

# 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)

## USFRCS EXCEPTION AMENDMENT REQUEST

(Charter Holder Name) CPLC Community Schools (CTDS) 108550000

(Charter Holder Mailing Address) 200 N. Stone Avenue

(City, State) Tucson, Arizona (Zip) 85701

(Charter Representative's Name) Magdalena Verdugo

(Phone Number) 520-882-0018 (Fax Number) 520-624-0998



**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 (minutes must comply with Open Meeting Law 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 CPLC Community Schools Charter Holder, herein agree to amend the terms of the charter contract as follows:

In witness whereof, Charter Holder has signed this contract amendment as of this 18th day of September, 2009, and the State Board for Charter Schools has signed this contract amendment as of this \_\_\_\_ day of \_\_\_\_\_, 200\_\_, 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

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## PROCUREMENT LAWS EXCEPTION AMENDMENT REQUEST

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(City, State) Tucson, Arizona (Zip) 85701

(Charter Representative's Name) Magdalena Verdugo

(Phone Number) 520-882-0018 (Fax Number) 520-624-0998

**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 Procurement Laws – (This exception will not be granted to State Board of Education sponsored charter schools)

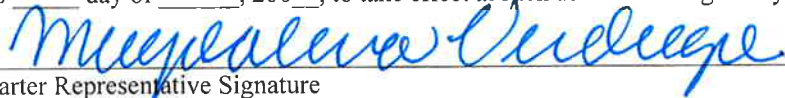
Included are the following:

- Board minutes approving the change (minutes must comply with Open Meeting Law 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 CPLC Community Schools (Charter Holder), herein agree to amend the terms of the charter contract as follows:

In witness whereof, Charter Holder has signed this contract amendment as of this 18th day of September, 2009, and the State Board for Charter Schools has signed this contract amendment as of this \_\_\_\_ day of \_\_\_\_\_, 200\_\_, 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



**Community Schools**

## **CPLC COMMUNITY SCHOOLS dba Hiaki High School**

### **Accounting Policy**

CPLC Community Schools dba Hiaki 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 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**

CPLC Community Schools dba Hiaki 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.

CPLC Community Schools dba Hiaki 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 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.

CPLC Community Schools dba Hiaki 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.

**NOTICE OF SPECIAL MEETING OF THE  
CPLC Community Schools  
GOVERNING BOARD  
September 18, 2009**

A public meeting of the CPLC Community Schools Governing Board convened on Friday, September 18, 2009, at 8:30 a.m. Meeting were the following members of the governing board: Barbara Benton (via telephone conference), Soledad Zuzuarregui, and Ana Sanchez

The agenda for the meeting is as follows:

- A. Call to Order: Barbara Benton, Vice-President, called the meeting to order at 8:39 a.m.
- B. Action Items – These items require Governing Board discussion and approval:
  1. Approval of minutes – June 18, 2009: The governing board members reviewed the minutes for the meeting of June 18, 2009. Barbara Benton made a grammar correction on item B5a. Ana Sanchez motioned to approve the minutes with the grammar correction. Soledad Zuzarregui seconded. All in favor:3 Opposed:0
  2. Approval of minutes – July 10, 2009: The governing board members reviewed the minutes for the meeting of July 10, 2009. Ana Sanchez motioned to approve the minutes. Soledad Zuzarregui seconded. All in favor:3 Opposed:0
  3. Declaration of Curricular and Instructional Alignment to the Arizona Academic Standards – CPLC Community Schools dba Calli Ollin High School: April Madero explained the requirement for signatures from the board certifying curricular alignment with Arizona State Academic Standards. Ana Sanchez motioned to approve. Soledad Zuzarregui seconded. All in favor:3 Opposed:0
  4. Declaration of Curricular and Instructional Alignment to the Arizona Academic Standards – CPLC Community Schools dba Hiaki High School: April Madero explained the requirement for signatures from the board certifying curricular alignment with Arizona State Academic Standards. Ana Sanchez motioned to approve. Soledad Zuzarregui seconded. All in favor:3 Opposed:0
  5. Declaration of Curricular and Instructional Alignment to the Arizona Academic Standards – CPLC Community Schools dba Toltecalli High School: April Madero explained the requirement for signatures from the board certifying curricular alignment with Arizona State Academic Standards. Ana Sanchez motioned to approve. Soledad Zuzarregui seconded. All in favor:3 Opposed:0
  6. Exception for USFRCS and Procurement for Hiaki High School: Magdalena Verdugo explained to the board that because of the new charter for Hiaki, the board had to approve an exemption from USFRCS and Procurement for Hiaki High School. Ana Sanchez motioned to approve the exemption. Soledad Zuzarregui seconded. All in favor:3 Opposed:0
  7. Election of Officers of the CPLC Community Schools Governing Board: Soledad Zuzuarregui motioned to maintain the existing slate of officers for CPLC Community Schools. Ana Sanchez seconded. All in favor:3 Opposed:0
  8. 2009-10 Service Contracts – Calli Ollin High School
    - i. Northwest Evaluation Association (NWEA) Contract for SY 2009-10: Vicente Fuentes presented the board with a proposal for the implementation of the MAP Assessment System from NWEA for approval. Ana Sanchez motioned to approve the NWEA proposal. Soledad Zuzarregui seconded. All in favor:3 Opposed:0
    - ii. Pima County Regional Support Center Instructional Contract for SY 2009-10: Vicente Fuentes explained that this item was tabled at the prior meeting and that the adjustments the board had requested to the price and

