.4%
-	Subtotal	\$432,467	8.5%
Grants			
Start Up Grants		-	0.0%
Other Grants	Cubtotol	-	0.0%
	Subtotal		0.0%
Total Revenues		5,000,442	1.00.07/
Salaries & Benefits		2,672,283	52.6%
Facility Expenses (Rent)		1,309,025	25.8%
Direct Educational Expenses		.,	
Direct Ed K-12		101,111	2.0%
Pre K		2,847	0.19
Before & After Care		1,555	0.0%
Food Service		-	0.0%
Other Supplies/Expenses		24,553	0.5%
Equipment Use Fee (FF&E)		57,936	1.1%
Facility Operating Expenses		142,171	2.8%
Faculty Development			
		4,883	0.1%
Marketing		9,623	0.2%
General & Administrative			
Interest Expense		14,987	0.3%
Depreciation Expense		-	0.0%
Insurance		49,343	1.0%
Board Expenses		12,462	0.2%
Other G&A		62,236	1.2%
Other School Services			
Travel		5,426	0.1%
Field Trips		(5,944)	-0.1%
Transportation		49,404	1.0%
PT/OT/Speech		13,380	0.3%
Other Contracted Services		111,129	2.2%
Total Direct Costs		4,638,410	91.3%
magine Schools Costs			
ndirect Costs		458,747	9.0%
Total Indirect Costs	·	458,747	9.0%
Start Up Fee Repayment		30,000	0.6%
Contingency		2	0.0%
Total Expensis		S Stall Stall	100.94
	and the second se		
Operating Surplus or (Loss)			

Fund Balance Rive year-Projected Year End Balance - 11.627.

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#### LEASE AGREEMENT

IHIS LEASE AGREEMENI, (this "Lease"), is dated as of August \_\_\_, 2008, by and between MERIDIAN DEVELOPMENT GROUP, LLC, a Florida limited liability company, ("Landlord"), and SCHOOLHOUSE FINANCE, LLC, a Virginia limited liability company, ("Tenant").

#### ARTICLE 1 BASIC LEASE INFORMATION, DEFINITIONS AND EXHIBITS

The following basic lease information, definitions and exhibits are incorporated into and made a part of this Lease. Each reference in this Lease to any information, definitions and exhibits contained in this Article shall mean and refer to the information, definitions and exhibits hereinafter set forth.

(a) Project: The property consisting of approximately 2.39 acres known as the Meridian Business Center at 6100 McIntosh Road, Sarasota County, Florida, together with any additional building(s), the land and any Common Areas, parking areas and other improvements thereon, which is legally described on <u>Exhibit</u> <u>"A"</u> hereto, (the "Land"), according the Site Plan set forth on <u>Exhibit "B"</u> hereto.

(b) Phase I Premises: The approximately 26,000 square feet of air conditioned space on the first floor of the building at 6220 McIntosh Road, Sarasota, Florida 34239, which Landlord will build, as part of Landlord's Work (as hereinafter defined) a school building of approximately 26,000 square feet, including no less than 21 classrooms, a media center of approximately 1500 square feet, a multipurpose room/cafeteria with serving area of approximately 4,000 square feet, administrative offices, necessary restrooms and other improvements, to be completed on or before July 31, 2009, the boundaries and location of said Premises being more particularly highlighted and outlined on the Site Plan and the Floor Plan/Diagram Showing Premises attached hereto and made a part hereof as <u>Exhibit "C"</u> and as described on the Scope and Specifications (including, among other things, Tenant specifications, equipment and finishes) that form <u>Schedule 1 to Exhibit "D"</u> hereto.

(c) Phase II Premises: The approximately 26,000 square feet of air conditioned space on the second floor of the building at 6220 McIntosh Road, Sarasota, Florida 34239, which Landlord will build out and complete, as part of Landlord's Work (as hereinafter defined) to be fully integrated with the Phase I Premises into a completed school building of approximately 52,000 square feet. Phase II Premises will include at least 24 additional classrooms, an additional approximately 1,400 square foot multipurpose room and necessary restrooms, to be completed on or before July 31, 2010, said Premises being more particularly highlighted and outlined on the Floor Plan/Diagram Showing Premises to be attached bereto and made a part hereof as <u>Exhibit "C"</u> and as described on the Scope and Specifications (including, among other things, Tenant specifications, equipment and finishes) that form <u>Schedule 1 to Exhibit "D"</u> hereto. Phase I and Phase II Premises together referred to herein as the "Premises".

(d) Tenant Allowance: As part of delivery of the Premises to Ienant, on or before Rent Commencement Date for Phase I and Phase II respectively, Landlord shall include the payment to Tenant of an allowance for Tenant improvements of Ten Dollars and (\$10.00) per square foot of Premises (Two Hundred Sixty Thousand Dollars (\$260,000.00) each for Phase I and Phase II) for Tenant's use preparing the Premises for start up and operations, including, but not limited to, the purchase and installation of fixtures, equipment and technology. In the event Landlord falls to make the Tenant Allowance payment to Tenant on or before the Rent Commencement Date for Phase I or Phase II, as the case may be, then notwithstanding anything to the contrary herein, Tenant shall have the right, without notice or demand, of offset against the next Installments of Rent due until such time as the balance of the Tenant Allowance is paid to Tenant or the full Tenant Allowance has been offset.

(c) Common Areas: Any existing or future improvements, equipment, areas and/or spaces designated by Landlord from time to time for the non-exclusive, common and joint use or benefit of Landlord, Tenant and other tenants, occupants and users of the Project, if any, all as set forth on the Site Plan.

(f) Lease Term: The Original Lease Term and, if the option(s) contained herein, if any, is (are) properly exercised by Tenant, the Option Term(s)

(g) Original Lease Term: Fifteen (15) Lease Years commencing on the Rent Commencement Date.

- (h) Effective Date: August \_\_\_\_\_, 2008.
- (i) Rent Commencement Date: August 1, 2009 or The Completion Date (as hereinafter defined).

#### SCHEDULE 1 TO EXHIBIT "D"

#### SPECIFICATIONS FOR PHASE I AND PHASE II OF IMAGINE SCHOOL AT Palmer Ranch

#### Landlord Work specification, scope and equipment by area as clarified and defined by the Site Plan and Floor Plan/Diagram attached to the Lease as Exhibit "B" and Exhibit "C" respectively.

