

Procurement Laws Exception Amendment Request

Charterholder Info

Charter Holder

Name:
Arizona Autism Charter
Schools, Inc.

CTDS:
07-82-26-000

Mailing Address:
16174 West Glenrosa Avenue
Goodyear, AZ 85395
> [View detailed info](#)

Representative

Name:
Diana Diaz

Phone Number:
602-487-0434

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Procurement Laws Exception

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.

This exception will not be granted to State Board of Education sponsored charter schools.

Attachments

Board Minutes –  [Download File](#)

Complete policy for procuring goods and services –  [Download File](#)

Additional Information*

No documents were uploaded.

Signatures

Charter Representative Signature
Diana Diaz 09/17/2014



Arizona Autism Charter School Governing Board Procurement Policy

Arizona Autism 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 Autism 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 Autism 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.

USFRCS Exception Amendment Request

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USFRCS Exception

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 of 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.

This exception will not be granted to State Board of Education sponsored charter schools

Attachments

Board Minutes –  [Download File](#)

Complete policy for accounting –  [Download File](#)

Additional Information*

No documents were uploaded.

Signatures

Charter Representative Signature
Diana Diaz 10/30/2014



Arizona Autism Charter School Governing Board Uniform System of Financial Records for Charter School (USFRCS) Exemption Policy

Arizona Autism charter 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 following standard internal control procedures. Arizona Autism Charter 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 Autism 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 Autism 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 AUTISM
Charter School

Meeting Of The Founding Board of Directors of ARIZONA AUTISM CHARTER SCHOOLS, INC.
Monday, August 19, 2013 5:30 PM
3161 N. 33rd Street Phoenix, AZ 85017

Minutes

Present was:

Diana Diaz
Ron Harrison
Mary McEvelly-Hernandez
Harry Kressler
Dr. Joseph Gentry (via Telephone)
Leo Valdez (via Telephone)

Absent was: Gregory E. Torrez

1) **Welcome and Attendance**

The meeting was called to order. It was determined that a quorum was present either in person or by proxy or by conference call and the meeting could conduct business.

2) **Presidents Report**

Diana Diaz reported on the facility under consideration at 4433 N. 7th Street. She stated that in an effort to ensure educational occupancy she had begun working with City of Phoenix by scheduling inspections with Electrical, Fire, Structural, Plumbing and Mechanical depts. All inspections were completed and everything passed code. The only requirement was an adjustment of a door. When it is adjusted the City of Phoenix will grant educational occupancy for that building. Harry Kressler asked if the Fire Marshall had been contacted and Diana reported that we have the certificate from the Fire Marshall. A discussion was held regarding whether or not that applied to the State of AZ as well. Harry recommended we ask if the City inspection will cover both city and state requirements.

Item two: Our school has been selected for a series of trainings through the Arizona Board of Education, AZ-CSP Grant Office. Another team member can attend. Diana will be attending. Monthly August – May.

Item Three: Diana met with Arizona Autism United and began preliminary discussions regarding the possibility of offering therapy programs if the building were to become available in September or October of this year. Arizona Autism United would be interested in offering Speech and Social Skill programs in Sept or October as well as renting space in January to offer a pre-school program. Additionally a discussion took place regarding the relocation of their BCBA's potentially to rental space in the upper level our school building. This would provide the school with access to these professionals. Dr. Joe Commented that the board should discuss the option of AZACS opening their own preschool as it represented a revenue stream for the school. Diana and Dr. Joe will explore this further. Dr. Joe expressed his approval of the collaboration with Arizona Autism United and the BCBA's they are affiliated with.

3) **Approval of minutes from board meeting on 6/27/2013**

There is no public comment

A movement was made by Harry to approve the minutes from the last meeting. Ron Harrison seconded the motion. The motion was passed unanimously.

4) **Financial Report**

Diana Diaz reported that unfortunately, Diamond financial was unable to provide the report in time for the meeting so the July report will be made available for the next meeting. Leo asked for an update of the grants and our present financial position. Diana reported that the expenses to date have been minimal. The Check from the Walton Foundation for \$220K was sent and is in the school bank account. Only about 3K of the initial 30K has been spent. AZCSP Grant funds do not go into the accounts and are downloaded as needed. The majority is still available. When a facility is secured, more of the funds will be utilized. Michelle from Diamond Financial Solutions will have a full report prepared ASAP. Overall we have about 900K to work with over a three year period from AZ-CSP grant. More information on funding and the lease would be discussed in later agenda items.

5) **Resignation of Diana Diaz as AZACS Governing Board President**

Diana Diaz tendered her resignation in writing and read it aloud. Her request was to resign from the board but to continue in the roll of Executive Director/Superintendent. A vote was taken in regard to accepting Diana's resignation. Harry Kressler made a motion to accept the resignation of Diana as Board President. Dr. Joe Gentry seconded the motion and the motion passed unanimously. Leo asked if Diana's term and compensation had already been determined and discussed. Diana reminded Leo and the other Board members that the compensation and term information was specifically provided in the AZ-CSP and Walton grants and grant budgets had been shared in previous meetings. No further discussion ensued.

