

# Procurement Laws Exception Amendment Request

## Charterholder Info

### Charter Holder

**Name:**  
BASIS Schools, Inc.

**CTDS:**  
07-82-69-000

**Mailing Address:**  
7975 North Hayden Road  
Suite B121  
Scottsdale, AZ 85258  
> [View detailed info](#)

### Representative

**Name:**  
Carolyn McGarvey

**Phone Number:**  
480-767-7696

**Fax Number:**  
480-289-2089

## Downloads

 [Download all files](#)

## 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.

## Attachments

Board Minutes —  [Download File](#)

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

### Additional Information\*

No documents were uploaded.

## Signatures

Charter Representative Signature  
Carolyn McGarvey 06/25/2015

# USFRCS Exception Amendment Request

## Charterholder Info

### Charter Holder

**Name:**  
BASIS Schools, Inc.

**CTDS:**  
07-82-69-000

**Mailing Address:**  
7975 North Hayden Road  
Suite B121  
Scottsdale, AZ 85258  
> [View detailed info](#)

### Representative

**Name:**  
Carolyn McGarvey

**Phone Number:**  
480-767-7696

**Fax Number:**  
480-289-2089

## Downloads

 [Download all files](#)

## 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.

## Attachments

Board Minutes –  [Download File](#)

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

**Additional Information\***

No documents were uploaded.

## Signatures

Charter Representative Signature  
Carolyn McGarvey 06/25/2015



**MINUTES of the meeting  
of the**

BASIS Ahwatukee Governing Body, BASIS Chandler Governing Body, BASIS Flagstaff Governing Body, BASIS Goodyear Governing Body, BASIS Mesa Governing Body, BASIS Oro Valley Governing Body BASIS Oro Valley Primary Governing Body, BASIS Peoria Governing Body, BASIS Phoenix Governing Body, BASIS Phoenix Central Governing Body, BASIS Prescott Governing Body, BASIS Scottsdale Governing Body, BASIS Tucson Governing Body, and BASIS Tucson North Governing Body

**December 10, 2014  
12:00 PM**

**Location**

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

Members were present telephonically.  
Members of the public were permitted to attend the meeting at the BASIS School, Inc. office or any of the above listed school sites telephonically.

**Members:**

Board Members Present at Location: None  
Board Members Present - Telephonic: Carolyn McGarvey, Christine Martinmaas, Anthony Pitucco, Rizwan Safdar, and Julia Toews  
Board Members Not Present: Mittida Raksanaves  
Also Present: Jennifer Werrell, Christine Garcia, and Rebecca Carey (telephonic)

1. Call to Order of the BASIS Schools Governing Body
  - a) Dan Nienhauser at 12:00 pm
  
2. Call to the Public
  - a) BASIS Mesa parent, Jennifer Werrell, attended the meeting telephonically at the BASIS Mesa campus.
  
3. Adoption of the Minutes of the September 8, 2014 Meeting of the BASIS.
  - a) Adoption of Minutes:
    - i. Motion to adopt- Carolyn McGarvey
    - ii. Second- Anthony Pitucco
    - iii. Motion passes by unanimous approval of the BASIS Schools Governing Body
  
4. Discussed and approved Resolution 14-R62 to adopt the BASIS Schools, Inc. Accounting and Procurement Policies for BASIS Goodyear.
  - a) Approval of Resolution 14-R62:
    - i. Motion to approve- Julia Toews
    - ii. Second- Carolyn McGarvey
    - iii. Motion passes by unanimous approval of the BASIS Schools Governing Body



5. Discussed and approved Resolution 14-R63 to approve the exemption for Uniform System of Financial Records for Charter Schools (USFRCS) and Procurement for BASIS Goodyear.
  - a) Approval of Resolution 14-R63:
    - i. Motion to approve- Anthony Pitucco
    - ii. Second- Carolyn McGarvey
    - iii. Motion passes by unanimous approval of the BASIS Schools Governing Body
  
6. Discussed and approved Resolution 14-R64 to submit an enrollment cap increase to the ASBCS of up to 1,320 for BASIS Ahwatukee. The submission may be for less than the "up to" number requested depending on capacity.
  - a) Approval of Resolution 14-R64:
    - i. Motion to approve- Christine Martinmaas
    - ii. Second- Julia Toews
    - iii. Motion passes by unanimous approval of the BASIS Schools Governing Body
  - b) Dan Nienhauser noted that the current enrollment cap is at 750 students and increasing it to 1,320 would give the school room to grow to its full, programmatic capacity.
  
