

Procurement Laws Exception Amendment Request

Charterholder Info

Charter Holder

Name:
ECA - Arizona, Inc.

CTDS:
07-82-71-000

Mailing Address:
5005 South Wendler Drive
Tempe, AZ 85248
> [View detailed info](#)

Representative

Name:
Larry Hansen

Phone Number:

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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
Larry Hansen 11/05/2015



Procurement Policy

ECA – Arizona, Inc. 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.

ECA – Arizona, Inc. 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.

ECA – Arizona, Inc. 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.

USFRCS Exception Amendment Request

Charterholder Info

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> [View detailed info](#)

Representative

Name:
Larry Hansen

Phone Number:

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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
Larry Hansen 11/05/2015



Accounting Policy

ECA – Arizona, Inc. 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.

EARLY CAREER ACADEMY
5005 S. Wendler Drive, Tempe, AZ 85282
Telephone: 602-734-7364

Regular Meeting
EARLY CAREER ACADEMY
BOARD OF DIRECTORS

DATE: October 7, 2015
TIME: 4:30 PM PST
LOCATION: 5005 S. Wendler Drive
Tempe, AZ 85282
Room Theory 11

MINUTES

MEETING TYPE: REGULAR SPECIAL PROPOSED APPROVED

1. Call to Order 4:36pm P.S.T/Roll Call

Larry E. Hansen	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Sheryl Berling-Wolff	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
K.R. Scott	<input checked="" type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent
Leo Hauguel	<input checked="" type="checkbox"/> Present via phone	<input type="checkbox"/> Absent
Joshua Zatcoff	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent
Michaela Page	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent

A QUORUM WAS ESTABLISHED.

2. Approval of Agenda

Motion: K.R. Scott made a motion to approve the agenda

Second: Larry Hansen seconded the motion.

Motion Carried unanimously

3. Call to Public

A. None

4. Approval of September 2, 2015 Meeting Minutes

Motion: Sheryl Berling-Wolff made a motion to approve the September 2, 2015 meeting minutes.

Second: Larry Hansen seconded the motion.

Motion Carried with a ¾ vote. K.R. Scott recused himself from the vote as he was not present at the 9/2/15 meeting.

5. Management Reports

A. Executive Director Update – Debra Bender

- Enrollment-We have 23 students. Debra shared demographic and progress report data with the Board.
- Staffing-We have hired our Math teacher, Douglas Peake. Additionally we have hired a School Psychologist as a contractor to complete educational evaluations on students in need.
- Charter Board Visit – On Sept. 22, the Charter Board representatives dropped in for their new school visit. They visited classrooms and checked staffing records as well as Board compliance items. The visit went well, only requiring that we follow up on amending the

Board members on the ASBCS website as well as the AZ Corporation Commission. To do this, Larry Hansen needs to access his username and password for the ASBCS website.

d.State Aid – There are two places to upload estimated counts, one area being the one used to process funds and the other for some other purpose. Our student estimated counts were uploaded on August 17 with a successfully submitted message. Because this is not where funding is processed, we did not receive our October 1 state Aid. Student estimated counts have now been uploaded to the correct area, therefore we should receive our Nov. 1 state aid as well as August, September and October at that time.

B. Regulatory Update – Alanna Harrison
No Items

6. Discussion Items

- A. Charter Board Findings-Larry Hansen should have received an email from the Charter Board, within 10 days of their visit, articulating their findings.
- B. ASBCS Website Login- Larry Hansen is working with the Charter Board to be able to gain access to the website to make the necessary changes to reflect our Board members.
- C. Board Member Requirements for ASBCS & AZ Corporation Commission – Debra Bender shared that the representatives from the Charter Board indicated that all Board members needed to have record of valid fingerprint cards, transcripts and signed affidavits the the ASBCS and AZ Corporation Commission websites. Shannon Sweat needs to be removed. Larry Hansen and Sheryl Berling-Wolff are the only members with this complete. All others will need to be updated by Larry Hansen or his designee.

7. Consent Agenda Items

- A. Financial Policy
- B. Teacher Evaluation Procedures
- C. Removal of Board member Joshua Zatzoff

Motion: K.R. Scott made the motion to approve the consent agenda items with the following items corrected in the financial policy:

- P. 26, 11.2 Procedures 3. remove “the Executive Director”

Second: Leo Hauguel seconded the motion

Motion Carried unanimously

8. Action Items

- A. Procurement Policy – Debra Bender explained the purpose of the procurement policy.

Motion: K.R. Scott made a motion to approve the procurement policy.

Second: Larry Hansen seconded the motion.

Motion Carried unanimously

- B. Accounting Policy – Debra Bender explained the purpose of the accounting policy.

Motion: K.R. Scott made a motion to approve the accounting policy.

Second: Larry Hansen seconded the motion.

Motion Carried unanimously.

C. Securing Booking Keeper – American Charter Educational Services, Inc. – Sheryl Berling-Wolff explained that for ITT Tech to doing accounting for ECA was a conflict of interest.

Motion: Larry Hansen made a motion to secure the agreement with the book-keeper firm if they are required to be and are licensed in the state of Arizona.

Second: K.R. Scott seconded the motion.

Motion Carried unanimously

9. Summary of Current Events

Debra Bender reported on the success and positive feedback from parents during conferences. She also reported that next week the students would be participating in a school-wide tie-dying activity to build community.

10. Future Meeting Dates and Items for Future Agendas

A. Next Board Meeting is Wednesday, November 4, 2015 4:30pm MST

11. Adjournment

Adjournment 5:18pm P.D.T

PROPOSED MINUTES RESPECTFULLY SUBMITTED: By Debra Bender

APPROVED:

Following a Vote of Approval at a Meeting of the Early Career Academy Board of Director's

By: 