

Arizona State Board for Charter Schools

1700 W. Washington St., Room 164, Phoenix, AZ 85007

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www.asbcs.az.gov

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PROCUREMENT LAWS EXCEPTION AMENDMENT REQUEST

(Charter Holder Name) Pine Forest Charter School (CTDS) 038706000

(Charter Holder Mailing Address) 1120 W Kaibab Lane

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

(Charter Representative's Name) Garrett Schniewind

(Phone Number) 928-779-9880 (Fax Number) 928-779-9792

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 Pine Forest 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 14 day of December 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.

Garrett Schniewind
Charter Representative Signature

GARRETT SCHNIEWIND, PRESIDENT

Representative Signature for the Arizona State Board for Charter Schools

APPROVED



1120 W. Kaibab Lane, Flagstaff, AZ 86001

NOTICE OF OPEN PUBLIC MEETING

3:15 PM

Monday, December 14th, 2009

Pursuant to Arizona revised Statutes (A.R.S. 38-431.02), notice is hereby given to the members of the Pine Forest Charter School Governing Board, and to the general public, that the Governing Board will hold a public meeting, open to the public as specified below in the Governing Board meeting room at Pine Forest Charter School, Flagstaff, AZ. The Board reserves the right to change the order of items on the agenda, with the exception of public hearings set for a specific time.

Pursuant to A.R.S. 38-431.03.A.2, the Board may vote to go into Executive Session, which will not be open to the public, for legal advice concerning any item on the agenda, for protection of confidentiality of parties, or to review, discuss and consider records exempt by law from public inspection, including the receipt and discussion of information or testimony that is specifically required to be maintained as confidential by state or federal law.

MOTION to approve agenda for December 14th, 2009 (RB, TA) striking action item V. D. Current Property from the agenda. Approved unanimously

MOTION to approve minutes for November 9th, 2009 meeting (RB,SM). Approved unanimously.

MOTION to approve Vouchers ev 10005 (Nov. '09) and pv 1005 (Nov '09) (AG, RB). Approved unanimously.

MOTION to approve Procurement Laws Exception Amendment Request (SM,TA). Approved unanimously.

MOTION to approve amended PFS Procurement Policy 404.02 (RB,SM). Approved unanimously.

MOTION to adjourn the meeting at 5:12 (TA,SM) Approved Unanimously

Regular Board Meeting

I. WELCOME

A. Verse (Meeting called to order by PG at 3:25 p.m.)

B. Roll Call: Robert Baker X, Garrett Schniewind A, Pete Giovale X, Sara Mushro X, Trish Ajaski X, Anke Gorman X, Marcy Polack X, Michael Heffernan X,

C. Approval of Agenda: A MOTION was made and seconded (RB, TA) to approve agenda for December 14th, 2009 striking action item Current Property from the agenda and approved unanimously.

II. Approval of Minutes: A MOTION was made and seconded (RB,SM) to approve minutes for the Nov. 9th, 2009 meeting and approved unanimously.

III. CALL TO THE PUBLIC: No members of the public present.

IV. REPORTS

- A. PTA: No report was presented.
- B. Capital Campaign: Julie Roller provided a written report. Site search committee member Frank Eargle is working with member Giovale regarding McMillan Mesa property. An offer of \$600K for 15 acres by Mr. Giovale was rejected. Seller have appraisal of property at \$2.3 million. Site search committee meets again this week to regroup. Development Director committee will paper screen resumes and select candidates for interviews. A recommendation from committee will come in January following interviews.
- C. Treasurer: Member RB reported a transfer of \$6000 between accounts was necessary to cover December expenses.
- D. Faculty: Members AG and TA reported excitement expressed by faculty regarding new site possibility. School has celebrated many seasonal festivals recently and faculty expressed missing Board members at the annual holiday party.
- E. College: Member MP reported that College is researching preschool options for next school year and had a discussion about music throughout the curriculum.
- F. Admin: MH reported that parent Bryan Himelick is working 10 hours weekly at \$10/hour doing light maintenance. Enrollment interest for fall 2010 is growing.

V. ACTION ITEMS

- A. A MOTION was made and seconded to approve vouchers ev 10005 (Nov. '09) and pv 1005 (Nov.'09) (AG, RB) and approved unanimously. Member SM expressed satisfaction seeing Planned Parenthood on expense voucher and was happy to hear we continued our health education program with Rachel Billowitz.
- B. Member MH brought information from accountant Joel Huber of the need to approve a new policy as required by the Arizona Sate Board for Charter Schools regarding the procurement laws and general counting principles. A MOTION was made and seconded (SM,TA) to approve the Procurement Laws Exception Amendment Request and was approved unanimously.
- C. A MOTION was made and seconded (RB,SM) to approve the Amended PFS Procurement Policy 404.02 and was approved unanimously.
- D. This item was removed from the agenda.

VI. PERSONNEL

- A.

VII. ADJOURN

A MOTION was made and seconded (TA,SM) to adjourn the meeting at 5:12 and was approved unanimously.

The next meeting is scheduled for Monday, January 11th, 2010 at 3:15 p.m.

Pine Forest Charter School

404.02 Procurement

Amended December, 2009

Pine Forest Charter School (PFCS) 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.

PFCS 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 full disclosure of the potential benefits, and after the consideration set forth in paragraph 1 above.

PFCS 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 may still apply.