7. Discussed and approved Resolution 14-R65 to submit an enrollment cap increase to the ASBCS of up to 780 for BASIS Chandler. The submission may be for less than the "up to" number requested depending on capacity.
  - a) Approval of Resolution 14-R65:
    - i. Motion to approve- Carolyn McGarvey
    - ii. Second- Anthony Pitucco
    - iii. Motion passes by unanimous approval of the BASIS Schools Governing Body
  - b) Dan Nienhauser informed the Board that the current enrollment cap is 760.
  
8. Discussed and approved Resolution 14-R66 to submit an enrollment cap increase to the ASBCS of up to 660 for BASIS Flagstaff. The submission may be for less than the "up to" number requested depending on capacity.
  - a) Approval of Resolution 14-R66:
    - i. Motion to approve- Carolyn McGarvey
    - ii. Second- Anthony Pitucco
    - iii. Motion passes by unanimous approval of the BASIS Schools Governing Body
  - b) Dan Nienhauser informed the Board that this is an increase of 10 students as the current enrollment cap is 650.
  
9. Discussed and approved Resolution 14-R67 to submit an enrollment cap increase to the ASBCS of up to 840 for BASIS Mesa. The submission may be for less than the "up to" number requested depending on capacity.
  - a) Approval of Resolution 14-R67:
    - i. Motion to approve- Julia Toews
    - ii. Second- Carolyn McGarvey
    - iii. Motion passes by unanimous approval of the BASIS Schools Governing Body



- b) Dan Nienhauser noted that the current enrollment cap is at 615 students and increasing it to 840 would give the school room to grow to its full, programmatic capacity next year.
10. Discussed and approved Resolution 14- to submit an enrollment cap increase to the ASBCS of up to 672 for BASIS Oro Valley. The submission may be for less than the "up to" number requested depending on capacity.
- a) Approval of Resolution 14-R68:
- i. Motion to approve- Christine Martinmaas
  - ii. Second- Carolyn McGarvey
  - iii. Motion passes by unanimous approval of the BASIS Schools Governing Body
- b) Dan Nienhauser noted that the current enrollment cap is set at 570.
11. Discussed and approved Resolution 14-R69 to adopt the enrollment cap of 810 for BASIS Oro Valley Primary. The submission may be for less than the "up to" number requested depending on capacity.
- a) Approval of Resolution 14-R69:
- i. Motion to approve- Christine Martinmaas
  - ii. Second- Carolyn McGarvey
  - iii. Motion passes by unanimous approval of the BASIS Schools Governing Body
- b) Dan Nienhauser pointed out that the current enrollment cap is 750.
12. Discussed and approved Resolution 14- to submit an enrollment cap increase to the ASBCS of up to 840 for BASIS Phoenix. The submission may be for less than the "up to" number requested depending on capacity.
- a) Approval of Resolution 14-R70:
- i. Motion to approve- Carolyn McGarvey
  - ii. Second- Julia Toews
  - iii. Motion passes by unanimous approval of the BASIS Schools Governing Body
- b) Dan Nienhauser noted that the current enrollment cap is 765.
13. Discussed and approved Resolution 14-R71 to submit an enrollment cap increase to the ASBCS of up to 900 for BASIS Phoenix Central. The submission may be for less than the "up to" number requested depending on capacity.
- a) Approval of Resolution 14-R71:
- i. Motion to approve- Carolyn McGarvey
  - ii. Second- Julia Toews
  - iii. Motion passes by unanimous approval of the BASIS Schools Governing Body
- b) Dan Nienhauser informed the Board that the current enrollment cap is 720.
14. Discussed and approved Resolution 14-R72 to submit an enrollment cap increase to the ASBCS of up to 840 for BASIS Prescott. The submission may be for less than the "up to" number requested depending on capacity.
- a) Approval of Resolution 14-R72:
- i. Motion to approve- Anthony Pitucco
  - ii. Second- Carolyn McGarvey
  - iii. Motion passes by unanimous approval of the BASIS Schools Governing Body



- b) Dan Nienhauser noted that the current enrollment cap is 600 and the increase will accommodate the addition of grades 4 and 11 next year.
  
