

# 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](http://www.asbcs.az.gov)

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## USFRCS EXCEPTION AMENDMENT REQUEST

(Charter Holder Name) Az-Tec High School (CTDS) 148757000

(Charter Holder Mailing Address) 2330 W. 28th Street

(City, State) Yuma (Zip) 85364

(Charter Representative's Name) Tim D. Hardy

(Phone Number) (928) 314-1900 (Fax Number) (928)314-1993

**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 Az-Tec High School Charter Holder), herein agree to amend the terms of the charter contract as follows: *Per Attached policy (AK)*

In witness whereof, Charter Holder has signed this contract amendment as of this 6th day of May, 2010, and the State Board for Charter Schools has signed this contract amendment as of this \_\_\_\_ day of \_\_\_\_, 20\_\_, 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

07/14/09

## AZ-TEC HIGH SCHOOL

### ACCOUNTING POLICY

Az-Tec High School 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 follows 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.

**Yuma County Juvenile Justice Center****AZTEC HIGH SCHOOL  
GOVERNING BOARD MEETING****April 21, 2010****SYNOPSIS**

**Place:** Yuma County Juvenile Justice Center-AZTEC High School, A-1 Classroom

**Time:** Meeting was called to order at 5:02 p.m. and adjourned at 5:40 p.m.

**Present:** Chris Bedinger, Board Member                      Mr. Rudy Acosta, Guest  
Lurinda Ward, Board Member                      Mrs. Marilyn Rock, Finance  
Ed Robinson, Board Member  
Carla Peterson, Board Member  
Linda Munk, School Principal  
Sylvia Teran, School Board Secretary

**Absent** Johnny Rodriguez, Board President  
Suzie Alka, Board Member

**I. Call to Order**

Mr. Robinson called the regular meeting to order at 5:02 p.m.

**II. Roll Call**

Sylvia Teran took roll. Quorum present.

**III. Any Additions or Changes to the Agenda**

- a. Approval of request to Arizona State Board of Charter Schools for exemption from USFRCS rules.
- b. Approval of School Calendar for 2010-2011

**Approval of Minutes**

- a. Mr. Ed Robinson moves to approve the regular meeting minutes of February 24<sup>th</sup>, 2010 as written and Chris Bedinger and Carla Peterson second the motion. Motion carries.
- b. Mr. Ed Robinson moves to approve the regular meeting minutes of March 24<sup>th</sup>, 2010 as written and Mrs. Rindy Ward and Chris Bedinger second the motion. The regular meeting minutes of March 24, 2010 are approved. Motion carries.

**IV. Executive Session**

None

**V. Financial Report**

Marilyn Rock presented the Student Activity deposits and expenditures for the period of February 26, 2010 through March 31, 2010 and the March Federal and Equalization expense reports. Also the budget revision as presented by Marilyn Rock and discussion followed. Discussion followed and the financial reports for February and March were

approved as written. Ed Robinson moved to approve the financial reports all were in favor and motion was carried.

VI. **New Business**

The revised budget for 2009/2010 was presented by Marilyn Rock and was signed by the board members that were present and will be mailed to the AZ Dept of Ed. Linda Munk presented the school calendar for 2010/2011 school year and discussion followed. Ed Robinson moved to approve the school calendar and it was seconded by Carla Peterson and Chris Bedinger.

The USFRCS requirement was presented and discussed. Ed Robinson motioned to apply for exemption and motion was second by Lurinda Ward and approved.

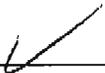
VII. **Principal's Report**

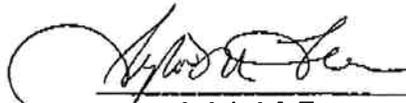
Mrs. Munk reports to the board on our current enrollment of 101 students and how our chronically ill students could affect our attendance in our funding on the end of the year counts. Mr. Acosta discussed student referrals.

VIII. **Call to Public**

None

**There being no further business, board member Ed Robinson adjourned the regular meeting at 5:40 p.m. Regular meeting is adjourned.**

Approved 

  
Sylvia M. Teran

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## PROCUREMENT LAWS EXCEPTION AMENDMENT REQUEST

(Charter Holder Name) Az-Tec High School (CTDS) 148757000

(Charter Holder Mailing Address) 2330 W. 28th Street

(City, State) Yuma (Zip) 85365

(Charter Representative's Name) Tim D. Hardy

(Phone Number) (928) 314-1900 (Fax Number) (928)314-1993

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

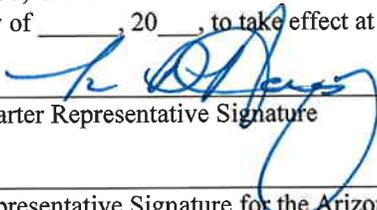
Included are the following:

- 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 Az-Tec High School (Charter Holder), herein agree to amend the terms of the charter contract as follows: per attached policy.

In witness whereof, Charter Holder has signed this contract amendment as of this 6th day of May, 2010, and the State Board for Charter Schools has signed this contract amendment as of this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, 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

## AZ-TEC HIGH SCHOOL

### PROCUREMENT POLICY

Az-Tec High 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.

Az-Tec High 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 may benefit from such a procurement, unless authorized by the governing board after a full disclosure of potential benefits, and after the consideration set forth in paragraph 1 above.

Az-Tec High 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.

Yuma County Juvenile Justice Center

AZTEC HIGH SCHOOL  
GOVERNING BOARD MEETING

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May 5, 2010

SYNOPSIS

Place: Yuma County Juvenile Justice Center-AZTEC High School, Mrs. Munk's Office

Time: Meeting was called to order at 5:10 p.m. and adjourned at 5:20 p.m.

Present: Suzie Alka, Board Member  
Chris Bedinger, Board Member  
Lurinda Ward, Board Member  
Ed Robinson, Board Member  
Carla Peterson, Board Member  
Linda Munk, School Principal  
Sylvia Teran, School Board Secretary

Absent Johnny Rodrigucz, Board President

I. Call to Order

Mr. Robinson called the special emergency meeting to order at 5:10 p.m.

II. Roll Call

Sylvia Teran took roll. Quorum present.

III. Executive Session

None

VI. New Business

Approval of request by finance to apply to the Arizona State Board for Charter Schools for exemption from USFRCS procurement rules. Discussion followed and Carla Peterson motioned to approve and Suzie Alka second the motion, all were in favor.

V. Call To The Public

None

There being no further business, board member Ed Robinson adjourned the regular meeting at 5:20 p.m. Special emergency meeting is adjourned.

Approved ✓

  
Sylvia M. Teran