A. Specifications for Typical Classroom (at least 45 total classrooms of approx. 700 sq.ft. as per Plan)

- 1. Ceilings 2' x 4' Suspended with lay-in tile.
- 2. Walls Drywall painted with texture finish
- 3. Flooring VCT with 4" vinyl base.
- Interior Doors Painted hollow metal frame with clear finish wood door and narrow vision window.
- Exterior Doors Painted hollow metal frame door and narrow vision window or doors consistent with originally designed doors.
- Lighting 2' x 4' fluorescent fixtures with Acrylic lens with dual switching to regulate lights.
- 7. Sills Plastic Laminate
- 8. Outlets 2 duplex receptacles per wall.
- 9. Fire alarm system to comply with code
- 10. Circuitry to handle small refrigerators and microwave oven
- Data / Communication 6 data rough-in location (teacher and 5 student stations)(number of jacks to be determined) Project CHILD requires six computers per classroom.
- 12. Install wiring for telecommunications and data to support 6 computers (teacher plus 5 student stations) or alternatively provide wireless system reasonably acceptable to Tenant including all routers and other required equipment needed in lieu of hard wired system.
- 13. Classrooms will have phone/intercom systems
- Storage Cabinets Provide three (3) 84" high melamine laminated storage cabinets, 2 cabinets @ 24"W and 1 cabinet at 30"W. Cabinets shall have adjustable shelves with metal brackets.
- Cubbies-Classrooms (K-3, 1<sup>st</sup> floor classrooms) to receive 20 standard set-up installed 36" AFF (see attached diagram)
- Cubbies-Classrooms (4-8, 2<sup>nd</sup> floor classrooms) to receive 24 standard set-up installed 48" AFF (see Cubby Diagram attached hereto as Attachment 1 of this Schedule 1)
- Wood blocking in wall for T.V. monitor brackets with power/data outlets adjacent
- Tack Boards -2 Each 48" x 48" (location within room to be determined) and 20 L.F. of tack strip above marker and tack Boards
- White Boards -2 Each 48" x 96" (location within room to be determined)
- 20. Prep wall (not ceiling) for Smart Boards
- Classrooms lay-out in clusters (grouping of grades i.e. K, 1<sup>st</sup>, & 2<sup>nd</sup> and 3-5) for Project CHILD program with connecting doors in first floor classrooms
- 22. Classrooms 1, 2, 4, 5, 7, 8, 10, 11, 13, 14, 16 and 17 will share small restrooms as per Plans (Pre-K classrooms will also share a restroom as per Plans)
- 23. Classroom size of approx. 650 square feet pursuant to the Plans

- B. Office Area
  - 1. Ceilings 2' x 4' Suspended with lay-in tile
  - 2. Walls Drywall painted with texture finish
  - 3. Flooring Carpet with 4" vinyl base
  - 4. Hallway Doors Painted hollow metal frame with clear finish wood door and narrow vision window.
  - 5. Lighting 2' x 4' fluorescent fixtures with Acrylic lens.
  - 6. Sills Plastic Laminate
  - 7. Outlets 2 duplex receptacles per wall.
  - 8. Data / Communication 2 data locations (number of jacks to be determined)
  - 9. Phone/intercom systems.
  - 10. Tack Boards -2 each 48" x 48,
  - 11. 1:4x4 marker boards.
  - 12. Provide wiring and jacks for data and telecommunication for at least two computers in each office and the reception area. Tenant will furnish and install all necessary data and telecommunications equipment. Provided however, if wireless system for data is installed, then Landlord will provide all routers and wireless equipment needed to replace a hard wired system
  - 13. Office area size approx. 1000 square feet pursuant to the Plans
- C. Media Center/Library
  - 1. Ceilings 2' x 4' Suspended with lay-in tile.
  - 2. Walls Drywall painted with texture finish
  - 3. Flooring VCT with 4" vinyl base.
  - Hallway Doors Painted hollow metal frame with clear finish wood door and narrow vision window.
  - 5. Lighting 2' x 4' fluorescent fixtures with Acrylic lens with dual switching to regulate lights.
  - 6. Sills Plastic Laminate
  - 7. Outlets 2 duplex receptacles per wall.
  - 8. Fire alarm system to comply with code
  - 9. Circuitry to handle small refrigerators and microwave oven
  - Data / Communication 6 data rough-in location (number of jacks to be determined)
  - Install wiring for telecommunications and data to support 6 computers or alternatively provide wireless system reasonably acceptable to Tenant including all routers and other required equipment needed in lieu of hard wired system.
  - 12. Install phone/intercom systems
  - 13. Storage Cabinets Provide three (3) 84" high melamine laminated storage cabinets, 2 cabinets @ 24"W and 1 cabinet at 30"W. Cabinets shall have adjustable shelves with metal brackets.
  - Wood blocking in wall for T.V. monitor brackets with power/data outlets adjacent
  - 15. Tack Boards -2 Each 48" x 48", (location within room to be determined) and 20 L.F. of tack strip above marker and tack Boards
  - White Boards -2 Each 48" x 96" (location within room to be determined)
  - 17. Prep wall (not ceiling) for Smart Boards
  - Room size approx. 1000 square feet pursuant to the Plans attached hereto
- D. Corridors/Classroom Entrics
  - 1. Ceilings if interior then 2' x 4' Suspended with lay-in tile.

- Walls if exterior then existing finish, if interior then Drywall Painted textured finish.
- Flooring if exterior then existing concrete, if interior then VCT with 4" vinyl base.
- Hallway Doors Painted hollow metal frame with clear finish wood door and narrow vision window.
- 5. Lighting 2' x 4' fluorescent with Acrylic lens.
- 6. Tack-strips location to be determined by lay-out
- 7. Drinking fountains near each entry to restrooms.
- 8. One 48x48" tack board located outside each classroom

#### E. Restrooms (1 restroom per 2 classrooms in at lease 16 first-floor classrooms)

- 1. Ceilings drywall painted smooth finish
- 2. Walls Drywall painted smooth finish.
- 3. FRP panels on wet walls(walls with plumbing fixtures)
- 4. Flooring Vinyl composition tile with 4" vinyl base.
- 5. Hallway Doors Painted hollow metal frames with clear finish wood door.
- 6. Lighting 2' x 4' fluorescent with Acrylic lens.
- Accessories (1) Paper towel dispensers, (2) soap dispensers, (2) 2' x 3' mirrors, metal modesty partition stalls, grab bars, toilet paper holders.
- Plumbing Fixtures water closets and urinals with electronic sensors; sinks with timed push type valve.
- Electric hand dryers in student and faculty restrooms. Faculty restrooms will have paper towel dispensers provided by Tenant vendor.
- 10. Soap dispensers will be foam type.
- 11. Toilet paper dispenser will be large type with four standard rolls provided by Tenant vendor.
- 12. Sanitary products in grades 4-8.
- 13. Sink/counter height adjust for small children in K-2<sup>nd</sup> grade restrooms.
- F. Multi-Purpose Room
  - 1. Ceilings Tectum (or similar) fastened to bottom of trusses.
  - 2. Walls Drywall painted texture finish.
  - 3. Flooring VCT with 4"vinyl base.
  - 4. Storage room for physical education equipment
  - 5. Theatre lighting bar and power/technology infrastructure prep in ceiling
  - 6. Portable stage.
  - 7. Projection screen above portable stage
  - 8. Storage room for physical education equipment and portable stage
  - 9 Install interior protective screens over windows
  - 10. Room size approx. 2800 square feet pursuant to the Plans attached hereto
- G. Food Service Room and Equipment (adjacent to multi-purpose room)
  - 1. Ceilings 2' x 4' Suspended with lay-in tile with vinyl finish.
  - 2. Walls Drywall painted smooth finish.
  - 3. Flooring VCT with 4"vinyl base
  - 5. Hallway Doors Painted hollow metal frames with clear finish wood door.
  - 6. Lighting 2' x 4' fluorescent with Acrylic lens.
  - 7. Serving counters per Plans with formica tops.
  - Refrigerator/Chiller 2 door Reach In 54" W 36" W 83" H; 115 V -Cut sheets and pricing to be provided by Tenant for Landlord approval.
  - Sandwich Prep Table 27"W 29 1/4 D 41 1/2H; 115 V Cut sheets and pricing to be provided by Tenant for Landlord approval.