- 15. Discussed and approved Resolution 14-R73 to submit an enrollment cap increase to the ASBCS of up to 1,260 for BASIS Tucson North. The submission may be for less than the "up to" number requested depending on capacity.
  - a) Approval of Resolution 14-R73:
    - i. Motion to approve- Carolyn McGarvey
    - ii. Second- Christine Martinmaas
    - iii. Motion passes by unanimous approval of the BASIS Schools Governing Body
  - b) Dan Nienhauser informed the Board that the current enrollment cap is 1,000.
  
- 16. Discussed and approved Resolution 14-R74 to amend the BASIS Schools, Inc. – BASIS Flagstaff charter to add grade 4 beginning SY 2015-16.
  - a) Approval of Resolution 14-R73:
    - i. Motion to approve- Carolyn McGarvey
    - ii. Second- Christine Marfinmaas
    - iii. Motion passes by unanimous approval of the BASIS Schools Governing Body
  
- 17. Discussed and approved Resolution 14-R75 to amend the BASIS Schools, Inc. – BASIS Prescott charter to add grade 4 beginning SY 2015-16.
  - a) Approval of Resolution 14-R73:
    - i. Motion to approve- Anthony Pitucco
    - ii. Second- Carolyn McGarvey
    - iii. Motion passes by unanimous approval of the BASIS Schools Governing Body
  
- 18. Motion to Adjourn
  - a) Dan Nienhauser adjourned the meeting at 12:16 pm.

Minutes taken by Rebecca Carey.

---

Dan Nienhauser  
Chairperson

December 10, 2014

---

**RESOLUTION  
14-R62**

---

It is hereby resolved that the BASIS Schools Governing Body adopts the BASIS Schools, Inc. Accounting and Procurement Policies for BASIS Goodyear.

---

I HEREBY CERTIFY that the foregoing Resolution was adopted by the **BASIS Schools Governing Body** at its meeting held **December 10, 2014**.



---

Dan Nienhauser  
Chairperson

December 10, 2014

---

**RESOLUTION  
14-R63**

---

It is hereby resolved that the BASIS Schools Governing Body approves the exemption for Uniform System of Financial Records for Charter Schools (USFRCS) and Procurement for BASIS Goodyear.

I HEREBY CERTIFY that the foregoing Resolution was adopted by the **BASIS Schools Governing Body** at its meeting held **December 10, 2014**.



---

Dan Nienhauser  
Chairperson

December 10, 2014

---

**RESOLUTION  
14-R64**

---

It is hereby resolved that the BASIS Schools Governing Body adopts the enrollment cap of 1,320 for BASIS Ahwatukee.

---

I HEREBY CERTIFY that the foregoing Resolution was adopted by the **BASIS Schools Governing Body** at its meeting held **December 10, 2014**.

  
\_\_\_\_\_  
Dan Nienhauser  
Chairperson

December 10, 2014

---

**RESOLUTION  
14-R65**

---

It is hereby resolved that the BASIS Schools Governing Body adopts the enrollment cap of 780 for BASIS Chandler.

---

I HEREBY CERTIFY that the foregoing Resolution was adopted by the **BASIS Schools Governing Body** at its meeting held **December 10, 2014**.



---

Dan Nienhauser  
Chairperson

December 10, 2014

---

**RESOLUTION**  
**14-R66**

---

It is hereby resolved that the BASIS Schools Governing Body adopts the enrollment cap of 660 for BASIS Flagstaff.

---

I HEREBY CERTIFY that the foregoing Resolution was adopted by the **BASIS Schools Governing Body** at its meeting held **December 10, 2014**.



