

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

RECEIVED

JUN 30 2010

USFRCS EXCEPTION AMENDMENT REQUEST

(Charter Holder Name) Florence Crittenton Services of Arizona, Inc. (CTDS) 078608000

(Charter Holder Mailing Address) 715 W Mariposa Street

(City, State) Phoenix, Arizona (Zip) 85013

(Charter Representative's Name) Linda Volhein, CEO

(Phone Number) 602-274-7318 (Fax Number) 602.274.7549

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:

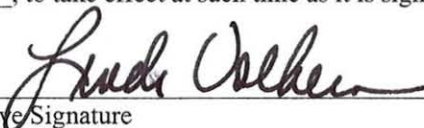
- Board minutes approving the change (If the body is subject to Open Meeting Law, minutes must comply with ARS §38-431.01)
- Complete policy for accounting (sample policy available on the ASBCS website)

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 Florence Crittenton Services of Arizona, Inc. 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 25 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.



Charter Representative Signature

Representative Signature for the Arizona State Board for Charter Schools



Florence Crittenton

CYA Board of Directors Meeting Minutes Wednesday, May 12, 2010

The regular meeting of the CYA Board of Directors Committee was held at Florence Crittenton, 715 W. Mariposa Street in Phoenix, AZ. 85013. Mike Olsen called the meeting to order Wednesday, May 12, 2010 at 12:25 p.m. Mifi Martinelli served as recording secretary. Persons attending the meeting were:

Directors: Rona Kasen, Cathy Hardwick, Carole McManus, Melissa Baffert and Mike Olsen

Staff: Linda Volhein, Bill Bressler, Gayle Jackson, Jennifer Miller, Carrie Ostroski and George Allman

Guest: Dan Green

Adoption of the Agenda

- No revisions or additions were needed to the agenda
- A call to the public was made and there were no comments or concerns from the public

Approval of the Minutes from January 12, 2010

Mike Olsen called for a motion to approve the minutes from the January 12th meeting. Melissa Baffert made the motion and Carole McManus seconded the motion. Motion passed unanimously.

Charter Transfer Application Result

Linda informed the committee that the application to transfer the school from the State Board of Education to the Arizona Charter School Board was approved.

State of the School (Bill Bressler)

Bill Bressler reported the following:

- The percentage of girls enrolling has increased
- There are 50 students set to graduate in 2010 which is an increase from 34% to 70%
- Attendance rate has increased from 90% to 95% from 2009

It was discussed that a three hour focus session be scheduled to relay information from the past year to the new committee members to inform them of the past milestones and the future planning for the school:

- Recruitment plan for next school year
- School Improvement Grant (SIG)

- A four year projection budget
- Marketing plan
- Staff retreat for teachers

USFRCS and Procurement Law Exceptions

The USFRCS and Procurement exceptions were discussed and it was made clear that none of the agencies policies would change while allowing the agency to not be mandated to participate in costly audits. A motion to approve the USFRCS exception amendment and the Procurement Laws exception request was made by Rona Kasen. Carole McManus seconded and all were in favor.

Approval of 2011 School Calendar

Bill Bressler explained the content in the 2011 Calendar. The motion to approve the calendar was made by Cathy Hardwick and seconded by Melissa Baffert. The motion passed with all in favor.

Adoption of HB 2725 recess policy for grades 6-8

Bill Bressler explained to the committee that there is currently not a recess policy for the school. The intermissions that the children partake in are planned and intermittent, yet not scheduled daily activities or free recess time. It is recommended that the policy read that the recess time stay as it is currently and that the board passes a motion to adopt the policy. The motion to pass the new policy was made by Cathy Hardwick and seconded by Rona Kasen. The motion passed unanimously.

Board Meeting Calendar

The discussion on the 2010-2011 Board Committee Meetings have six meetings in the upcoming year. This is an increase from four in prior years. This deems necessary in lieu of the upcoming SIG grant, the transition from CYA to an all girls academy, and the Advancement Initiative. The new calendar will be sent out to all the committee members as the Board calendars are created.

Adjournment

A call for a motion was made by Mike Olsen at 1:15pm to adjourn the meeting. Melissa Baffert made the motion and Carole McManus seconded the motion. All were in favor.

Respectfully Submitted,

Mifi Martinelli
Executive Administrative Assistant



Florence Crittenton

302 – SCHOOL ACCOUNTING

PURPOSE

To establish accounting policies and procedures for the charter school

SCOPE

All Programs/Departments

POLICY

1. Florence Crittenton Services, which operates a charter school, follows 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.
2. Florence Crittenton Services uses the Unified Chart of Accounts for Non Profit Organizations. This chart of accounts closely aligns 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 to the chart of accounts 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.
3. Florence Crittenton Services will develop and maintain additional subordinate work sheets for the preparation of any “cross-walks” needed to fully align its chart of accounts with the USFRCS school financial reporting requirements. These subordinate records will be maintained in constant agreement and reconciliation with the general ledger of Florence Crittenton Services.

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PROCUREMENT LAWS EXCEPTION AMENDMENT REQUEST

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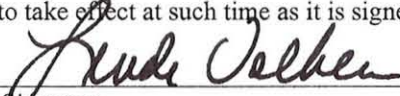
Included are the following:

- 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.

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Mifi Martinelli
Executive Administrative Assistant



Florence Crittenton

303 – SCHOOL PROCUREMENT

PURPOSE

To establish procurement policies and procedures for the charter school

SCOPE

All Programs/Departments

POLICY

1. Any procurement of goods and services shall be made by the business manager or other authorized agent in the best interest of the school. Consideration shall be given all circumstances surrounding the procurement, including but not limited to, price, quality, availability, timelines, reputation and prior dealings with the vendor.
2. The charter school shall not purchase any goods or services from any member of the governing board, an immediate family member of the 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 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.
3. The charter school understands that the policy cited above applies to purchases made using non-federal funds. As a condition of receipt of certain federal funds, federal procurement requirements may also apply.