- Heated Holding Cabinets (2) 70" H 28" W 33 "D; 120 V Cut sheets and pricing to be provided by Tenant for Landlord approval.
- Design criteria: Sneeze guard on steam tables (the tables are built or prepared properly when guard is ordered at the same time as table). - Cut sheets and pricing to be provided by Tenant for Landlord approval.
- 12. Kitchen style dual stainless steel sink with count and lever/handles and NOT timed handles
- 13. Room size approx. 150 square feet pursuant to the Plans attached hereto
- Note: An allowance of \$15,000 will be provided by Landlord for Items 8, 9, 10, and 11 as described below.

#### H. Mechanical/Storage Room

- 1 Plumbing Service sink with FRP wall protection at janitor's area.
- 2. Ceilings gypsum board attached to roof trusses.
- 3. Walls Drywall painted texture finish.
- 4. Flooring VCT with 4" vinyl base.
- 5. Hallway Doors Painted hollow metal doors & frames.
- 6. Lighting 2' x 4' fluorescent with Acrylic lens.
- I. Mechanical System
  - 1. Existing Systems upgraded/replaced/repaired as necessary to meet code.
  - Control will be by zones "banks of classrooms"; using thermostats and averaging sensors
  - 3. Computer room will have a split system, supply air from two separate units
  - 4 Supply air will be ducted into spaces
  - 5. Return air will be plenum
- J. Exterior Building Shell
  - Building enclosure material, as per construction plans for the project to be provided by Landlord (the "Construction Plans"), attached hereto as Attachment 2 of this Schedule 1
  - 2. Windows as per Attachment 2 of this Schedule 1
  - 3. Exterior Doors as per Attachment 2 of this Schedule 1
  - 4. Roof- as per Attachment 2 of this Schedule 1
  - 4. Hose bibs on all building elevations
- K. Site Improvements
  - Includes complete development and construction of site utilities (storm sewer, sanitary sewer, water, gas), parking areas, play area and drives as per Site Plan.
  - 2. Allowances included for all landscaping and site lighting.
  - 3 Allowance for signs as per N. below
  - 4. Allowance for Perimeter Fencing as set forth in Site Plan
  - 5. Dumpster enclosure included.
  - 6. Site lighting timers
  - 7. Flagpoles- three (3) (Imagine, Federal and State)
- M. Play Areas
  - 1. No athletic fields
  - 2. Fenced play area with appropriate ground cover as per Site Plan

- 3. Allowance included for soft surface base of play area (approximately 2,500 square feet) as per Site Plan
- 4. New playground equipment, allowance of \$35,000

#### N. Signage (subject to regulatory approval)

1. Large Sign on the Building will include the Name of School and Imagine Logo along the roof line above the awning with lights situated to illuminate it at night. The sign will contain the Imagine School "sun" logo and contain the following words on one line in large block caps: "IMAGINE SCHOOL AT Palmer Ranch"

The photo below is for exemplary purposes only



2. At the entrance of the School driveway an internally lighted marquee that will permit the school to change the letters to provide updated information about the school. Sign will include the Imagine Logo and Name: "Imagine SCHOOL AT Palmer Ranch" logo and 4 to 5 lines for removable letters. Preferred marquee dimensions would be similar to the sample below.



3. At the entrance to the Development Tenant's sign will occupy the Tenant's Proportionate Share (as defined herein) of the Landlord's sign for the Development and will include the name "Imagine School at Palmer Ranch" along with the Imagine logo if possible.

O. <u>Change Order Costs</u>. Any additional cost caused by the net result of all change orders to the scope and specifications herein which are approved by Tenant shall be paid as specified in this section. Any increased cost up to the amount of One Hundred Eighty Thousand Dollars (\$180,000) shall be paid by Landlord, but the annual Base Rent

otherwise payable as of the Rent Commencement Date shall be increased by the sum that is nine percent (9%) of said increased cost. If the net change order cost increases for the Premises exceeds One Hundred Eighty Thousand Dollars (\$180,000), the amount of such excess between One Hundred Eighty Thousand Dollars (\$180,000) and Three Hundred Shty Thousand Dollars (\$3600,000) shall be deducted from the Tenant Allowance provided for in the Lease and any amount of such change order costs in excess of Three Hundred Sixty Thousand Dollars (\$360,000) shall be paid by Tenant in cash within thirty (30) days after Rent Commencement. Any amounts added to Base Rent pursuant to this section shall esculate at the same time and by the same percentage as the remainder of the Base Rent. For the avoidance of doubt any amounts in excess of the allowances described above shall be treated as additional costs generated by change orders.

# New Student Document Checklist

This registration packet includes the following documents for your information:

□ Information about ordering school uniforms

The following documents must be completed and returned to the school for each student registering:

- Student Registration Form
- Imagine School at Palmer Ranch Student Application
- □ Copy of Birth Certificate (original birth certificate must be reviewed by the school)
- □ Florida Certificate of Immunization (blue DH dorm 680)
- Physical dated within the last 12 months, signed by the doctor
- Health History Card
- □ Emergency Card (signed & dated)
- □ Home Language Survey
- □ Proof of Address, if moved recently (utility bill, lease or notarized from person family is living)
- □ Copy of Individual Education Plan (IEP), if applicable
- □ Authorization for Release of Student Records (if student is transferring from another school)
- □ School Registration Disclosure Form
- □ Student Residency Questionnaire
- Media Release Form

#### If custody conditions exist:

- Court Ordered documents of custody if child does not live with both parents
  - OR
- Non-marital Status Form if child live with only one natural parent who never married other parent

OR

Signed note from parent stating he/she is custodial parent

6220 McIntosh Road Sarasota, FL 34328 P- 941.923.1125 F- 941.923.1124 www.imagineschoolspalmerranch.org

# THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA STUDENT REGISTRATION FORM - PLEASE PRINT



use only.	Student ID.# Entry Date Sode Teache	Sci Vīpam	iool	or Date	me
School	Address verification	entificate/ 1 Dana to 1	Engunge suivey	Bus numi	Bile col care for the second
	Special custody/health problems we should be awa	re of			
	Student legal name - Last	Jr., III, Etc. First		Middle	Entering Grade
netion	Home phone		AKA/Nickname		,
it infor	Street address - Apt. no.		Mailing address -	Apt. no if different	
Studen	City/State/Zip		City/State/Zip	2	
	Student social security number	Sex Date of M T	f birth Birth plac	e - City and state or country	Born in the U.S. ?
	Ethnicity: Hispanic/Latino Origin? Yes Hispanic/Latino Origin? Yes	No (Explanation on back	of form) Number of	f full years in U.S. schools	If NO, date entered the U.S.
		Asian Black	Native Ha	walian or other Pacific Island	er 🗌 White
uo	Student lives with Both parents	Mother only		nt and step parent Othe	ər
orma	Name	· · · · · · · · · · · · · · · · · · ·	Name		
n infe	Relationship		Relationship		
relia	Phone Home Cell	and the second		Ce <u>ll</u>	<del></del>
Gue	Work			and the second state of the second states and	
	Email		Email		
orgeney	Emergency contacts and phone - Other than parent/g <u>Name</u>	juardian <u>Relationship</u>	Home Phone	Cell Phone	Pick-up Work Phone Y or N
Em				¥	
	Name of Last School or Pre-School Attended		This school was	avas siuu	ent ever retained?
hool	Address	·		tšide Sarasota County	ОИЦ
Prior sc	City State/Territory		Private school w		ent ever enrolled YES
	Country	Zip Code	Never enrolled/O	hut of country in Saraso	ta County? NO
mga	Has student been in any special program? YES		or Hearing Impairment	ropriate program(s) is placem Visual Impairment	
Special Pg	Speech or Language Impairment Autism		pedic Impairment	Gifted	
Spe	Emotional Disturbance Mental Reta		natic Brain Injury	Other	Dropout
КG	Participation prior to Kindergarten - (check one)		(L) Readiness Program	Operated by Local Coalition	(T) Teenage Parent Program
- Xd	(C) Title 1 Prekindergarten     (D) Prekindergarten Program for Children with Disabilities	(F) Fee for Service		ipate in Prekindergarten program)	(V) Voluntary Pre-K (Z) Not Applicable (student is not a Kindergarten student)
iren	Other children in family - Name	Age	Sex	Name of School	Grade Level
Other children			`		
Othe					
-					

