

# Procurement Laws Exception Amendment Request

## Charterholder Info

### Charter Holder

**Name:**  
BASIS Schools, Inc.

**CTDS:**  
00-00-00-000

**Mailing Address:**  
7975 North Hayden Road  
Suite B-100  
Scottsdale, AZ 85258  
> [View detailed info](#)

### Representative

**Name:**  
Carolyn McGarvey

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

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

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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.

## 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 12/07/2015

# USFRCS Exception Amendment Request

## Charterholder Info

### Charter Holder

**Name:**  
BASIS Schools, Inc.

**CTDS:**  
00-00-00-000

**Mailing Address:**  
7975 North Hayden Road  
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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.

## Attachments

Board Minutes –  [Download File](#)

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

**Additional Information\***

No documents were uploaded.

## Signatures

Charter Representative Signature  
Carolyn McGarvey 12/07/2015



**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.

MINUTES  
of the Meeting  
of the

BASIS Ahwatukee, BASIS Chandler, BASIS Chandler Primary- South Campus, BASIS Chandler Primary- North Campus, BASIS Goodyear, BASIS Goodyear Primary, BASIS Mesa, BASIS Oro Valley, BASIS Oro Valley Primary, BASIS Peoria, BASIS Phoenix, BASIS Phoenix Central, BASIS Prescott, BASIS Scottsdale, BASIS Scottsdale Primary, BASIS Tucson Primary, BASIS Tucson North, School Governing Bodies.

December 2, 2015  
9:00 AM

Location  
BASIS Schools, Inc.  
Conference Room  
7975 N Hayden Rd. Suite B205  
Scottsdale, AZ 85258

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

Members:

Board Members Present at Location: None

Board Members Present - Telephonic: Carolyn McGarvey, Rizwan Safdar, Kristen Jordison, Mittida Raksanaves, and Michael Beaulieu

Board Members Not Present: Anthony Pitucco, and Christine Martinmaas

Also Present: Rebecca Carey, Caylee Migliorini, and Jonathan Gelbart (at location) Anastasia Korte (telephonic)

1. Call to Order of the BASIS Schools Governing Body
  - a) Carolyn McGarvey called the meeting to order at 9:02 AM.
2. Call to the public
  - a) No members of the public were present at the meeting location or telephonically.
3. Discussed and ratified the Minutes of the November 4, 2015 meetings of the BASIS Ahwatukee, BASIS Chandler, BASIS Chandler Primary-South Campus, BASIS Goodyear, BASIS Goodyear Primary, BASIS Flagstaff, BASIS Mesa, BASIS Oro Valley, BASIS Oro Valley Primary, BASIS Peoria, BASIS Phoenix, BASIS Phoenix Central, BASIS Prescott, BASIS Scottsdale, BASIS Scottsdale Primary, BASIS Tucson Primary, and BASIS Tucson North School Governing Bodies.
  - a. Ratification of November 4, 2015 Meeting Minutes:
    - i. Motion to ratify- Mittida Raksanaves
    - ii. Second- Kristen Jordison

- iii. Motion passes by unanimous approval of the BASIS Schools Governing Bodies present
4. Discussed and approved Resolution 15-R79 to begin serving grade 3 at BASIS Flagstaff, as authorized in the charter, in SY 2016-17.
  - a. Approval of Resolution 15-79:
    - i. Motion to approve- Rizwan Safdar
    - ii. Second- Mittida Raksanaves
    - iii. Motion passes by unanimous approval of the BASIS Schools Governing Bodies present
5. Discussed and approved Resolution 15-R80 to begin serving grade 4 at BASIS Scottsdale, as authorized in the charter, in SY 2016-17.
  - a. Approval of Resolution 15-R80:
    - i. Motion to approve- Kristen Jordison
    - ii. Second- Mittida Raksanaves
    - iii. Motion passes by unanimous approval of the BASIS Schools Governing Bodies
6. Discussed and approved Resolution 15-R81 to amend the BASIS Ahwatukee charter to add grade 3 beginning SY 2016-17.
  - a. Approval of Resolution 15-R81:
    - i. Motion to approve- Rizwan Safdar
    - ii. Second- Mittida Raksanaves
    - iii. Motion passes by unanimous approval of the BASIS Schools Governing Bodies
7. Discussed and approved Resolution 15-R82 to change the grades served at BASIS Scottsdale Primary to K-3 beginning SY 2016-17.
  - a. Approval of Resolution 15-R82:
    - i. Motion to approve- Rizwan Safdar
    - ii. Second- Mittida Raksanaves
    - iii. Motion passes by unanimous approval of the BASIS Schools Governing Bodies
8. Discussed and approved Resolution 15-R83 to change the grades served at BASIS Tucson Primary to K-4 beginning SY 2016-17.
  - a. Approval of Resolution 15-R83:
    - i. Motion to approve- Kristen Jordison
    - ii. Second- Mittida Raksanaves
    - iii. Motion passes by unanimous approval of the BASIS Schools Governing Bodies

9. Discussed and approved Resolution 15-R84 to adopt the BASIS Schools, Inc. Accounting and Procurement Policies for BASIS Chandler Primary- North Campus.
  - a. Approval of Resolution 15-R84:
    - i. Motion to approve- Rizwan Safdar
    - ii. Second- Mittida Raksanaves
    - iii. Motion passes by unanimous approval of the BASIS Schools Governing Bodies present
  
10. Discussed and approved Resolution 15-R85 to approve the amendment for exemption from the Uniform System of Financial Records for Charter Schools (USFRCS) and Procurement for BASIS Chandler Primary- North Campus.
  - a. Approval of Resolution 15-R85:
    - i. Motion to approve- Kristen Jordison
    - ii. Second- Mittida Raksanaves
    - iii. Motion passes by unanimous approval of the BASIS Schools Governing Bodies present
  
11. Discussed and approved Resolution 15-R86 to adopt the updated SY 2016-17 BASIS Schools, Inc. Enrollment Policy.
  - a. Approval of Resolution 15-R86:
    - i. Motion to approve- Mittida Raksanaves
    - ii. Second- Rizwan Safdar
    - iii. Motion passes by unanimous approval of the BASIS Schools Governing Bodies
  
12. Motioned to adjourn
  - a. Adjournment:
    - i. Motion to adjourn- Mittida Raksanaves
    - ii. Second- Kristen Jordison
    - iii. Motion passes by unanimous approval of the BASIS Schools Governing Bodies present
  - b. Carolyn McGarvey concluded the meeting by noting that all of the Resolutions are part of the effort to increase enrollment at all of the BASIS schools.

Minutes taken by Rebecca Carey.

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Carolyn McGarvey  
Interim Chairperson  
BASIS Schools Governing Bodies