

JUN 15 2010

**PROCUREMENT LAWS EXCEPTION AMENDMENT REQUEST**

(Charter Holder Name) Country Gardens Educational Services LLC (CTDS) 078513000

(Charter Holder Mailing Address) 6307 West Alta Vista Road

(City, State) Laveen, Arizona (Zip) 85339

(Charter Representative's Name) Mrs. Goldie Burge

(Phone Number) 602 237-3741 (Fax Number) 602 237-3892

**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 (If the body is subject to Open Meeting Law, minutes must comply with 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 Country Gardens Educational Services LLC (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 14<sup>th</sup> day of June, 2010, and the State Board for Charter Schools has signed this contract amendment as of this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, to take effect at such time as it is signed by both parties.

Mrs. Goldie W. Burge  
Charter Representative Signature

\_\_\_\_\_  
Representative Signature for the Arizona State Board for Charter Schools

# 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)

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JUN 15 2010

## USFRCS EXCEPTION AMENDMENT REQUEST

(Charter Holder Name) Country Gardens Educational Services LLC (CTDS) 078513000

(Charter Holder Mailing Address) 6307 West Alta Vista Road

(City, State) Laveen, Arizona (Zip) 85339

(Charter Representative's Name) Mrs. Goldie Burge

(Phone Number) 602 237-3741 (Fax Number) 602 237-3782

**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 (If the body is subject to Open Meeting Law, minutes must comply with 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 Country Gardens Educational Services LLC (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 14<sup>th</sup> day of June, 20 10, and the State Board for Charter Schools has signed this contract amendment as of this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, 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

Country Gardens Charter School Board Meeting Minutes

Date: June 14, 2010

Time: 2:00 PM

Place: School Front office/speaker phone

Corrected Meeting Minutes

- A. Meeting was called to order at 2:05 PM. Board Members Present: Mrs. G Burge and Dr. Countee (speaker phone)
- B. Read and approve minutes from the May 11, 2010. Dr. Countee motioned to accept the minutes as read. Mrs. Burge seconded the motion. Motion passed.
- C. Mrs. Burge motioned to approve the monthly vouchers. Dr. Countee seconded the motion. Motion passed.
- D. Dr. Countee motioned to approve the Exception to the Procurement Laws by adopting the policy. Mrs. Burge seconded. Motion passed.
- E. Mrs. Burge motioned to approve exception to the USFRCS by adopting the policy. Dr. Countee seconded. Motion passed.
- F. Dr. Countee motioned to adjourn at 2:40 PM. Mrs. Burge seconded the motion. Motion passed and meeting was adjourned at 2:41 PM.

Administrator Signature \_\_\_\_\_

Date \_\_\_\_\_

Meeting minutes were corrected at the July 29, 2010 Board meeting.

## ACCOUNTING POLICIES

Country Gardens Charter 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.

*Adopted June 14, 2010*

## PROCUREMENT POLICY

Country Gardens Charter 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.

Country Gardens Charter 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.

Country Gardens Charter 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.

*Adopted June 14, 2010*