

Arizona State Board for Charter Schools

1700 W. Washington St., Room 164, Phoenix, AZ 85007

(602) 364-3080 Fax (602) 364-3089

www.asbcs.az.gov

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AUG 15 2011

PROCUREMENT LAWS EXCEPTION AMENDMENT REQUEST

(Charter Holder Name) Arizona Agribusiness & Equine Center INC Prescott Valley (CTDS)
Not assigned

(Charter Holder Mailing Address) PO Box 84108

(City, State) Phoenix, AZ (Zip) 85071

(Charter Representative's Name) Linda Proctor Downing

(Phone Number) 602-297-8500 (Fax Number) 602-297-8540

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

⚡ Exception to the Procurement Laws – (This exception will not be granted to State Board of Education sponsored charter schools)

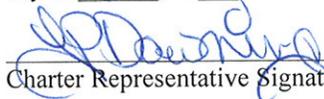
Included are the following:

- Board minutes approving the change (If the body is subject to Open Meeting Law, minutes must comply with ARS §38-431.01)
- Complete policy for procuring goods and services (sample policy available on the ASBCS website)

PLEASE NOTE: Charter operators granted an exception to local and state procurement regulations under A.R.S. §15-183(E)(6) are still required to satisfy the federal procurement requirements as a condition to the receipt of certain federal funds.

The Arizona State Board for Charter Schools and Arizona Agribusiness & Equine Center INC Prescott Valley (Charter Holder), herein agree to amend the terms of the charter contract as follows:

In witness whereof, Charter Holder has signed this contract amendment as of this 27th day of June, 2011, and the State Board for Charter Schools has signed this contract amendment as of this 5 day of 8, 20 11, to take effect at such time as it is signed by both parties.


Charter Representative Signature

Representative Signature for the Arizona State Board for Charter Schools

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Procurement Policy

Arizona Agribusiness & Equine Center INC. charter school will follow accounting policies and procedures that comply with generally accepted accounting principles (GAAP). Any procurement of goods and services shall be made by the procurement officer/authorized agent, in the best interest of the school, upon considering the totality of the circumstances surrounding the procurement, which may include but not be limited to, price, quality, availability, timelines, reputation and prior dealings.

Arizona Agribusiness & Equine Center INC. charter school shall not purchase any goods or services from any member of the governing board, an immediate family member of any member of the governing board nor from any entity in which any member of the governing board or an immediate family member of a governing board member may benefit from such a procurement, unless authorized by the governing board after a full disclosure of the potential benefits, and after the consideration set forth in paragraph 1 above.

Arizona Agribusiness & Equine Center INC. charter school understands that the policy cited above applies to purchases made using non-federal funds. As a condition of the receipt of certain federal funds, federal procurement requirements still apply.

Arizona Agribusiness & Equine Center INC. will follow accounting policies and procedures that comply with generally accepted accounting principles.

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USFRCS EXCEPTION AMENDMENT REQUEST

(Charter Holder Name) Arizona Agribusiness & Equine Center Prescott Valley (CTDS) not assigned

(Charter Holder Mailing Address) PO Box 84108

(City, State) Phoenix, AZ (Zip) 85071

(Charter Representative's Name) Linda Proctor Downing

(Phone Number) 602-297-8500 (Fax Number) 602-297-8540

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

✦ Exception to the USFRCS – (This exception will not be granted to State Board of Education sponsored charter schools)

Included are the following:

- Board minutes approving the change (If the body is subject to Open Meeting Law, minutes must comply with ARS §38-431.01)
- Complete policy for accounting (sample policy available on the ASBCS website)

All exceptions to the USFRCS will include:

- Charter Holder must utilize Generally Accepted Accounting Principles
- The Charter Holder is **NOT** exempt from filing the Annual Financial Report, the school report card data, annual auditing requirements, or any financial report request from the Arizona State Board for Charter Schools, the Auditor General, and the Arizona Department of Education
- The Charter Holder is responsible for any “cross-walks” necessary to complete reporting requirements

The Arizona State Board for Charter Schools and Arizona Agribusiness & Equine Center Prescott Valley INC Charter Holder), herein agree to amend the terms of the charter contract as follows:

In witness whereof, Charter Holder has signed this contract amendment as of this 27th day of June, 2011, and the State Board for Charter Schools has signed this contract amendment as of this 5 day of 8, 2011, to take effect at such time as it is signed by both parties.



Charter Representative Signature

Representative Signature for the Arizona State Board for Charter Schools

Accounting Policy

Arizona Agribusiness & Equine Center, Inc. ("AAEC") will follow accounting policies and procedures that comply with generally accepted accounting principles ("GAAP"). This includes using an accounting system that provides for the proper recording and reporting of financial data and following standard internal control procedures. The school will utilize a chart of accounts that has been developed to align with the chart of accounts found in the Uniform System of Financial Records for Charter Schools ("USFRCS") for the purposes of complying with budgeting and annual financial reporting. Revisions will be made periodically for changes in laws, regulations and accounting pronouncements that cover charter school accounting, financial reporting and compliance with state and federal laws.

