

# Procurement Laws Exception Amendment Request

## Charterholder Info

### Charter Holder

**Name:**  
Pensar Academy

**CTDS:**  
07-82-38-000

**Mailing Address:**  
12843 West Redondo Drive  
Litchfield, AZ 85340  
> [View detailed info](#)

### Representative

**Name:**  
Sandra Zupetz

**Phone Number:**

## Downloads

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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  
Sandra Zupetz 06/20/2016

**PENSAR ACADEMY  
PROCUREMENT POLICY**

Pensar Academy 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.


Pensar Academy 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.

Pensar Academy understands that the policy cited above applies to purchases made using nonfederal funds. As a condition of the receipt of certain federal funds, federal procurement requirements still apply

**CERTIFICATE OF ADOPTION**

The foregoing Policy was duly adopted by the Board of Directors effective as of the 7th day of April, 2016.

**PENSAR ACADEMY**



Sandra Marie Zupetz, Director

# USFRCS Exception Amendment Request

## Charterholder Info

### Charter Holder

**Name:**  
Pensar Academy

**CTDS:**  
07-82-38-000

**Mailing Address:**  
12843 West Redondo Drive  
Litchfield, AZ 85340  
> [View detailed info](#)

### Representative

**Name:**  
Sandra Zupetz

**Phone Number:**

## Downloads

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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  
Sandra Zupetz 06/20/2016

**PENSAR ACADEMY  
ACCOUNTING POLICY**

Pensar Academy 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.

**CERTIFICATE OF ADOPTION**

The foregoing Policy was duly adopted by the Board of Directors effective as of the 7th day of April, 2016.

**PENSAR ACADEMY**



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Sandra Marie Zupetz, Director

## Notice of Public Meeting of the Board of Directors of Pensar Academy, Inc.

Pursuant to Arizona Revised Statutes ("A.R.S.") § 38-431.02, notice is hereby given to the members of the Board of Directors of Pensar Academy and to the general public that the board will hold a special meeting, open to the public as specified below. The Board of Directors reserves the right to change the order of items on the agenda, with the exception of public hearings set for a specified time. To ensure compliance with the Open Meeting Law, recipients of this message should not forward it to other Board members, and Board members should not reply to this message.

### ALL AGENDA ITEMS OPEN FOR DISCUSSION AND POSSIBLE ACTION, INCLUDING REPORTS AND ACTION ITEMS

When: **Wednesday, April 7, 2016 at 6:00 p.m. MST**  
Where: **Desert Rose, 6720 57<sup>th</sup> Drive, Glendale, AZ 85301**

#### I. Opening

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- A. **Call to Order:** Called by Sandra Zupetz @ 6:02pm. Motion to Approve by Sandra Zupetz. Patricia Paddock 2<sup>nd</sup> to motion.
- B. **Roll Call:** Quorum Established: 2/3 Board Members present: Sandra Zupetz, Patricia Paddock. Absent: Tricia Mercado; Others in Attendance: Jason Klonoski, Samuel Frances Vazquez.
- C. **Adoption of Agenda:** Sandra Zupetz-Motion to adopt, Patricia Paddock-2<sup>nd</sup> to motion.
- D. **Approval of Meeting Minutes:** Sandra Zupetz- Motion to adopt, Patricia Paddock-2<sup>nd</sup> to motion.
- E. **Call for Public Comments:** None.

#### II. Monthly Reports

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##### A. Director of Operations Report

- 1. **Financial Report:** The Director of Operations presented report of current finances.
- 2. **Lease Report:** The Director of Operations will forward the lease for the facility once received from attorney to the lessee within the next week.
- 4. **Charter Report:** The Board discussed a timeline for the lease and charter signature.
- 5. **Non-instructional Staffing Report:** The Director of Operations reported that the office manager position has been filled.
- 6. **Marketing and Advertising Report:** The Director of Operations and the Director of Student Learning presented marketing materials and report on participation of staff in the community service event the Glendale Farmers Market (April 9, 2015).
- 7. **Governance Report:** The Board set an official Board Meeting Schedule for the 2nd Tuesday of each month.
- 8. **Student Enrollment:** The Director of Operations provided a report for student applications and door-to-door recruitment to begin 04/16/2016.

##### B. Director of Student Learning Report:

- 1. **Curriculum:** The Director of Student Learning provided quotes and background information on 3 curriculum vendors, an assessment vendor, 8 professional development vendors, and 5 Special Education vendors.
- 2. **Student Information Systems:** The Director of Student Learning provided quotes and background information on 4 student information system vendors/programs.

#### III. Action Items

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##### A. Business:

- \* Approval of \$15,000 for the New Schools For Phoenix Program (Phases I and II), Sandra Zupetz , Patricia Paddock signed check.

##### B. Academics:

- \* None.

##### C. Governance:

- \* Approval/Adoption of Articles of Amendment and Restatement of Articles of Incorporation of Pensar Academy: Sandra Zupetz- Motion to adopt , Patricia Paddock-2<sup>nd</sup> to motion, Motion passed unanimously.
- \* Approval/Adoption of Bylaws of Pensar Academy: Sandra Zupetz- Motion to adopt , Patricia Paddock-2<sup>nd</sup> to motion, Motion passed unanimously.
- \* Approval/Adoption of Governance Policies, including **Procurement and Accounting Policies**. Sandra Zupetz- Motion to adopt, Patricia Paddock-2<sup>nd</sup> to motion, Motion passed unanimously.

#### **IV. Adjourn**

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A. Adjourn: - Patricia Paddock Motion to adjourn at 7:32pm , Sandra Zupetz -2<sup>nd</sup> to motion, Motion passed unanimously.

*If you are in need of translation services or a person with a disability seeking reasonable accommodation in order to access the Board meeting, please contact Ms. Sandra Zupetz at (602) 427-7193 at least 24 hours prior to meeting, whenever possible.*