Release Information - Please see back of this form for explanations of each of the items below. Then indicate your wishes for your child.

Directory Information [for all grades] Do you authorize the District to release Directory Information? Media Release [for all grades]			Please indicate your choice. I would like report cards sent to my home in English and Spanish					
Do you grant permission for this child to participate in media activities? Anonymous Survey [for grades 6-12 ONLY]	YES		Have parents/guardians moved within the last three years from another county/state due to working in					
Do you authorize the District to administer anonymous surveys to this child?	YES		agriculture, processing, packing, fishing, or dairy activities?					
Military Access for Recruiting [for grades 9-12 ONLY] Do you authorize release of information for military recruiting purposes?	YES 🗌							
Fiorida Statutes 837.06 provides that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his/her official duty shall be guilty of a misdemeanor of the second degree.								

Parent/Guardian Signature		Date	
RET:MASTER.3FY, GS7 163	The School Board of Sarasota County, Florida complies with State Statutes on Veterans' Preference and Federal Statute on non-discrimination on basis of race, color, sex, religion,	Low M NAda	52-94-DIS-SSF Rev. 03/25/2013 Form L0020reg.frm
DUPL., OSA	national origin, age, disabilities, marital status or sexual orientation.	Lori White, Superintendent of Schools	-

#### **Ethnicity and Race Data Collection**

Schools are required by federal law to gather information about student race and ethnicity. For each student one ethnicity code and one or more race codes on the front of this form must be selected.

Ethnicity - Check "Yes" or "No" to indicate whether the student is Hispanic or Latino based on the following description: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Race - Check one or more of the racial groups below that apply to the student:

American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. Black or African American: A person having origins in any of the black racial groups of Africa Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."

Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands

White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa

#### **Permission to Release Student Information**

Parents or guardians must grant permission for schools to release some classes of student information. Schools may release other classes of information unless parents request that it not be released. Please read each section below carefully to be certain you understand your choices and check the appropriate boxes in the Release Information section on the front of this form. Ask the school registrar if you have any questions or concerns about the permissions you are granting.

#### **Directory Information: (All Grades)**

Although student files are confidential, state law and district policy permit schools to publish the following "directory information" unless parents or guardians request that it not be released: Name; address; participation in officially recognized activities and sports; weight and height, if an athletic team member; name of the most recent previous school or program attended; dates of attendance at schools in the district; grade level; diplomas and certifications received.

If you permit your student's directory information to be released, please check the "Yes" box on the front of this form.

If you do not permit your student's directory information to be released, please check the "No" box on the front of this form or otherwise notify your school principal in writing within 30 days of the beginning of the school year.

If neither box is checked, the school will be authorized to release directory information about your student.

#### Media Release: (All Grades)

Reporters and photographers from news outlets such as newspapers and television stations may visit schools to photograph, videotape and/or interview students for stories about schools. School staff or volunteers also may photograph, videotape or interview students for school newsletters or websites. Images of students also may be transmitted during interactive video classroom instruction. Those images may be widely distributed by public or school media through the Internet.

Permission to publish a student's photograph or interview also includes permission to identify the student by name, school, grade level or age and to describe the school activity in which the student was engaged when the image or comment was recorded.

Because school publications such as newsletters, yearbooks and athletic programs are routinely posted on websites, parent permission also must be granted for students to appear in those publications.

If you permit your student to be photographed, interviewed and identified in public and school media, check the "Yes" box on the front of this form.

If you do not permit your student to be photographed, interviewed or identified in public or school media, check.the "No" box on the front of this form.

If neither box is checked, your student will not be permitted to be photographed or interviewed for publication.

#### Anonymous Student Behavior Surveys (Grades 6-12)

Annual surveys are administered in middle schools and high schools regarding high-risk behaviors among students. The information collected in the surveys is used to help improve programs to reduce high-risk behavior. Participation is voluntary. Individual students or classrooms are not identified on the surveys or in the published results.

Surveys may inquire about one or more of the following areas:

- 1. Political affiliations or beliefs of the student or student's parent
- 2. Mental or psychological problems of the student or the student's family
- 3. Sexual behavior or attitudes

4. Illegal, anti-social, self-incriminating or demeaning behavior

5. Critical appraisals of others with whom respondents have close family relationships

- 6. Legally recognized privileged relationships such as with lawyers, doctors or ministers
- 7. Religious practices, affiliations or beliefs of the student or parents
- 8. Income, other than as required by law to determine program eligibility

Parent permission is required for students to participate in anonymous student behavior surveys.

If you permit your student to participate in anonymous student behavior surveys, check the "Yes" box on the front of this form.

If you do not permit your student to participate in anonymous student behavior surveys, check the "No" box on the front of this form.

If neither box is checked, your student will not be permitted to participate in anonymous student behavior surveys.

#### Military Recruiting Information: (Grades 9-12)

Federal law requires schools to provide military recruiters access to high school students' contact information, including their name, address and phone number, unless parents or guardians request that their student's contact information not be released to military recruiters. Denying permission for contact information to be released to military recruiters will not block the release of directory information to other interested parties such as prospective employers, colleges or scholarship providers.

If you permit your student's contact information to be released to military recruiters, please check the "Yes" box on the front of this form.

If you do not permit your student's contact information to be released to military recruiters, please check the "No" box on the front of this form.

If neither box is checked, the district will be authorized to release your student's contact information to military recruiters.





#### ENROLLMENT APPLICATION

(Please complete a separate form for each child attending)

Student Name:			_ Today's Date:
Last	Gender: MF	Middle Date wishing to s	start classes:
Grade Level Upon Entering Im	agine (circle one): Infants 2	2's 3's PK KG	1st 2nd 3rd 4th 5th 6th 7th 8th
Current School of Attendance:	· · · · · · · · · · · · · · · · · · ·		
Sarasota County Districted Sch	ool:		
Are there other siblings planni	ng to attend:YesNo	0	
Please list all siblings planning	to attend:		
Name:	Grade:Name	:	Grade:
Name:	Grade: Name		Grade:
Is your child involved in any o	f the following programs (pl	ease check all that	apply):
ESOL: Yes No			т. Т
Individualized Education Plan	(IEP):Yes No (Ct	urrent IEP or ESE eval	uation must accompany this application
Honors or Gifted Classes:	Yes No		8. 
Student lives with: Both F	arents Mother only	_Father only C	Dther
PARENT INFORMATION:			
Parent Name:		Relationship:	
Last	First		Mother, Father, Grandparent, Guardian, Other
Address:		City/State/Zip:	
Home Number:		ell Number:	
Email address (for school corr	espondence & newsletters)		<u>.</u>
Parent Name:		Relationship:	- 20
Last	First	F	Mother, Father, Grandparent, Guardian, Other
Address		City/State/Zip:	
Home Number:			
Email address (for school corr			
<ul> <li>Alexandro and a second as a second as a second as a second</li></ul>	12 <sup>-</sup>		
Parent Signature			Date

Failure to provide accurate information may result in the applicant being denied admittance to Imagine School Palmer Ranch.

