

# Procurement Laws Exception Amendment Request

## Charterholder Info

### Charter Holder

Name:  
SySTEM Schools

CTDS:  
07-82-17-000

Mailing Address:  
4015 East Glenrosa Avenue  
Phoenix, AZ 85018  
> [View detailed info](#)

### Representative

Name:  
Angelica Cruz

Phone Number:  
602-200-4995

## 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  
Angelica Cruz 02/09/2015



## **Financial Policies**

### **Article I Accounting Policy**

SySTEM Phoenix 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.

### **Article II Checks**

The Board Chair, Chief Operating Officer (COO), and Chief Academic Officer (CAO) are authorized to sign checks. Checks up to \$9,999.99 require one signature. Checks between \$10,000.00 and \$19,999.99 require two signatures. Checks equal to or greater than \$20,000.00 require at least one of the two signatures to be an officer of the board. The procedures for receiving checks and depositing funds for SySTEM Phoenix will be as follows:

#### Receiving Checks

1. Only the COO or CAO shall receive monies
2. A receipt must be issued for all monies received
3. Receipt and Deposit slip must be documented into accounting software (i.e. Quickbooks).
4. Checks must be put into lock box within school Safe for later deposits.

#### Depositing Checks

1. For each deposit, copies of the checks must be made that total the amount of checks deposited.
2. If cash is included in deposit, that is separately noted so that deposit totals checks and cash.
3. The COO or CAO deposit checks at the financial institution selected by the Governing Board. Must receive and file transaction slip in school financial deposits file.
4. Copies of checks must be attached to transaction slip and filed in financial deposits file.
5. Transaction slips must be placed in deposits file and available for monthly bank reconciliation.
6. The COO must ensure that all checks are deposited before any school break greater than 3 days; in no event will the COO or CAO be required to deposit money sooner than 72 hours. All checks shall be deposited by "Close of Business" (typically 4:30 PM) within 1 week of receipt.

### **Article III Cash**

Petty cash shall be kept on the school premises in no amount greater than \$75. Any cash received in excess of the \$75 limit shall be deposited in the same manner as check deposits, described in Article II. All petty cash must be kept in a locked box within the school Safe. The COO and CAO shall disperse of these funds through either cash advances or reimbursements of small school business-related purchases. Any cash expenditures must have receipts of spending. The procedures for handling petty cash will be as follows:

#### Security of Petty Cash Funds

The COO shall be responsible for the proper safeguarding of petty cash money and shall be the sole designated custodian of petty cash money. Cash and receipts for unreimbursed expenditures must be kept in a locked box within the school safe. Only the COO, CAO, and Board Chair shall have access to the school Safe. Access to the petty cash fund within the locked box is limited to the COO.

#### Establishing a Petty Cash Fund

A petty cash fund will be established to improve the efficiency of operations. These funds are available to purchase minor items when it would otherwise be impractical to purchase through the usual purchasing methods. These funds are subject to periodic audits. The COO shall be responsible for ensuring the cash on hand and receipts equal the authorized amount, of the fund at all times, not to exceed \$75.

#### Petty Cash Fund Purchases

Disbursement from petty cash funds must be properly documented per the guidelines below in sections 1a-e and for a valid school business purpose.

Petty cash may NOT be used for the following:

1. Items/receipts that exceed \$50.00.
2. Cashing of personal checks or providing personal loans.
3. Purchases which are required to be reported in a specific manner such as personnel services, travel expenses, payroll and business meals.
4. Hospitality expenses greater than \$5, such as meals or entertainment.

An employee purchasing items using petty cash funds must do the following:

1. Obtain, if necessary, a petty cash advance from the COO. Each time an advance is given, the COO shall maintain the following information:
  - a. The amount of the advance
  - b. The date
  - c. The purpose
  - d. The recipient
  - e. The recipient's signature

The COO shall be responsible for ensuring the employee returns any unused cash.

