

Procurement Laws Exception Amendment Request

Charterholder Info

Charter Holder

Name:
Empower College Prep

CTDS:
07-84-01-000

Mailing Address:
1718 West Colter
Suite 143
Phoenix, AZ 85015
> [View detailed info](#)

Representative

Name:
Brian Holman

Phone Number:
602-501-6602

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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.

This exception will not be granted to State Board of Education sponsored charter schools.

Attachments

Board Minutes –  [Download File](#)

Complete policy for procuring goods and services –  [Download File](#)

Additional Information*

No documents were uploaded.

Signatures

Charter Representative Signature
Brian Holman 09/15/2012

USFRCS Exception Amendment Request

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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.

This exception will not be granted to State Board of Education sponsored charter schools

Attachments

Board Minutes –  [Download File](#)

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

Additional Information*

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Signatures

Charter Representative Signature
Brian Holman 09/17/2012

Empower College Prep Governing Board Meeting

Agenda for July 2, 2012

**Meeting begins: 7/2/2012 8:09pm @
5757 N. Central Ave., Lower Level B Building, Phoenix, AZ 85012**

**Present: Kevin Erickson (Member), Jessica Panu (Member)
Brian Holman (Ex Officio Member)**

Absent: None

I. Approve Minutes

Kevin motioned to table approval of the minutes in light of the State Charter Board's statement that previous motions and votes were ineligible when made by Board Member candidates not yet approved and recognized by the Arizona State Charter Board. The Board will seek counsel regarding how to address the previous minutes and what Board actions, if any, are deemed valid before approving the minutes.

Second: Jessica Panu

Motion to vote: Kevin Erickson

Second: Jessica Panu

Motion to table the approval of the minutes unanimously approved.

II. School Director Report

Brian Holman discusses recruitment efforts and Open Houses at Empower College Prep.

III. Action Items

A. Set capital assets threshold

Motion to consider Capital Assets threshold: Kevin Erickson

Second: Jessica Panu

Empower College Prep's capital asset threshold will be \$1,000.

Discussion of Capital Assets threshold.

Angelica Cruz shared advice from the accountant for Empower College Prep. Any time Empower College Prep purchases an item that costs more than \$1000, it would be listed as a capital asset, depreciation must be calculated on the item, and three bids on the item must be quoted.

Motion to approve: Jessica Panu

Second: Kevin Erickson

Motion Passed unanimously 2-0

B. Approval of FY13 Budget

Motion to consider approval of FY13: Kevin Erickson
Second: Jessica Panu

FY13 budget read.
Discussion of FY13 Budget with additional context provided by Business Operations Manager Angelica Cruz.

Motion to approve: Jessica Panu
Second: Kevin Erickson

Motion Passed unanimously 2-0

C. Approve Financial Policies

a. Procurement Laws Exemption

Motion to Consider Procurement Laws Exemption: Kevin Erickson
Second: Jessica Panu

Motion to waive reading: Kevin Erickson
Second: Jessica Panu

Brian discusses and summarizes the Procurement Policy.

Motion to vote: Kevin Erickson
Second: Jessica Panu

Motion Passed unanimously 2-0

Procurement Policy

Empower College Prep will seek an exception to state procurement rules.

Empower College Prep 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.

Empower College Prep 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.

Empower College Prep 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.

b. USFRCS Exemption

Motion to discuss USFRCS Exemption: Kevin Erickson
Second: Jessica Panu

Motion to waive reading: Kevin Erickson
Second: Jessica Panu

Brian discusses and summarizes USFRCS Exemption

Motion to vote: Kevin Erickson
Second: Jessica Panu

Motion Passed unanimously 2-0

Accounting Policy

Empower College Prep will seek an exception to the Uniform System of Financial Records for Charter Schools (USFRCS).

Empower College Prep 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.

c. Internal Financial policies

Motion to table discussion of internal financial policy until the Board is able to develop further internal financial policies: Kevin Erickson
Second: Jessica Panu

Motion to vote: Kevin Erickson
Second: Jessica Panu

Motion Passed unanimously 2-0

D. Approve Enrollment policies

a. Policy for students moving from 2nd to 4th grade

Motion to consider the policy for students moving from 2nd-4th: Kevin Erickson
Second: Jessica Panu

Policy on Enrolling Students who skip from 2nd to 4th Grade

Students who have not completed their 3rd grade year may still enroll in Empower College Prep at their parents' request if:

- 1) They are at least 9 years old on or before December 31st of the calendar year in which they wish to enroll, and
- 2) They score 3.5 or higher on the Reading Diagnostic administered by Empower College Prep, AND demonstrate proficiency in 3rd grade competencies on the Math diagnostic administered by Empower College Prep.

Discussion of policy.

Motion to vote: Kevin Erickson
Second: Jessica Panu

Motion Passed unanimously 2-0

b. Policy for students repeating 5th grade

Motion to consider the policy for students repeating 5th grade: Kevin Erickson
Second: Jessica Panu

Policy on Enrolling Students as 5th Graders who have previously completed 5th Grade

Students who are currently in 5th Grade or who have completed 5th Grade may enroll in Empower College Prep at their parents' request if:

- 1) They are no older than 12 years old by May 31st of the year following the calendar year in which they wish to enroll, and
- 2) The student has scored Falls Far Below or Approaches in at least one area of the state AIMS test OR has not scored proficient on the AZELLA test, and
- 3) The family and student agree to a remediation plan consistent with Empower College Prep's practice for students who have not met its promotion requirements.

Discussion of policy.

Motion to vote: Kevin Erickson
Second: Jessica Panu

Motion Passed unanimously 2-0

IV. Discuss officers, committees, and additional policies for September agenda

Kevin motioned to table consideration of officers and the establishment of committees until September 2012, when the additional Board Members have been recognized by the state charter board: Kevin Erickson
Second: Jessica Panu

Motion to vote: Kevin Erickson
Second: Jessica Panu

Motion Passed unanimously 2-0

V. Discuss Performance Management Plan

Kevin Erickson directed School Director, Brian Holman to provide the performance management plan in the packet for the next Board meeting for the Board to review and monitor progress toward.

Motion to adjourn: Kevin Erickson
Second: Jessica Panu

Meeting closed: 9:45pm.

Disclosure Statement

Pursuant to A.R.S. § 38-431.02, Empower College Prep hereby states that all notices of the meetings of Empower College Prep and any of its committees and subcommittees will be posted in the lobby of the Teach For America Office on the 9th floor of the Bank of America Building, 3030 N. Central Ave., Phoenix, AZ 85012. This office is open to the public Monday through Friday from 8 a.m. to 5 p.m., except legal holidays. Such notices will indicate the date, time, and place of the meeting and will include an agenda or information concerning the manner in which the public may obtain an agenda for the meeting.

Dated this day of February 8, 2012.
Empower College Prep
By Brian Holman-Lead Founder, Authorized Representative



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Accounting Policy

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