6220 McIntosh Road Sarasota, FL 34238 (941) 923-1125 Fax: (941) 923-1124 www.ImagineSchoolsPalmerRanch.org

Student Name			DOB	Sex
Last	First	Middle		
Home Address	and the second states		Home Phone	
Mailing Address (if different from	n home address)			
Current School		Grade (2013-2014 sch	nool year) Teacher	
1 1	and any states	Do not comp	lete the shaded area - sc	
Previous School		City		State
Mother/Guardian Name		Home Phone	Cell Phone	
Work Hours: from to	Work Phone	Email Address		the sector design of the
Father/Guardian Name		Home Phone	Cell Phone	•
Work Hours: from to	Work Phone	Email Address		
Primary language spoken at hor				
Provide the information below	v for 3 persons you	give permission to transport y	our child (identification will	I be required):
Name		Relationship	Home Phone	Day Work Phone
1				
2				
3	And a star starting and a			
5				
Family Physician			Phone	
Family Dentist	and the state of the second		Phone	
Is child enrolled in Medicaid?	Children Medical S	Services?  Other?		
Allergies (please specify)			Wears Glas	ses 🔲 Wears Contacts
Other Health Concerns / Spec	ial instructions / Re	equired Medications, etc	CALL CONTRACTOR	
Custody Alert				
Health Emergency Card	(PLEA	SE FILL OUT BOTH SIDES OF	THIS CARD)	
A A A A A A A A A A A A A A A A A A A				Last Contractory
A CONTRACTOR OF				

#### THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA HEALTH EMERGENCY INFORMATION CARD 2013-2014 PARENTAL CONSENT

The Health Services Plan makes provision for health record, nursing consultation, emergency care treatment and non-invasive screening (i.e., hearing, vision, scoliosis, height & weight measurement). Any parent wishing to opt their child out of a screening must do so in writing. Temperature screening will be done if deemed necessary. A limited number of topical medications, as have been approved by school district policy and listed in the School Health Services Manual, may be used in the health room. Parent/guardian has the responsibility of listing any allergies on the reverse side of this card.

In case of serious illness or injury where immediate care is needed, the school or its representative has my permission to contact the appropriate emergency medical service. The emergency medical service has my consent to provide necessary treatment or transportation for my child. I then request that I be notified of the situation. The undersigned will be responsible for emergency treatment cost.

In the case of an accident or illness where immediate treatment of my child is not indicated, but where (s)he is unable to remain at school, I request that the school contact me or my designee to arrange transportation for my child. If the school is unable to contact me, I request that one of the other persons listed on this card be contacted and requested to care for my child. In the event no person designated on this card is available, emergency medical services may be contacted for further assessment and possible transport and treatment. I understand that I must notify the school if there are any changes in this health emergency information.

I understand that certain educational records of my child will be shared with the District's health care partners as needed to provide and evaluate health services to students. I also understand and agree that my child's medical treatment records created by health care personnel at school may be shared with school officials who have a legitimate educational purpose for accessing such records.

	F	Parent/Guardian	Signature
--	---	-----------------	-----------

Date

#### (PLEASE FILL OUT BOTH SIDES OF THIS CARD)

The School Board of Sarasota County, Florida, complies with State Statutes on Veteran's Preference and Federal Statute on non-discrimination on the basis of race, color, sex, religion, national origin, age, handicap, disabilities, marital status, or sexual orientation. RET: Master, ESY, GS7 122 Dupl., OSA Rev. 12-18-2012

#### THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA and SARASOTA COUNTY HEALTH DEPARTMENT SCHOOL HEALTH SERVICES <u>Health History Form 2013/2014</u>

**INSTRUCTIONS:** Complete this form and return it to the school office.

Stude	nt Name Phone	
DOB	Sex School Grade	
	Check next to any condition or illness that applies to your child. Note: For medication questions, mark the "yes" box only if child is taking medication now. Use the "Comments" section at the bottom of the page for explanations.	(Office Use Only) <u>Code</u> <u>Number</u>
1	Allergies D Food Description D	- ALF ALM ALI ALE ALO
	Does child need a special diet?  Yes No (If yes, school requires a prescription from a doctor.)	
2	C Arthritis Describe	ARTH
3	□ Asthma List triggers Diagnosed at age □ Takes medication List medication(s) Under doctor's care now □ Yes □ No	- AS
4	Other frequent Respiratory Conditions Describe	AD RC
5	Attention Deficit/Hyperactivity Disorder (ADD/ADHD)     Takes medication List medication(s)	
6	Blood disorder      Sickle cell anemia Specify	BD SI
7	Cancer Explain	CA
8	Chickenpox-illness At age	CX
9	Cystic Fibrosis  Takes medication List medication(s)	CF DERM
10	Dermatological/Skin Condition Describe     Developmental Delay Explain	DEVD
12	Diabetes (high blood sugar) D Type 1 D Type 2 D Hypoglycemia (low blood sugar)	D81 D82
	Digestive disorders Explain	HY BBC GI
13 14	E Eating Disorder Explain	EATD
15	D Endocrine Explain	ENDO
16	Gynecological Problems Explain	GYN
17	□ Headaches □ Migraines Under doctor's care for this condition □ Yes □ No	MEAD -
	Takes medication List medication(s)	MI
18	Head injury/Concussion Month/Year Explain     Trouble hearing D Uses hearing aid	HIN
<u>19</u> 20	House hearing a case hearing action     Heart condition Explain     Under doctor's care for this condition      Yes      No     Physical restrictions     Yes     No     If yes,explain	HC
21	Heat Sensitivity/Heat Exhaustion Explain	HEAT
22	High blood pressure (Hypertension)	HP
23	Kidney or bladder disorder Explain	KB
24	Muscle/bone/mobility disorder Explain     Physical restrictions DNo D Yes Explain     Need a doctor note yearly.	MBM
25	Physical restrictions         INO         Yes         Explain         Need a doctor note yearly.           Insural Neurological Condition         Explain         Neurological Condition         Explain	NEUR
26		BN
27	Psychiatric diagnosis     Takes medication List medication(s)	PD
28	Seizure Disorder How long ago was the last one?      Takes medication List medication(s)	SEIZ
29	Sinus Problems Explain	SINU
30	Date Date	SG
31	□ Vision problems Explain □ Glasses □ Contacts	VI
32	Other Explain	OC MISC
33 Con	My child does not have any of the listed conditions or illnesses.	
	ent/Guardian Signature Date Date	
The S	School Board of Sarasota County, Florida, complies with State Statutes on Veteran's Preference and Federal Statute on non-discr basis of race color, sex religion, national origin, age, handican, disabilities, marital status, or sexual orientation	imination on the

