

# Procurement Laws Exception Amendment Request

## Charterholder Info

### Charter Holder

**Name:**  
Collaborative Pathways, Inc.

**CTDS:**  
10-89-09-000

**Mailing Address:**  
9 South La Creciente  
Tucson, AZ 85711  
> [View detailed info](#)

### Representative

**Name:**  
Charlene Mendoza

**Phone Number:**  
520-323-1965

**Fax Number:**  
520-881-4226

## 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  
Charlene Mendoza 02/26/2016



# Arizona College Prep Academy

3434 E. Broadway Blvd

Tucson, AZ 85716

520-722-1200

*Opportunity, Achievement, Empowerment*

## Procurement Policy

Collaborative Pathways, dba Arizona College Prep Academy 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 College Prep Academy 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 College Prep Academy also understands that in the event of an emergency involving the health, safety or welfare of staff personnel or students, an exception to guidelines for price competition may be made. To resolve such problems, the Chief Executive Officer or designee declares an emergency, authorizing procurements without price competition. Declarations of emergency are to be reported to the Board not later than the next regular meeting. Price competition is to be sought if the competition does not cause unacceptable delays. For emergency purchases made without price competition, a written description of the circumstances is to be maintained on file.

Arizona College Prep Academy 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.

June 14, 2015  
Board Meeting  
Collaborative Pathways DBA Arizona College Prep Academy  
3434 E. Broadway Blvd  
Tucson, AZ 85716

Present:

Board Members:

Charlene Mendoza, Freddy Mendoza, Gulen Hicks

Visitors:

Doug Granath, Randi Kisiel, Toby Mann, Andrew Sterling, Anita Mendoza

Meeting convened at 10:02 on June 14, 2015 at 3434 E. Broadway Blvd. Tucson, AZ. 85716

A: Moment of Silence

B: Roll Call

C: Call to the Public – No one responded to the Call to the Public

D: Annual CEO's Report:

Charlene Mendoza presented the CEO's Report which included academic achievement data, graduation rate data, attendance rate data, ASBCS Academic Achievement Dashboard, results of Parent Survey, Title I and II reports, Cycle II Monitoring, professional development plans and other related topics.

E: Annual CFO's Report:

Gulen Hicks presented the CFO's Report which included an overview of the financial health of Collaborative Pathways including profit and loss reports for 2014 – 15 school year, status of Federal Grants, the ASBCS Financial Dashboard, and other related topics.

F: Annual COO's Report:

Freddy Mendoza presented the COO's Report that included an overview of the facility plan and the technology plan.

G: Hiring Plan for the 2015 – 16 School Year:

Charlene Mendoza presented the plan. Gulen Hicks made the following motion: "I move to approve the Hiring Plan for the 2015 – 16 School Year." Freddy Mendoza seconded the motion. Motion passed unanimously.

H: USFRCS – Gulen Hicks presented the Procurement Policy. Charlene Mendoza made the following motion: "I move to accept the Procurement Policy and submit the USFRCS Exception Amendment request." Freddy Mendoza seconded. The motion passed unanimously.

I: Accounting Plan for the 2015 – 16 School Year. Gulen Hicks motioned to "Accept the bid to engage Aspire Business Consultants, Inc. to provide

accounting, bookkeeping and payroll services for the 2015 -16 school year.” Charlene Mendoza seconded. The motion passed unanimously.

J: ACPA Website: Discussion of ACPA’s current website and needs assessment for a new website. Two proposals were examined. Freddy Mendoza made a motion to accept the bid from Peter Gariepy. Gulen Hicks seconded. The motion passed unanimously.

K: AZMerit Testing – Charlene Mendoza and Gulen Hicks reported on ACPA’s experience with AZMerit testing during Spring 2014.

L: Proposed Budget 2015 – 16 – Gulen Hicks presented the proposed budget for the 2015 – 16 school year. Freddy Mendoza made a motion to accept the proposed budget. Charlene Mendoza seconded. The motion passed unanimously.

M: Accounting Services for ACPA. This motion was combined with item I.

N: NSLP Update and Vendor Review: Gulen Hicks reported on ACPA’s NSLP program including the number of students served, the number of meals served, the status of the NSLP audit and related items.

O: Changes to the Board of Collaborative Pathways – Charlene Mendoza presented a plan to bring on new members to the Board of Collaborative Pathways DBA Arizona College Prep Academy. At the same time, Freddy Mendoza and Gulen Hicks will step down from the Board of Collaborative Pathways. Charlene Mendoza moved to add Anita Mendoza, Andrew Sterling, Sara Cohen, Toby Mann, Doug Granath and Randi Kisiel to the Board of Collaborative Pathways. Freddy Mendoza seconded the motion. The motion passed unanimously. Applications for Background Checks, requests for fingerprints and transcripts and other required documents were distributed.

P. Board Comments and Future Meeting Dates – The next Board Meeting is set for June 28, 2015 at 10:00.

Q: Adjournment – The meeting adjourned at approximately 1:15 p.m.