language of the contract had been made. Ana Sanchez motioned to approve the Pima County Regional Support Center Instructional Contract. Soledad Zuzarregui seconded. All in favor:3 Opposed:0

9. 2009-10 Service Contracts – Toltecalli High School

i. Northwest Evaluation Association Contract for SY 2009-10: Vicente Fuentes presented the board with a proposal for the implementation of the MAP Assessment System from NWEA for approval. Soledad Zuzarregui seconded. All in favor:3 Opposed:0

ii. Pima County Regional Support Center Instructional Contract for SY 2009-10 : Vicente Fuentes explained that this item was tabled at the prior meeting and that the adjustments the board had requested to the price and language of the contract had been made. Ana Sanchez motioned to approve the Pima County Regional Support Center Instructional Contract. Soledad Zuzarregui seconded. All in favor:3 Opposed:0

10. 2009-10 Service Contracts – Hiaki High School

i. Northwest Evaluation Association Contract for SY 2009-10: Vicente Fuentes presented the board with a proposal for the implementation of the MAP Assessment System from NWEA for approval. Ana Sanchez motioned to approve the NWEA proposal. Soledad Zuzarregui seconded. All in favor:3 Opposed:0

ii. Pima County Regional Support Center Instructional Contract for SY 2009-10; Vicente Fuentes explained that this item was tabled at the prior meeting and that the adjustments the board had requested to the price and language of the contract had been made. Ana Sanchez motioned to approve the Pima County Regional Support Center Instructional Contract. Soledad Zuzarregui seconded. All in favor:3 Opposed:0

C. Discussion Items – These items are for Governing Board discussion and information:

1. Financial Statements ending July 31, 2009 – Vicente Fuentes explained that this financial statement was not available at the time of this meeting and that it would be presented at the following board meeting.

2. Financial Statements ending August 30, 2009 – Vicente Fuentes reviewed the financial statements and informed the board of funding predictions, enrollment, and attendance trends.

3. Community relations/marketing update: Vicente Fuentes informed the board that Mr. Teso, Principal of Calli Ollin High School, was featured on a morning talk show on Univision. He also spoke to the board about plans to advertise at the movie theatre (Harkins) and through Univision. It was also mentioned that both a myspace and facebook page were being developed for the schools.

4. Comments (comments by board members or staff on administrative matters and current and upcoming events): April Madero mentioned the need for sporting equipment and if the board could help to acquire at some point.

D. Call to the Audience (This is the time for the public to comment. Members of the Board may not discuss items that are not specifically on the identified on the agenda. Therefore, pursuant to ARS 38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism, or scheduling the matter for further consideration and decision at a later date).

E. Adjournment.

Dated this 22<sup>th</sup> day of September, 2009

CPLC Community Schools Governing Board

By \_\_\_\_\_