

# Procurement Laws Exception Amendment Request

## Charterholder Info

### Charter Holder

**Name:**  
BASIS School, Inc.

**CTDS:**  
10-84-04-000

**Mailing Address:**  
11485 North 136th Street  
Suite 110  
Scottsdale, AZ 85259  
> [View detailed info](#)

### Representative

**Name:**  
Kristen Jordison

**Phone Number:**  
480-767-7900

**Fax Number:**  
4802892088

## Downloads

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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  
Kristen Jordison 12/12/2013

# USFRCS Exception Amendment Request

## Charterholder Info

### Charter Holder

**Name:**  
BASIS School, Inc.

**CTDS:**  
10-84-04-000

**Mailing Address:**  
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### Representative

**Name:**  
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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  
Kristen Jordison 12/12/2013

**MINUTES of the meeting**  
**Meeting of the BASIS Scottsdale (East) Primary Governing Body,**  
**BASIS Oro Valley Primary Governing Body,**  
**BASIS Prescott Governing Body, and**  
**BASIS Avondale (Phoenix Central Primary) Governing Body**

**December 12, 2013**  
**10:00 AM**

**Location**

BASIS Schools, Inc.  
Conference Room  
7975 N Hayden Rd.  
Scottsdale, AZ 85258

Members:

Present at Location: None

Present - Telephonic: Dan Nienhauser, Mittida Raksanaves, Rizwan Safdar, Julia Toews, and Carolyn McGarvey

Not Present: Anthony Pitucco and Christine Martinmaas

Non-members also Present: Rebecca Krause and Kristen Jordison (at location)

Minutes taken by: Rebecca Krause

1. Call to Order of the BASIS Schools Governing Body
  - a) Dan Nienhauser at 10:01 AM
  
2. Overview of BASIS Schools, Inc. new schools for SY 2014-2015.
  - a) Dan Nienhauser provided the members with the preliminary plans for new schools, which includes three new primary schools and one 5-12 grade school. The primary schools will be BASIS Oro Valley Primary, BASIS Phoenix Central Primary, and BASIS Scottsdale Primary. BASIS Prescott will open as a 5-12 grade school (adding grades 11 and 12 in years 2 and 3) with the capacity to expand to a full K-12 program in the future.
  - b) Mittida Raksaves asked if the Oro Valley Primary school will be a separate charter or included in the current BASIS Oro Valley charter. Carolyn McGarvey responded that the primary school will have its own charter, but it will be located adjacent to the current campus.
  
3. Approved Resolution 13-R01 defining the mailing address for the new schools, BASIS Scottsdale (East) Primary, BASIS Oro Valley Primary, BASIS Avondale (Phoenix Central Primary), and BASIS Prescott, as 7975 N. Hayden Rd. Suite B100, Scottsdale, AZ, 85258 to be changed to the respective school's physical address upon its opening.
  - a) Approval of Resolution 13-R01:

- i. Motion to approve: Mittida Raksanaves
    - ii. Second: Carolyn McGarvey
    - iii. Motion passes by unanimous approval of the BASIS Schools Governing Body
  - b) Kristen Jordison explained that this is an administrative necessity since BSI has moved offices since the time that the original charter was submitted.
4. Approved Resolution 13-R02 to amend the BASIS Scottsdale East charter to rename the school "BASIS Scottsdale Primary".
  - a) Approval of Resolution 13-R02:
    - i. Motion to approve: Carolyn McGarvey
    - ii. Second: Julia Toews
    - iii. Motion passes by unanimous approval of the BASIS Schools Governing Body
5. Approved Resolution 13-R03 to amend the BASIS Scottsdale East (BASIS Scottsdale Primary) charter to add grade levels K-4.
  - a) Approval of 13-R03:
    - i. Motion to approve: Carolyn McGarvey
    - ii. Second: Rizwan Safdar
    - iii. Motion passes by unanimous approval of the BASIS Schools Governing Body
6. Approved Resolution 13-R04 to amend the BASIS Avondale charter to rename the school "BASIS Phoenix Central Primary" and amend the desired location to be an area within the boundaries of the Phoenix Union High School District.
  - a) Approval of Resoltuion 13-R04:
    - i. Motion to approve: Carolyn McGarvey
    - ii. Second: Rizwan Safdar
    - iii. Motion passes by unanimous approval of the BASIS Schools Governing Body
7. Approved Resolution 13-R05 to amend the BASIS Avondale (BASIS Phoenix Central Primary) charter to add grade levels K-4.
  - a) Approval of Resolution 13-R05:
    - i. Motion to approve: Julia Toews
    - ii. Second: Carolyn McGarvey
    - iii. Motion passes by unanimous approval of the BASIS Schools Governing Body
8. Approved Resolution 13-R06 to amend the BASIS Avondale (BASIS Phoenix Central Primary) charter to remove Michael Block as Charter Representative and add Craig Barrett, Kristen Jordison, and Carolyn McGarvey after the charter contract is signed.
  - a) Approval of Resolution 13-R06:
    - i. Motion to approve: Carolyn McGarvey
    - ii. Second: Rizwan Safdar

- iii. Motion passes by unanimous approval of the BASIS Schools Governing Body
  
- 9. Approved Resolution 13-R07 to amend the BASIS Scottsdale East (BASIS Scottsdale Primary) and BASIS Prescott charters to remove Michael Block as Charter Representative and add Craig Barrett, Kristen Jordison, and Carolyn McGarvey.
  - a) Approval of Resolution 13-R07:
    - i. Motion to approve: Carolyn McGarvey
    - ii. Second: Julia Toews
    - iii. Motion passes by unanimous approval of the BASIS Schools Governing Body
  
- 10. Approved Resolution 13-R08 to approve the exemption for USFRCS and Procurement for BASIS Scottsdale East (BASIS Scottsdale Primary), BASIS Oro Valley Primary, BASIS Prescott, and BASIS Avondale (Phoenix Central Primary).
  - a) Approval of Resolution 13-R08:
    - i. Motion to approve: Rizwan Safdar
    - ii. Second: Carolyn McGarvey
    - iii. Motion passes by unanimous approval of the BASIS Schools Governing Body
  
- 11. Call to the Public
  - a) No members of the public were present at the meeting location or telephonically.
  
- 12. Meeting Adjourned
  - a) Dan Nienhauser adjourned the meeting at 10:16 am.

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Dan Nienhauser  
Chairperson

### **Accounting Policy**

BASIS Schools 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.

### **Procurement Policy**

BASIS Schools 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.

BASIS Schools 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.

BASIS Schools 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.