

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

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PROCUREMENT LAWS EXCEPTION AMENDMENT REQUEST

(Charter Holder Name) Haven Montessori Charter School (CTDS) 038755000

(Charter Holder Mailing Address) 621 W. Clay Ave.

(City, State) Flagstaff (Zip) 86001

(Charter Representative's Name) Kim Avery

(Phone Number) 928-522-0985 (Fax Number) 928-774-7412

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 (minutes must comply with Open Meeting Law 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 Haven Montessori Charter School (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 First day of September, 2009, and the State Board for Charter Schools has signed this contract amendment as of this ____ day of ____, 200__, to take effect at such time as it is signed by both parties.

 Kim Avery
Charter Representative Signature

Representative Signature for the Arizona State Board for Charter Schools

**Haven Montessori Charter School
Procurement Policy**

Updated and Adopted September 1, 2009

Haven Montessori 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.

Haven Montessori 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.

Haven Montessori 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.

Minutes of the Board of Haven Montessori Children's House held September 1, 2009 at the Flagstaff Barnes and Noble Bookstore from 2-3 pm.

The Board resumed its monthly meetings today. In attendance were the entire Board, consisting of Elisa McKnight, Kimberly Avery, Kevin Hayes, Ruana Robertson, and Phil Massey.

1) We reviewed and unanimously approved the FY 2009/2010 budget for the Charter Kindergarten.

* 2) We discussed and unanimously approved a Procurement Laws Exception Amendment Request, adopting a procurement policy for Haven based on generally accepted accounting principles. A copy has become part of our official handbook. Cristy Zeller, Business Manager, is the acting procurement officer for Haven.

3) We discussed and unanimously approved a Uniform System of Financial Records for Charter Schools (USFRCS) Exception Amendment Request. A consulting firm working with us is helping us institute a uniform accounting system that will be used for the whole school, not just the Charter Kindergarten.

4) We discussed the school's financial situation based on a detailed email from Cristy Zeller. Things are looking pretty good now, but things may get tight by the end of the school year. The consultants are helping us identify grants, and we also anticipate revenue from selling the Arrowhead property. Currently it is being leased to a student through the end of December.

5) We discussed increasing the membership on the Board, and agreed to invite several distinguished community leaders.

6) The next meeting will be held October 6th at 2pm at Barnes and Nobles, unless we have added more board members. When the group is larger, we will have to meet at Haven.

The meeting was adjourned at 2:45pm.

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USFRCS EXCEPTION AMENDMENT REQUEST

(Charter Holder Name) Haven Montessori Charter School (CTDS) 038755000

(Charter Holder Mailing Address) 621 W. Clay Ave.

(City, State) Flagstaff, AZ 86001 (Zip) 86001

(Charter Representative's Name) Kim Avery

(Phone Number) 928-522-0985 (Fax Number) 928-774-7412

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- 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 (minutes must comply with Open Meeting Law 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

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Kim Avery Kim Avery
Charter Representative Signature

Representative Signature for the Arizona State Board for Charter Schools

Haven Montessori Charter School
Accounting Policy
Updated and Adopted September 1, 2009

Haven Montessori 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.

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