Arizona Agribusiness & Equine Center INC.
Board Meeting Minutes 6.27.2011 6:15 PM
078510000, 078993000, 078707000, 078587000
3636 N Central AVE Suite 850 Phoenix AZ 85012

- I. Roll Call: Brian Downing Board Chairman, Pam Burns Board Secretary, Linda McCormick Board Member, Michael Larrabee Board Member, Linda Proctor Downing Executive Director, Dr. William Conley Assistant Superintendent, Dan Bigler Accountant, Jacque Reed Finance Manager, Suzanne Drakes Assistant Director.
- II. Approval of the 6.27.2011 Board Agenda Linda Proctor Downing made a motion to approve the 6.27.2011 Board Agenda, Pam Burns seconded the motion, the motion carried.
- III. Board Minutes 5.11.2011: Linda McCormick made a motion to approve the 5.11.2011 Board Meeting Minutes, Linda McCormick seconded the motion, the motion carried.
- IV. Financial Reports: (See attached) Pam Burns made a motion to approve the financial reports; Linda McCormick seconded the motion, the motion carried.
- V. Adoption of the Proposed Budgets-078510000, 078707000, 078993000 and 0787570000 for the 2011-2012 school year. Linda Proctor Downing made a motion to approve the proposed budgets for all four charters; Michael Larrabee seconded the motion, the motion carried.
- VI. Approval of the opening of Arizona Agribusiness & Equine Center INC. Prescott Valley to comply with ARS 15-183 C-7. Linda McCormick made a motion to open Arizona Agribusiness & Equine Center INC. Prescott Valley in the event the campus is not completed on time the charter will locate temporarily at Yavapai Community College, Michael Larrabee seconded the motion, the motion carried.
- VII. USFRCS Exception Amendment Request for Arizona Agribusiness & Equine Center INC. Prescott Valley. Linda McCormick made a motion to submit and approve the USFRCS Exception Amendment Request, Michael Larrabee seconded the motion, the motion carried.

Linda Proctor Downing made a motion to recess at 6:35 PM, Michael Larrabee seconded the motion, the motion carried. The Board reconvened at 7:05.
- VIII. Procurement Laws Exception Amendment Arizona Agribusiness & Equine Center INC. Prescott Valley; Linda Proctor Downing made a motion to submit and approve the Procurement Laws Exception Amendment for Arizona Agribusiness & Equine Center INC. Prescott Valley, Michael Larrabee seconded the motion, the motion carried.
- IX. Teacher financial penalty for breach of AAEC contract commitment: Dr. Conley proposed to the board that AAEC consider having a policy which will penalize teachers for breaking contracts during the school year. Dr. Conley stated that several school districts have implemented policies to help cover costs of replacing teachers that unexpectedly breach their contracts. Michael Larrabee stated that Ball Charter schools, has a policy to help cover

the costs of advertising for new teachers to replace the teachers that left during the year. Pam Burns stated that since the AAEC contracts are At-Will contracts that they are really a two way contract. Linda McCormick made a motion to table this item, Linda Proctor Downing seconded the motion, Teacher Financial Penalty to Breach of AAEC Contract Commitment was tabled.

- X. Public Participation: There were no members of the general public in attendance at the 6.27.2011 AAEC Board Meeting.
- XI. Executive Session Linda Proctor Downing made a motion to go into Executive Session at 7:25 PM Linda McCormick seconded the motion, the motion carried. The Governing Board went into Executive Session at 7:25 PM and reconvened into regular session at 8:00 PM.
- XII. Personnel Contracts: Pam Burns made a motion to approve the personnel contracts for Ros Drake SPED , Brody McGuire Agriculture at Estrella Mountain , Marcie Joseph Equine at Estrella Mountain and Mandy Scherer Executive Assistant at District. Linda McCormick seconded the motion, the motion carried.
- XIII. Student Clubs and Dues: Jacque Reed stated at this time there were no clubs to be approved. Pam Burns made a motion to table this item, Linda McCormick seconded the motion, the motion carried.
- XIV. Informational Items: Please see attached principal reports: Dr. Conley told the Board that the Charters had recently been gone through a self monitoring of all SPED files. There were some minor adjustments that they would be doing to make sure the schools stayed in compliance. Dr. Conley stated that rewriting of more specific Goals was necessary in order to maintain compliance and that the SPED department would be conducting training with staff members and current SPED teachers to complete this process. Dr. Conley also stated that AAEC would be utilizing a program for summer school that was called ED-Options which would assist students who needed further assistance in core curricular subject areas. Dr. Conley also stated that the Prescott Valley Campus sign had been ordered and was going to be installed the first week of August.
- XV. Next Meeting Date: Linda Proctor Downing made a motion to have the next AAEC Governing Board Meeting at the District offices on July 12th 2011 at 2:00 PM and August 17th at 6:00 PM Michael Larrabee seconded the motion, the motion carried.
- XVI. Adjournment: Linda Proctor Downing made a motion to adjourn the 6.26. 2011 Governing Board meeting at 8:05 PM, Michael Larrabee seconded the motion, the motion carried.

Arizona Agribusiness & Equine Center INC.
September 7th 2011 Board Meeting Minutes 2:00 PM
3636 N Central AVE. Suite 850 Phoenix Arizona 85012
Via Teleconference

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- I. Roll Call: Brian Downing Board Chairman, Linda Proctor Downing Executive Director, Michael Larrabee Board member, Pam Burns Board Member, Suzanne Drakes Assistant Director. Linda McCormick was not present at the September 7th 2011 Board Meeting.
- II. Adoption of the 9.7.2011 Board Meeting Agenda: Linda Proctor Downing made a motion to adopt the 9.7.2011 Board Meeting Agenda, Michael Larrabee seconded the motion, the motion carried.
- III. Approval of the revised/clarification of the AAEC Prescott Valley 138785000 Procurement Policy Linda Proctor Downing made a motion to revise/clarify the Arizona Agribusiness & Equine Center Prescott Valley Procurement Policy to read as follows for Charter 138785000 (See attached Policy) Michael Larrabee seconded the motion, the motion carried.
- IV. Public Participation: There were no members of the general public in participation at the 9.7.2011 Governing Board Meeting.
- V. Adjournment: Linda Proctor Downing made a motion to adjourn the 9.7.2011 AAEC Governing Board Meeting; Linda Pam Burns seconded the motion, the motion carried. The Board meeting was adjourned at 2:05 PM.