RET: Master, 7AY GW, GS7 158 Dupl., OSA

#### LA JUNTA ESCOLAR DEL CONDADO DE SARASOTA Y EL DEPARTAMENTO DE SALUD DEL CONDADO DE SARASOTA SERVICIOS DE SALUD ESCOLAR Historial de Salud 2013-2014

#### INSTRUCCIONES: Complete esta planilla y devuélvala a la oficina de la escuela.

Fecha de Nacimiento       Sexo       Escuela       Grado         Marque la casilia que indique la condición o enfermedad que padezca su nifo(a).       Nofa: Para preguntas sobre medicamentos, por favor marque '\$7, sób el i/ellat toma medicamentos actualmente       Image: Para preguntas sobre medicamentos, al final de la página para explicaciones.       Image: Para preguntas sobre medicamentos al final de la página para explicaciones.       Image: Para preguntas sobre medicamentos al final de la página para explicaciones.       Image: Para preguntas sobre medicamentos al final de la página para explicaciones.       Image: Para preguntas sobre medicamentos al final de la página para explicaciones.       Image: Para preguntas sobre medicamentos al final de la página para explicaciones.       Image: Para preguntas sobre medicamentos al final de la página para explicaciones.       Image: Para preguntas sobre para para para para explicaciones.         1       ¿Alergias al Ambiente?       Uste la provoca preguntas alergias al late.       ALM         2       Darritis Describa       Image: Para preguntas para para para para para para para pa	Nomb	re completo del Estudiante Teléfono	Section 2
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Firma del Padre/Guardián

Fecha

La Junta de Educación Escolar del Condado de Sarasota Florida cumple con los Estatutos del Estado con relación a la Preferenciaa Veteranos y con los Estatutos Federales con relación a la no-discriminación basada en raza, color, sexo, religión,origen nacional, edad, discapacidad, impedimento, estado civil, u orientación sexual. RET: Master, 7AY GW, GS7 158 Dupl., OSA

#### THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA RECORD RETENTION

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Previous School Attended			
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The student named below has enrol records which may include the follow	lled in our school and we requiring:	uest that you forward	l to us all school
Report Cards/Transcripts Psychological Reports ESE Staffing Reports/Tests/Data Anecdotal Records SSAT Records/Reports Previous Schools Attended	Scholastic Grades Social Histories Health Records Attendance Records Language/Speech Tests Birth Certificate	Standardized Current IEP Immunization Dates of Entr Discipline ESOL	IS
Other (specify)			
Student Name Last	First		Middle
DOB	Student No.	Grade	2
Forward all records to the Registrar a		0100	
Current School Attending IMAGINE	SCHOOL PALMER RANG	ЭН	
Address <u>6220 McIntosh Road</u>	Sarasota	FL	34238
Street	City	State	04230 Zip
Phone 941-923-1125	Fax <u>94</u>	1-923-1124	

Per Federal Regulation, Vol. 41. Sec, 99.31, parent/guardian signature is not required for disclosure of student records by one educational institution to another educational institution.

The School Board of Sarasota County, Florida, complies with State Statutes on Veterans' Preference and Federal Statute on non-discrimination on the basis of race, color, sex, religion, national origin, age, disability, marital status, or sexual orientation.

RET: Master, PERM, GS7 90 Dupl., OSA

005-90-DIS-BUS Rev. 5-23-2013

#### THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA STUDENT SUPPORT SERVICES

#### SCHOOL REGISTRATION DISCLOSURE FORM

Florida Statute 1006.07(1)(b) requires the disclosure of previous school expulsions, arrests resulting in a charge, and juvenile justice actions. Failure to provide accurate information can result in denial of educational participation.

					XXX	(-XX-
Student Name	Last	First	Middle	DOB		SS No.
Street Address			City		State	Zip Code
Phone - Home		Phone	- Cell	Parent /	Guardian	Name

Has the above named student ever been expelled from a school or school system? Yes No

If yes, complete the following section:

Approximate Date Began	Approximate Date Ended	Location of School	Reason for Expulsion
· · ·			
	· · ·		

#### Has the above named student ever been arrested and charged with a juvenile or adult crime? Yes No

#### If yes, complete the following section: (three most recent events)

Approximate Date	Arrest	Charge	Juvenile	Adult	Reason

#### Has the above named student ever been involved with Juvenile Justice? Yes No

If yes, complete the following section:

Approximate Date	Approximate Date Ended	Status

The above information is correct and true.

Student Signature

Parent/Guardian Signature

Date

The School Board of Sarasota County, Florida complies with State Statutes on Veterans' Preference and Federal Statute on nondiscrimination on the basis of race, color, sex, religion, national origin, age, disability, marital status or sexual orientation.

RET: Master, 5Y GW Dupl., OSA

025-98-SSS-INS Rev.11-4-2008
#### THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA STUDENT SUPPORT SERVICES <u>STUDENT RESIDENCY QUESTIONNAIRE</u>

**Instructions**: This questionnaire is intended to address the McKinney-Vento Act. The answers to this residency information help determine the services the student may be eligible to receive.

School Name	·····			22		
Student Name						
	Last		First		M	liddle
DOB/	Day Year	Age	_ Sex	□ Male	Female	)
1. Is your curre	nt address a tem	porary living arrange	ement?			YesNo
2. Is this tempo	rary living arrang	ement due to loss o	f housing or econo	mic hardshin?		YesNo
		outh (not in the phys				
lf you answere If you answere	d YES to one	of the above que	stions, complete	e the remaind	der of this fo	YesNo vrm.
☐ In a ☐ In a ☐ Wittl ☐ Mov ☐ In a aba ☐ Awa If you marked "y ✓ Child mu ✓ Child ca ✓ Child ca ✓ Parent c ✓ Child ca ✓ Child ca ✓ Child ca ✓ Child is e ✓ Schoolhe in acces	n motel n emergency of n more than on ving from place place not desi ndoned buildin aiting foster car es" to any of th ust be immedia enrollment may ed enrollment may ed enrollment in bol for which yo n attend classe nent dispute is blved. an request ass n participate in eligible to recei buse Link can p ssing school ar	gned for ordinary s g or "on the street e placement e above temporar tely enrolled in sci not be delayed du n the child's schoo u are currently zon s while the new so made, child can co istance with transp school programs over free lunch. provide you with de nd community serve	er e or apartment sleeping accomm s" y residences you nool even if you i ue to lack of proo l that he/she attend that he/she attend chool secures pro- ontinue to attend portation to schoo with children who etailed informatio vices.	ack a perman f of residency ended before t evious school classes while of. are not home	the following ent residence or other doci becoming hor records. dispute is be eless. d's rights and	rights: e. uments. meless, or eing heard
Parent(s)/Legal (	Guardian(s) Na	me	n Manaton (Mercipia), adam minari baki baban unduk Kompilan pergebagan	In Strady water bard and an other states.	The sector in the balance of the development	n ma Data a second a destada a substance. A
Address	Street		Shr	0/+1-	and a first of the sector sectors and the sectors sectors	ne staate all all and all all all all all all all all all al
Phone		· · · ·	nty	State		Zip
Phone My signature belo	ow indicates the	at I have read this	information and	all answers I I	nave given ar	re correci.
Parent/Guardian	Signature					
School staff only:	Fax this form to	the Schoolhouse L	ink Office immedia	telv (fax 941-92	3-6112)	
	Check missing	documentation:	Physical 🗆 Immu	inization 🗆 Bi	th Certificate	
	Check if these	naterials were provi	ded: 🗆 Program	Brochure 🗆 B	ackpack	
The School Board of discrimination o Ret: Master, 3SYA, G Dupl., OSA	Sarasota County, n the basis of race	Florida complies with s color, sex, religion, na	State Distutes		and Federal St atus or sexual o 0	tatutes on non- rientation. 118-09-SSS-INS Rev. 8-24-2012



#### MEDIA RELEASE

#### Dear Imagine Family,

We do not currently have a media release on file for your child. A media release permits the school to include your child in all forms of media, including school publications (e.g., yearbooks), television, radio, newspapers, magazines, websites, etc.

