

Procurement Laws Exception Amendment Request

Charterholder Info

Charter Holder

Name:
Open Doors Community
School, Inc.

CTDS:
00-00-00-000

Mailing Address:
c/o Arizona Youth Partnership
3275 West Ina Road, Suite 135
Tucson, AZ 85741
> [View detailed info](#)

Representative

Name:
K. Stoltzfus

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.

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
K. Stoltzfus 06/15/2012



Open Doors Community School Procurement Policy

Approved at the April 2, 2012 ODCS Governing Board Meeting

Open Doors Community School (ODCS) 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, prices, quality, availability, timelines, reputation and prior dealings.

ODCS 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 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.

ODCS 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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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*

No documents were uploaded.

Signatures

Charter Representative Signature
K. Stoltzfus 06/15/2012



Open Doors Community School Accounting Policy

Approved at the April 2, 2012 Governing Board meeting

Open Doors Community School (ODCS) 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. ODCS will utilize a chart of accounts that have 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.

**Minutes of the Regular School Board Meeting
Open Doors Community School (ODCS)
Governing Board Meeting Agenda
Monday, April 2, 2012
Minutes Approved at 4/25/2012 meeting**

Regular Meeting Location

5 p.m.@3275 W. Ina Road, Suite 135
Tucson, Arizona 85741

General Matters

1. Call to Order
Mr. Bill Williams called the meeting to order at 6:03 pm. Those present include: Mr. Daniel Stoltzfus, Mr. Steve Rosalik, Ms. Michelle Ellis, Ms. Linda Zupi, and Ms. Darlene Hall
2. Pledge of Allegiance

Call to the Public

None to report.

Approval of Minutes

1. Following presentation of March 5, 2012 meeting minutes by Mr. Daniel Stoltzfus, Ms. Darlene Hall moved to accept the March 5, 2012 meeting minutes as prepared by staff. The motion was seconded by Ms. Michelle Ellis and motion carried unanimously.

Reports

1. ODCS CEO Report – Daniel Stoltzfus
Mr. Stoltzfus reported the following:
 - Official 15-year charter contract signed by Mr. Daniel Stoltzfus was presented to the board. Mr. Stoltzfus reported that by July 1st the following will occur in order to satisfy the contract: fulfill the insurance requirements and obtain both the Certificate of Occupancy and the Fire Marshall Report.
 - Renovation plans for school building have been submitted to the Town of Marana and the construction plans are running on schedule.
 - The AZ Charter Schools Program start up grant was not awarded to Open Doors Community School. Mr. Stoltzfus explained other grant and private funding opportunities being pursued.
2. ODCS Lead Teacher/Curriculum Director Report – Daniel Stoltzfus on behalf of Kimberly Danley
Mr. Stoltzfus reported the following:
 - Continued efforts to recruit students through parent information meetings and having information tables at various community events.
 - Draft school policies and handbook presented. Mr. Stoltzfus advised these policies were a work in progress and will be refined once a principal has been hired.
3. ODCS Capital Campaign Report – Leslie Zimmerman & Linda Zupi
Leslie Zimmerman presented an overview on how the capital campaign plan has been adjusted due to the news regarding the start up grant. Ms. Zupi outlined the goals of the campaign, line-item budget items, monthly revenue goals and upcoming meetings. Mrs.

Zupi requested the board members to provide her with names of prospective donors or community members that would like to learn more about Open Doors Community School.

Consent Agenda

1. Final approval of ODCS Conflict of Interest Policy presented at the 3/5/12 meeting
Motion to approve the ODCS Conflict of Interest Policy was made by Mr. Steve Rosalik and seconded by Ms. Linda Zupi. Motion carried unanimously.

Study/Action

1. Presentation of proposed teacher and principal contracts- Ben Hufford, school attorney
Mr. Hufford presented the proposed teacher and principal contracts and entertained discussion from the board.
2. Nomination for Secretary/Treasurer position
Following discussion, Mr. Steve Rosalik made a motion to nominate Michelle Ellis as the interim Secretary/Treasurer. Ms. Hall seconded and the motion carried unanimously.
3. Presentation of proposed accounting and procurement policies necessary to apply for USFCS and Procurement exemptions with the Arizona State Board for Charter Schools

Mr. Stoltzfus presented the proposed accounting and procurement policies. Following discussion, Ms. Ellis moved to approve the accounting and procurement policies. Ms. Zupi seconded and the motion carried unanimously.
4. Process for review and development of policies manual/parent & student handbook
Discussion occurred during Lead Teacher/Curriculum Director report.
5. Plan for Principal candidate visit on April 10-12, 2012
Mr. Stoltzfus outlined the itinerary for Mr. James Christopher and his family for April 10 through the 12th. Mr. Stoltzfus encouraged all of the board members to attend the reception planned for both the ODCS board and Arizona Youth Partnership board to welcome the Christopher family.
6. Discussion of offer sheet for Principal candidate
Mr. Stoltzfus provided an overview of the offer sheet for Mr. Christopher and the supporting information for the offer to the board.

Financial Report

1. Discussion on revisions to start-up budget
Mr. James Danley reported on revisions to the start-up budget.

Adjournment

1. Ms. Ellis motioned to adjourn the meeting at 8:15 pm. Motion seconded by Mr. Steve Rosalik and carried unanimously.

Respectfully Submitted, Leslie D. Zimmerman