

## **EXHIBIT A**

### **SUMMARY OF SERVICES PROVIDED BY IMAGINE SCHOOLS UNDER MANAGEMENT FEE**

Below is a list of services Imagine agrees to provide to the School under the Management Fee. Imagine will deliver these services through regional and national staff with expertise in each of the areas described. The Management Fee is used to pay the School's portion of Imagine's regional and national expenses incurred to provide these services, including without limitation, personnel salaries, general administrative expenses, materials, professional and consulting fees, etc.

#### **Educational Program Development and Implementation**

Imagine agrees to provide to the School regional and national support in the areas of curriculum development, coordination of school-wide scope and sequence in core content areas, development of pacing guides and student action plans, and curriculum alignment to state standards. Additionally, Imagine will provide to the School expertise and guidance in connection with national accreditation processes, such as SACS/CSI/AdvanceEd. Imagine agrees to make available to the School its proprietary K-8 curriculum, including a proprietary character education curriculum for grades 5-12, which may be used, if desired, as needed. Imagine agrees to provide to the School access to coordinated weekly/monthly principals' conference calls for sharing best practices, compliance updates, identifying school site needs, and sharing regional and national Imagine initiatives.

#### **Professional Development and Sharing of Best Practices**

Imagine agrees to work with School administrative staff to coordinate professional development opportunities for School staff. As appropriate, Imagine will provide School site staff with access to regular regional and national administrator meetings and conference calls, regional and national task forces, monthly newsletters, teacher-in-service activities, and a web-based intranet. Additionally, Imagine will design and coordinate "Schools of Excellence Program Reviews", which consist of three-day on-site reviews of School performance and professional development needs, culminating in an exit report provided to staff, administration, and governance of the School. Imagine will also coordinate and conduct an annual National Boot Camp for new School principals to enhance leadership skills, as well as an annual National Imagine Schools Summer Education Symposium for selected School site staff to share best practices and strategies for student achievement (travel and lodging expenses are responsibility of the School).

#### **Assessment Services**

Imagine will provide assessment services for the pre-testing and post-testing of each student at the School, using nationally-recognized standardized tests, in order to objectively assess same-student learning gains achieved at the School. These services include generating individual/class/school assessment reports, identifying instructional needs through data analysis, and disseminating student learning priorities reports based on assessment data. Additionally, Imagine will develop, administer, score, and report on teacher/parent/student Annual School Climate Surveys, Annual Shared Values Surveys, and Annual Character Education surveys, at the School.

#### **Technology Support**

Imagine will provide e-mail services, internet support, and access to a web-based intranet for all of the School site employees as well as assistance (as requested) with the development of the School's own individual websites. Imagine agrees to provide a link from the national Imagine website to the School's website. The School will also have access to IT consultation services provided by Imagine.

### **Personnel Resources**

Imagine will provide comprehensive personnel services, including staff recruitment support, coordination and development of the Imagine Schools Growing Our Leaders Program, payroll administration support, benefits administration support for health, dental, vision, life, short/long term disability, and supplemental insurance, as well as administration of the Imagine retirement plan. Imagine will also ensure that its employees meet personnel compliance regulations, through the use of regularly-updated Human Resource Manuals and other documents.

### **Financial Administration**

Imagine provides regional and national support staff to assist School site staff, as needed, to prepare financial reports such as monthly district reports, monthly budgets vs. actual, monthly trial balance, monthly general ledger detail and monthly balance sheets, as well as proposed budgets for presentation to the School's Board for its consideration and review. Imagine agrees to provide access to financial accounting software for use by the School, as well as technical assistance in connection with the accounting software and other financial reporting questions, ensuring that the School's accounting system is compliant with the financial reporting requirements of Texas. Imagine also agrees to ensure that the student attendance/ information software for the School is capable of reporting information to the Texas Education Agency in the format required.

### **General Administration**

Imagine agrees to provide on an as-needed basis general administrative expertise and support for charter school operations, including evaluation and oversight of all Imagine personnel assigned to the School, conduct of School site needs assessments, development of school-wide and region-wide performance plans, and development of recommended day-to-day in-school operating guidelines and procedures for school board consideration and, at their discretion, adoption.

### **Marketing and Public Relations**

Imagine agrees to provide assistance, as required, with the development of enrollment and marketing plans and materials. Imagine also agrees to provide consultation and support in the areas of crisis management and stake holder communications.

### **Compliance Support**

Imagine agrees to provide assistance and support in completing all reports required by the Texas Education Agency and such other local, state, and federal authorities as may have jurisdiction over the School.

### **Risk Management**

Imagine agrees to facilitate insurance program procurement and administration through the use of national pooled product bidding to attain cost savings, as well as assistance with claims management and monitoring.

### **Facilities Development**

At the request of the School's Board, Imagine will provide assistance with the identification, procurement, development, and equipping of suitable facilities for operation of the School, including conducting feasibility studies, demographic assessments, and assisting with local planning, zoning, and permitting requirements.