---

Dan Nienhäuser  
Chairperson

December 10, 2014

---

**RESOLUTION**  
**14-R67**

---

It is hereby resolved that the BASIS Schools Governing Body adopts the FY 2016 enrollment cap of 840 for BASIS Mesa.

---

I HEREBY CERTIFY that the foregoing Resolution was adopted by the **BASIS Schools Governing Body** at its meeting held **December 10, 2014**.

  
\_\_\_\_\_  
Dan Nienhauser  
Chairperson

December 10, 2014

---

**RESOLUTION  
14-R68**

---

It is hereby resolved that the BASIS Schools Governing Body adopts the FY 2016 enrollment cap of 672 for BASIS Oro Valley.

---

I HEREBY CERTIFY that the foregoing Resolution was adopted by the **BASIS Schools Governing Body** at its meeting held **December 10, 2014**.

  
\_\_\_\_\_  
Dan Nienhauser  
Chairperson

December 10, 2014

---

**RESOLUTION  
14-R69**

---

It is hereby resolved that the BASIS Schools Governing Body adopts the enrollment cap of 810 for BASIS Oro Valley Primary.

---

I HEREBY CERTIFY that the foregoing Resolution was adopted by the **BASIS Schools Governing Body** at its meeting held **December 10, 2014**.



---

Dan Nienhauser  
Chairperson

December 10, 2014

---

**RESOLUTION**  
**14-R70**

---

It is hereby resolved that the BASIS Schools Governing Body adopts the enrollment cap of 840 for BASIS Phoenix.

---

I HEREBY CERTIFY that the foregoing Resolution was adopted by the **BASIS Schools Governing Body** at its meeting held **December 10, 2014**.



---

Dan Nienhauser  
Chairperson

December 10, 2014

---

**RESOLUTION**  
**14-R71**

---

It is hereby resolved that the BASIS Schools Governing Body adopts the FY 2016 enrollment cap of 900 for BASIS Phoenix Central.

---

I HEREBY CERTIFY that the foregoing Resolution was adopted by the **BASIS Schools Governing Body** at its meeting held **December 10, 2014**.

  
\_\_\_\_\_  
Dan Nienhauser  
Chairperson

December 10, 2014

---

**RESOLUTION  
14-R72**

---

It is hereby resolved that the BASIS Schools Governing Body adopts the enrollment cap of 840 for BASIS Prescott.

---

I HEREBY CERTIFY that the foregoing Resolution was adopted by the **BASIS Schools Governing Body** at its meeting held **December 10, 2014**.

  
\_\_\_\_\_  
Dan Nienhauser  
Chairperson

December 10, 2014

---

**RESOLUTION  
14-R73**

---

It is hereby resolved that the BASIS Schools Governing Body adopts the FY 2016 enrollment cap of 1,260 for BASIS Tucson North.

---

I HEREBY CERTIFY that the foregoing Resolution was adopted by the **BASIS Schools Governing Body** at its meeting held **December 10, 2014**.



Dan Nienhauser  
Chairperson

December 10, 2014

---

**RESOLUTION  
14-R74**

---

It is hereby resolved that the BASIS Schools Governing Body amends the BASIS Schools, Inc.—BASIS Flagstaff charter to add grade 4 beginning SY 2015-16.

---

I HEREBY CERTIFY that the foregoing Resolution was adopted by the **BASIS Schools Governing Body** at its meeting held **December 10, 2014**.

  
\_\_\_\_\_  
Dan Nienhauser  
Chairperson

December 10, 2014

---

**RESOLUTION  
14-R75**

---

It is hereby resolved that the BASIS Schools Governing Body amends the BASIS Schools, Inc.—BASIS Prescott charter to add grade 4 beginning SY 2015-16.

---

I HEREBY CERTIFY that the foregoing Resolution was adopted by the **BASIS Schools Governing Body** at its meeting held **December 10, 2014**.



---

Dan Nienhauser  
Chairperson



**BASIS  
Schools Inc.**

7975 N. Hayden Rd. Suite B 205  
Scottsdale, AZ 85258

## **Accounting Policy**

BASIS 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. 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 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.

BASIS 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.

BASIS 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.