You have the right to consent or object to the use of your child's name, picture or voice in these productions and may do so by checking your preference on the form below and returning it to the school office or your child's homeroom teacher. If you have any questions, please contact me at (941) 923-1125.

#### Regards,

Veronika Karey Registrar veronika.karey@imagineschools.com

Student's Name:

Do you consent to a media release for your child?

\_\_\_\_\_ Yes, I consent

\_ No, I object

Parent's Name:

Date:

Grade:

Parent's Signature:

Imagine School at Palmer Ranch  $\diamond$  6220 McIntosh Road  $\diamond$  Sarasota, FL 34238  $\diamond$  (941) 923-1125  $\diamond$ Fax (941)923-1124

The School Board of Sarasota County, Florida complies with State Statutes on Veterars <sup>®</sup> Preference and Federal Statute on non-discrimination on the basis of race, color, sex, religion, national origin, age, disability. marital status or sexual orientation. 001-90-ESL-INS OSA Rev. 2-10-2012	teral Statute on xual orientation.	narital status or se	Statutes on Veteraris <sup>®</sup> E Il origin, age, disability, n	orida complies with State religion, nationa	ard of Sarasota County, Fl	The School Bos RET: Master, 5Y GW Dupl., OSA	
Pink-ESOL District Office		Yellow∸ESOL Liaison/Teacher	Yellow∸ESOL I	Original–Cum	Distribution:		
	제국		÷	inte	it/Parentesco al estudia	Relationship to the student/Parentesco al estudiante	No.
cha Translator/Traductor	Date/Fecha		ndo este formulario	e la persona completa	leting this form/Firma d	Signature of person completing this form/Firma de la persona completando este formulario	
¿Cuál idioma? ¿Cuál idioma? ¿Cuál idioma?	N N N	<u>   </u> <u>   </u>	s? alés? istinto del inglés?	ma distinto del inglé Iterna distinta del ing cuencia un idioma d	¿Se usa en la casa u hogar un idioma distinto del inglés? ¿Tuvo el estudiante una lengua materna distinta del inglés? ¿Habla el estudiante con mayor frecuencia un idioma distinto del inglés?	1.(B2a) ¿Se usa en la 2.(B2b) ¿Tuvo el estud 3.(B2c) ¿Habla el estu	
<b>SPANISH/ESPAÑOL</b> El Estatuto del Estado (6A-6.0902) de la Florida requiere que las escuelas determinen el idioma que cada estudiante habla en su casa. Esta información es importante para que la escuela pueda proveer la mejor instrucción a todos los estudiantes, y será utilizada para determinar la necesidad de evaluar al estudiante para servicios de apoyo en cuanto al idioma. Su cooperación es importante para que podamos cumplir con este requisito. Favor de marcar la respuesta apropiada para cada una de las siguientes preguntas:	que cada es / será utiliza le podamos	SPAÑOL linen el idioma estudiantes, y ortante para qu	SPANISH/ESPAÑOL as escuelas determinen el idiom ucción a todos los estudiantes, ooperación es importante para o ntas:	orida requiere que l oveer la mejor instr nto al idioma. Su c s siguientes pregu	o del Estado (6A-6.0902) de la Florida requiere para que la escuela pueda proveer la mejo para servicios de apoyo en cuanto al idioma. apropiada para cada una de las siguientes	SF El Estatuto del Estado (6A-6.0902) de la Florida requiere que las es importante para que la escuela pueda proveer la mejor instrucció estudiante para servicios de apoyo en cuanto al idioma. Su cooper respuesta apropiada para cada una de las siguientes preguntas:	
No Which language?	_Yes _Yes		ו? er than English?	sed in the home? ye other than Englisl peak a language oth	Is a language other than English used in the home? Did the student have a first language other than English? Does the student most frequently speak a language other than English?	1.(B2a) Is a language 2.(B2b) Did the studen 3.(B2c) Does the stude	
. Telephone/Teléfono						Address/Dirección	
Grade/Grado Date of Birth/Fecha de Nacimiento	Middle/Segundo Nombre	Middle/Segu	First/Nombre		Last/Apellido	Name of Student/ Nombre del Estudiante	
cial - Country of National Origin/País de Orígen	te/Seguro Soc	tero de Estudian	Student No./Social Security/Número de Estudiante/Seguro Social	Student No	School/Escuela	Date/Fecha Sc	
State Statute (6A-6.0902) requires schools to determine the language(s) spoken at home by each student. This information is essential in order for schools to provide meaningful instruction for all students and will be used to determine the need for screening for language support services. Your cooperation in helping us meet this important requirement is requested. <b>Please answer the following:</b>	student. Thi g for languag	home by each d for screenin	guage(s) spoken at o determine the nee er the following:	o determine the lan ts and will be used t sted. Please answ	2) requires schools ( ruction for all studen requirement is reque	State Statute (6A-6.0902) requires schools to determine the language(s) spoken at home by each stud provide meaningful instruction for all students and will be used to determine the need for screening for us meet this important requirement is requested. <b>Please answer the following</b> :	
Do not remove from the cumulative folder. If a	•	cumulative rec CE.	must be filed in the OL DISTRICT OFFI	rvey for all students nd a copy to the ES	Home Language Su ıglish is indicated, se	<u>Instructions:</u> Original Home Language Survey for all students must be filed in the cumulative records language other than English is indicated, send a copy to the ESOL DISTRICT OFFICE.	
Previous Sarasota County School	revious Sara	-	Itended	Previous School Attended			
FLORIDA (SPANISH)		SOTA COUN PROGRAM GUAGE SUR	ARD OF SARASOTA COUNTY, ESOL PROGRAM HOME LANGUAGE SURVEY	THE SCHOOL BOARD OF SARASOTA COUNTY, ESOL PROGRAM HOME LANGUAGE SURVE)	Ţ		

## **Imagine School at Palmer Ranch**



# FAMILY HANDBOOK 2013-2014

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Homeroom Parents
Fundraising
Parent Volunteer Hours
VOLUNTEERS
PALS

## ABOUT THE SCHOOL

#### **MISSION**

The mission of the Imagine School at Palmer Ranch is to work in partnership with parents and guardians to educate their children through a challenging program of study and strong character development within a nurturing and orderly learning environment. The Imagine School at Palmer Ranch's use of an innovative instructional model contributes to its mission by providing an educational program that meets the needs of all children and creates a learning community of achievement and hope. We strive to position youth for success in and beyond the classroom.