6) **Election of New Board President and Secretary**

Diana Diaz passed the gauntlet to Mary McEvelly-Hernandez, Board VP to continue with the agenda. Mary requested nominations from the board for the office of President. Dr. Joe Gentry nominated Harry Kressler. Ron Harrison seconded the motion. Since no other nominations were heard, Leo Valdez moved to seize nominations. The motion to appoint Harry Kressler to the office of Board President was passed unanimously. Next item was to nominate a Secretary. Ron Harrison nominated Mary McEvelly-Hernandez to serve in the dual role of Vice President/Secretary. Harry Kressler seconded the motion. The motion passed unanimously.

7) **Appointment of Diana Diaz as Executive Director/Superintendent of AZACS**

Mary McEvelly-Hermindez passed the gauntlet to the new Board President, Harry Kressler. Harry asked for a motion to grandfather the position back to April 2013. Mary McEvelly Hernandez made the motion. Harry asked if there was any discussion on the point. Harry reviewed the basic compensation details with Leo who was interested in hearing the particulars of the package including evaluation periods, etc. Leo's concern was for the good and fair treatment and compensation of Diana Diaz. Harry asked if there was a second to the motion previously made motion by Mary, Dr. Joe Gentry seconded the motion. The motion passed unanimously.

8) **Authorization of President and Superintendent to engage lease negotiations.**

Harry Kressler would like to begin to speak with the owner of the building at 4333 N. 7th Street in Phoenix (Diana's Father) to negotiate a lease. He is seeking authorization from the board to begin this process. Leo asked that the board members be able to ratify the lease. Harry offered that additionally, Michelle Diamond would be consulted regarding fiscal feasibility. The board would be kept in the loop. Discussion took place regarding triple net lease, warranties, etc. Harry asked if there was a motion to begin negotiations. Leo Valdez made a motion. Dr. Joe Gentry seconded the motion. The motion passed unanimously.

9) **Authorization for Superintendent to negotiate with Pima Prevention Partnership to provide consulting services for AZACS.**

Harry Kressler explained that Pima Prevention Partnership had developed a full library of documents necessary for compliance as an Arizona Charter School which include but are not limited to: safety and evacuation plans, teacher employment templates, Human resources policies and procedures etc. In an effort to expedite the development of the infrastructure for the school it was recommended that a consulting agreement be negotiated between AZACS and Tom Miller, the Assoc. Superintendent of Schools for Pima Prevention Partnership. Leo asked for more specifics. Harry listed the types of forms that were necessary to maintain compliance with the State of Arizona Board of Ed. Diana mentioned that the grants contain allocation for start up consulting services precisely like the ones that Harry was describing as she was anticipating the need for such services. Funding is available through both the Walton Grant as well as the AZCSP grant to cover consultant costs in different areas. Harry offered that his organization has been in business for 21 years and has been in the Charter School business for 14, with 3 operational schools to date. Harry would not be part of the negotiations due to his position on the board. No more discussion ensued. Harry asked for a motion to authorize the negotiation process. Mary made a motion. Leo Valdez seconded the motion. The motion passed unanimously.

10) **Approve contract with Diamond Financial Solutions for financial services**

Previously not recorded, Harry asked for a motion to approve the contract with Diamond Financial Solutions for financial services, which was for a one-year term and began April 1, 2013. Diana added the Michelle Diamond contract was encouraged for AZ-CSP grant to have someone available to help with budgets for grant and grants management to increase our chances of acquiring the grant. We began using her services to the tune of \$600 monthly upon notification of the approval of the grant. Harry asked for a motion to approve the contract. Mary made a motion. Ron Harrison seconded the motion. The motion passed unanimously.

11) **Authorization of Superintendent to obtain quotes for auditing services.**

Harry reported that as superintendent, Diana Diaz would begin to obtain 3 quotes for auditing services. Harry asked for a motion to Authorize. Ron Harrison made a motion. Mary McEvelly seconded the motion. The motion was passed unanimously.

12) **Approve Arizona Autism Charter School-USFRCS Exemption Amendment to the Arizona State Board of Charter Schools**

Diana explained that this policy drafted by the charter board regarding accounting policies and procedures. As a board we must approve and comply with generally accepted accounting principles as we do business. One way we ensure this is by using the services of Diamond Financial Solutions who has a 20-year track record of working with Charter Schools and was an auditor. This will aid the board in abiding by financial policies. Harry asked if there was a motion to adopt the policy. Mary McEvelly made a motion. Leo Valdez seconded the motion. The motion was passed unanimously.

13) **Approve AZACS Procurement Law exception amendment to the AZ State of Charter Schools**

Harry explained that when a Charter School is receiving state funds this exempts the school from going through a rigorous procurement process, which is lengthy and costly. Charter schools have the option to get an exception amendment to that process. The school is still required to obtain multiple bids and policy must be set regarding dollar amounts. This is a pro-forma amendment.

Harry asked for a motion to approve the amendment. Mary McEvelly Hernandez made a motion. Ron Harrison seconded the motion. The motion was passed unanimously.

14) **Adjournment:** Harry asked if there was a motion to adjourn. Ron Harrison made the motion to adjourn the meeting at 6:35pm. Mary McEvelly seconded the motion. The motion passed unanimously. The next meeting was scheduled for Thursday, September 26th, 2013.