

# Procurement Laws Exception Amendment Request

## Charterholder Info

### Charter Holder

**Name:**  
Scottsdale Country Day School

**CTDS:**  
07-82-43-000

**Mailing Address:**  
4322 East Mulberry Drive  
Phoenix, AZ 85018  
> [View detailed info](#)

### Representative

**Name:**  
Steve Prahcharov

**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.

**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  
Steve Prahcharov 04/21/2014

# USFRCS Exception Amendment Request

## Charterholder Info

### Charter Holder

**Name:**  
Scottsdale Country Day School

**CTDS:**  
07-82-43-000

**Mailing Address:**  
4322 East Mulberry Drive  
Phoenix, AZ 85018  
> [View detailed info](#)

### Representative

**Name:**  
Steve Prahcharov

**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.

**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  
Steve Prahcharov 04/16/2014



SCOTTSDALE COUNTRY  
DAY SCHOOL

## **SCHOOL GOVERNING BOARD MEETING MINUTES**

**April 23, 2014**

- 1) Call to Order – Steve Prahcharov called the meeting to order at 3:45 p.m.

**Members in Attendance**

Steve Prahcharov, Katherine Prahcharov, and Dr. Heidi Ungar

**Members Not in Attendance**

Mary Alpaugh

Robert Hill

**Members of the Public in Attendance**

NONE

Roll Call – Katherine Prahcharov, Steve Prahcharov, and Heidi Ungar all present.

- 2) Limited Call to Public – NONE

- 3) President's Report

- a. Procurement policy- Steve Prahcharov explained that SCDS had been advised by its accounting company to address and approve the following policy.

Scottsdale Country Day 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.

Scottsdale Country Day 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.

Scottsdale Country Day 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.



Kathy Prahcharov made a motion to approve the generally accepted accounting principles recommendation by Steve Prahcharov and was seconded by Dr. Heidi Ungar. A vote was taken with Steve Prahcharov voting “Aye”, Katherine Prahcharov voting “Aye”, and Heidi Ungar voting “Aye” Motion approved unanimously.

b. Procurement policy in bylaws- Steve Prahcharov recommended that the procurement policy be added to the SCDS bylaws.

Kathy Prahcharov made a motion to approve the addition of the procurement policy to the SCDS bylaws recommendation by Steve Prahcharov and was seconded by Dr. Heidi Ungar. A vote was taken with Steve Prahcharov voting “Aye”, Katherine Prahcharov voting “Aye”, and Heidi Ungar voting “Aye” Motion approved unanimously.

4) Announcements/Adjournments – There were no announcements.

Kathy Prahcharov moved to adjourn the meeting at 3:49 p.m. Dr. Heidi Ungar seconded. A vote was taken with Steve Prahcharov voting “Aye”, Katherine Prahcharov voting “Aye”, and Heidi Ungar voted “Aye”. Motion approved unanimously.



SCOTTSDALE COUNTRY  
DAY SCHOOL

## SCHOOL GOVERNING BOARD MEETING MINUTES

April 17, 2014

- 1) Call to Order – Steve Prahcharov called the meeting to order at 3:45 p.m.

**Members in Attendance**

Steve Prahcharov, Katherine Prahcharov, Robert Hill, and Dr. Heidi Ungar

**Members Not in Attendance**

Mary Alpaugh

**Members of the Public in Attendance**

NONE

Roll Call – Katherine Prahcharov, Steve Prahcharov, Robert Hill, and Heidi Ungar all present.

- 2) Limited Call to Public – NONE
- 3) Consent Agenda
  - a) Steve Prahcharov explained that SCDS had been advised by its accounting company to apply for a waiver of the Uniform System of Financial Records for Charter Schools (USFRCS). This would make the 1<sup>st</sup> year audit much easier and likely to be no issues. Kathy Prahcharov made a motion to approve the minutes and was seconded by Robert Hill. A vote was taken with Steve Prahcharov voting “Aye”, Katherine Prahcharov voting “Aye”, Heidi Ungar voting “Aye” and Robert Hill voting “Aye”, Motion approved unanimously.
- 4) President's Report – NONE
- 5) Principal's Report - NONE
- 6) Financial Report - NONE
- 7) Executive Session - NONE
- 8) Announcements/Adjournments – Katherine Prahcharov explained the next scheduled board meeting is on Tuesday, May 13 at 4:00PM.
  - a) Steve Prahcharov moved to adjourn the meeting at 3:50 p.m. Robert Hill seconded. A vote was taken with Steve Prahcharov voting “Aye”, Katherine Prahcharov voting “Aye”, Robert Hill voting “Aye”, and Heidi Ungar voted “Aye”. Motion approved unanimously.



SCOTTSDALE COUNTRY  
DAY SCHOOL

### **Scottsdale Country Day School Procurement Policy**

Scottsdale Country Day 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.

Scottsdale Country Day 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.

Scottsdale Country Day 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.



SCOTTSDALE COUNTRY  
DAY SCHOOL

### **Scottsdale Country Day School Accounting Policy**

Scottsdale Country Day School 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.