

# Procurement Laws Exception Amendment Request

## Charterholder Info

### Charter Holder

**Name:**  
Institute for Transformative  
Education

**CTDS:**  
10-87-35-000

**Mailing Address:**  
1300 S. Belvedere Avenue  
Tucson, AZ 85711  
> [View detailed info](#)

### Representative

**Name:**  
Judith Anderson

**Phone Number:**  
5209092870

**Fax Number:**  
5206152112

## Downloads

 [Download all files](#)

## 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**  
Judith Anderson 11/21/2013

# Institute for Transformative Education Board of Directors – Meeting Minutes Tuesday, November 14, 2012

Time: 4:30 p.m.  
Location: 1300 S. Belvedere Ave., Tucson, AZ 85711  
Board Members Attending: Manny Leon, Kendra Thompson-Dyck, Jose Hoyos, Scott Lunn, Caroline Torres  
Guests Attending: Tina Wesanen-Niel and Cory Seemiller, Sonoran Center for Leadership Development  
Staff Attending: Judith Anderson, Chris Ahearn, Luis Perales

The Board of Directors of the Institute for Transformative Education met on November 14, 2012 at the Western Institute for Leadership Development office, 1300 S. Belvedere Ave., Tucson, Arizona. Notice of this open, public meeting was posted on the school website in advance of the meeting, per Open Meeting Law.

1. Leon called the meeting to order at 4:30 p.m. and presided.
2. There were no public comments.
3. The Board approved the October 2012 minutes.
4. Staff members Anderson, Ahearn, and Perales gave brief reports on school development and discussed students' "snowball" report on conditions that interfere with their academic performance.
5. The Board reviewed the monthly Financial Report from October 2012. Anderson provided a financial update.
6. The Board approved AZ Dept. of Education/Charter Board Information Submissions including:
  - Change of location
  - Board member updates (removal of past Board chair, Celestino Fernandez, as a representative of ITE; removal of Rosie Garcia, past board member, if still in AZCSB records; addition of Manny Leon, present Board chair, as a charter representative; addition of new board members.
  - USFRCS exemption (confirming previous approval for submission)
  - Exception to procurement laws (confirming previous approval for submission)
7. ITE governance:
  - a. The Board discussed creating a yearly calendar of issues for review by the ITE Board.
  - b. The Board reviewed End Goals, CEO limitations, and Board-CEO linkage sections of the ITE Policy Statement.
    - i. For End Policy # 1, the Board requested a CEO report on student demographics.

- ii. The Board approved a change in Ends Policy 2A to read “Students meet Western Institute standards in reading, writing, technology, science, mathematics, critical thinking, problem-solving, and leadership as well as an appreciation of the arts and the value of physical health and wellness.”
  - iii. The Board approved two additions to the Executive Limitations 3 – Public Relations section: 3:
    - 1. EL3.3 permit no discrimination in accepting students, hiring staff, or any aspect of the school’s community relations.
    - 2. EL3.4 treats all employees fairly.
8. Other business
- a. The Board discussed establishing a relationship with the Sonoran Center for Leadership Development to begin in the 2013-14 school year with a lease of space for approximately 2 early evening classes per week. The Board discussed possible payment for use of space, potential benefit to students and staff, and potential difficulties with such an association. The Board agreed to continue discussion at the next meeting.
9. Executive session – The Board did not have an Executive session at this meeting.
10. The Board confirmed the next meeting for Tuesday, December 11 at 4:30pm.
11. Leon adjourned the meeting at 6:40pm.

Respectfully submitted:

---

Judith Anderson, Secretary for the Meeting

**Institute for Transformative Education,  
dba the Western Institute for Leadership Development**

1300 S. Belvedere Avenue  
Tucson, AZ 85711

**Procurement Policy – Re-approved November 2012**

WESTERN INSTITUTE 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.

WESTERN INSTITUTE 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.

WESTERN INSTITUTE 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.