#### <u>VISION</u>

Imagine School at Palmer Ranch's vision is to cultivate a learning community of students, teachers, and families united in inspiring young minds to become creative, compassionate and visionary leaders of tomorrow through academic rigor and the shared values of justice, integrity, and fun.

#### **HISTORY AND PHILOSOPHY**

Imagine School at Palmer Ranch was established by a group of parents, educators, and business people who desired to expand school choice opportunities in the Sarasota County School District. The governing board of the school chose to partner with Imagine School and become part of a national family of charter schools that are tuition-free public schools of choice. In August of 2009, Imagine School at Palmer Ranch opened its doors with Grades K through 6, with the phase-in of grades 7 and 8 at years two and three.

Founded in 2004 by social entrepreneurs Dennis and Eileen Bakke, Imagine Schools is a full-service charter school management organization. As a member of the Imagine Schools' family, Imagine School at Palmer Ranch shares the mission of enhancing student achievement through a strong emphasis in reading and mathematics supported by data driven decision-making and assessment. All Imagine Schools also share a common culture based on the values of Integrity, Justice, and Fun, as well as Six Measures of Excellence. Imagine Schools' staff is committed to accountability and continual improvement.

At the Imagine School at Palmer Ranch, we take a rigorous approach to facilitating learning. Teachers at ISPR provide a curriculum aligned with the Sunshine State Standards and Common Core State Standards. We utilize an instructional delivery system that includes looping, individualized instruction, teaming, learning centers and classroom-based technology. Our instructional model employs subject area experts, teamwork, technology, and hands-on active learning, along with more traditional methods such as textbooks and paper and pencil work. The school's use of innovative learning methods provides an educational program that meets the needs of all children and will position our youth to achieve their greatest potential.

#### A NOTE FROM THE PRINCIPAL:

Imagine School at Palmer Ranch offers wonderful opportunities to students, parents, teachers and staff! I encourage you to be active participants in your child's education both at school and at home. Our knowledgeable faculty is here to help ensure that each child becomes a life-long learner and thinker. I know this school year will provide your child with wonderful learning opportunities.

Imagine School at Palmer Ranch focuses on enriching each child's life intellectually, physically, emotionally, and socially. Curriculum is individualized to meet the developmental needs of our students. This is accomplished through the collaborative efforts of students, parents, and faculty. We offer an atmosphere different from many schools, focusing on truly knowing each child in a family-like environment that seeks to develop each child to his or her fullest potential.

Please use this handbook as a guide to understand our policies and procedures. Refer back to it as questions arise throughout the year. I am here to assist you and your child through their journey at Imagine School at Palmer Ranch. I welcome your input and respectful participation in your child's education and our school community.

Welcome to Imagine School at Palmer Ranch!

Alisa Wright, M. Ed.



## **HOURS OF OPERATION**

Office Hours:8:00 A.M. - 4:00 P.M.School Hours:8:15 A.M. - 3:15 P.M.

Doors Open for Students: 8:00 A.M.

On early dismissal days, school ends at 1:00. Students who normally attend an after school program off campus can attend ISPR's CARE Program in the afternoons at no additional charge.

## **CONTACT INFORMATION**

6220 McIntosh Rd., Sarasota, FL 34238 Phone: (941) 923-1125 Fax: (941) 923-1124 www.ImagineSchoolsPalmerRanch.com

## **FACULTY and STAFF**

## **Administration**

Principal – Alisa Wright, M.Ed. alisa.wright@imagineschools.com

## **Administrative Staff**

Registrar	Veronika Karey veronika.karey@imagineschools.com
Business Manager/Human Resources -	Clara Black clara.black@imagineschools.com
Receptionist/EC Director	Melissa Dill melissa.dill@imagineschools.com
Receptionist/Health Assistant	April Bell april.bell@imagineschools.com
Receptionist	Jaime Baker jaime.baker@imagineschools.com

## **Faculty**

## **Early Childhood Program**

#### Infant/Toddler Room

Lead Teacher ------ Farah Ambs

#### 2-Year-Old Room

Lead Teacher ----- Brook Rich brook.rich@imagineschools.com

#### 3-Year-Old Room

Lead Teacher ------- Jessica Raffert jessica.raffert@imagineschools.com

#### 4-Year-Old Rooms

Lead Teacher ----- Pam Koch pam.koch@imagineschools.com

Lead Teacher ----- Melissa Dill Melissa.dill@imagineschools.com

## **Elementary School**

## Kindergarten Team

Elizabeth Coradi	<u>elizabeth.coradi@imagineschools.com</u>
Christa Robertson	<u>christa.robertson@imagineschools.com</u>
Jennifer Robertson	<u>Iennifer.roberston@imagineschools.com</u>

#### First Grade Team

Tarah Hart	<u>tarah.hart@imagineschools.com</u>
Jessica Teed	jessica.lee@imagineschools.com
Sarah Walsh	sarah.walsh@imagineschools.com

#### Second Grade Team

Jill Marsh	jill.marsh@imagineschools.com
Suzanne Perry	suzanne.perry@imagineschools.com
Lacy Schneider	lacy.schneider@imagineschools.com

#### Third Grade Team

Laurel Horst	<ul> <li><u>laurel.horst@imagineschools.com</u></li> </ul>
Katie Kephart	<ul> <li>katherine.kephart@imagineschools.com</li> </ul>
Katrina Reynolds	. <u>katrina.reynolds@imagineschools.com</u>

#### Fourth Grade Team

Kate Iorli	kate.iorli@imagineschools.com
Megan Hodge	megan.hodge@imagineschools.com

## Fifth Grade Team

Kristie Lorman	<ul> <li>kristine.lorman@imagineschools.com</li> </ul>
Stephanie Balcita	.Stephanie.balcita@imagineschools.com

## Middle School

#### Sixth Grade

Language Arts	Carol Pelletier carol.pelletier@imagineschools.com
Mathematics	Jane Clancy jane.clancy@imagineschools.com
Science	Kimberly Cain kimberly.cain@imagineschools.com

#### Seventh Grade

Language Arts	Lana Smith lana.smith@imagineschools.com
Social Studies	Lauri Solla lauri.solla@imagineschools.com
Mathematics	Scott Klingensmith scott.klingensmith@imagineschools.com
Science	Ashley Moody ashley.moody@imagineschools.com

## Eighth Grade

Language Arts	Alyssa Raffaele alyssa.raffaele@imagineschools.com
Social Studies	Susan Vennum susan.vennum@imagineschools.com
Mathematics	Barbara.Carico
Science	Laura Munson laura.munson@imagineschools.com

## <u>Specials</u>

Art	Melissa Gurcan melissa.gurcan@imagineschools.com
Music	Aleksandra Borodina aleksandra.borodina@imagineschools.com
Physical Education	Chuck Antczak chuck.antczak@imagineschools.com
Physical Education/Athletic Director	Vince Paine vincent.paine@imagineschools.com

## Student Support Services

ESE Liaison/ESE Teacher	Corry Tyle corry.tyle@imagineschools.com
ESE Teacher	Michelle Morris michelle.morris@imagineschools.com
ESE/Guidance/ESOL	Carla Harding carla.harding@imagineschools.com
Speech/Language	Thyra Schwab thyra.schwab@imagineschools.com
Occupational Therapist	Lori Palmer (contracted)
School Psychologist	Sarah Cottrez (contracted)