2. Make the purchase, paying for the item with personal monies or with the petty cash advance and obtain an itemized receipt or cash register sales slip.
3. Present the original sales receipt or cash register sales slip to the COO. The receipt must include:
  - a. Description of the item
  - b. Date and place of purchase
  - c. Itemized amounts
  - d. Purpose
  - e. Signature of purchaser
4. Receive reimbursement from the petty cash fund for the purchase from the COO when personal monies are used or return any unused portion of the petty cash advance to the COO immediately after the purchase is made.

### Replenishment of Petty Cash Fund

Replenishment of the petty cash fund shall be done at minimum on a quarterly basis. In addition, the fund shall be replenished at the fiscal year end so there are not outstanding receipts as of June 30.

The petty cash reimbursement request for the amount to be reimbursed will be completed and along with the original receipts, given to the Treasurer. A check for the amount needed to bring the petty cash fund up to the original amount shall be issued to the COO who shall cash the check and add it to the fund.

The reimbursement request must include the following:

1. Date of each receipt
2. Account code to be charged or expense description
3. Amount

The COO shall enter the expense into the accounting software.

A reconciliation of the petty cash fund shall be done on a quarterly basis. The COO must complete the Petty Cash Fund Reconciliation Form to ensure the receipts plus cash on hand is equal to the amount of the authorized petty cash fund.

### **Article IV**

#### **Accounts**

SySTEM Phoenix shall maintain its accounts in financial institutions that are federally insured. All funds received by SySTEM Phoenix shall be deposited once a week. All nonproductive funds shall be invested in accordance with the investment policy established by the board.

### **Article V**

#### **Bonding**

Each officer or designated signatory with authority to withdraw funds shall be covered by Directors and Operators insurance provided through SySTEM Phoenix. (See Insurance Policies for more detail).

### **Article VI**

#### **Monthly Review**

The finance committee shall, on a monthly basis, review the financial statements of the school, including, but not limited to, Profit and Loss reports, Budget Balance Sheets, and Cash Flow reports.

### **Article VII**

#### **Loans/Lines of Credit**

If at any time the Governing Board deems it necessary for SySTEM Phoenix to borrow funds from outside sources to fund operations and expansion, they may do so by majority vote. This will be necessary because of the schedule of income from fees, donations, and sales, and due to major expansions or revisions of SySTEM Phoenix programs.

Funds are to be borrowed only as required to meet these needs, and borrowing is to be consistent with sound fiscal and management practices. Borrowings are not intended to make up for inadequate planning or spending above budgeted levels.

Borrowing funds must be done within the following guidelines:

1. Board approval is necessary before any borrowing of funds can occur.
2. Amounts must be borrowed at the lowest available interest rates. Where borrowing from individuals can be done at lower than current commercial rates, this may be done.

Most borrowing will be done at short-term conditions due to the seasonal nature of income. Long-term borrowing will be done only if rates are favorable, as determined by the Board, and amounts for short-term would be at the same minimum level.

### **Article VIII School Credit Card(s)**

Only the Board has the authority to approve the establishment of one (1) charge account in SySTEM Phoenix's name, including the credit limit.

The COO must follow the procedures within this document for the use of all open charge accounts and credit cards. The finance committee will review all credit card procedures on an annual basis.

Charges made of over \$9,999.99 will require two signatures on a credit authorization form (internal document) by the Board Chair, COO or CAO.

The school will not carry a balance of over \$500 from one month to the next, and any balances will be paid within the next month's time.

The COO and CAO are authorized to use the school credit card, and may authorize other employees upon Board approval.

### **Article IX School Debit Card(s)**

Only the Board has the authority to approve the establishment of a debit card in SySTEM Phoenix's name.

The COO has the responsibility to follow the procedures within this document for the use of all debit cards. The finance committee will review all debit card procedures on an annual basis.

No single charges shall be made of over \$9,999.99.

### **Article X Capital Expenditures**

#### Definition

A capital acquisition is an individual asset and/or class of assets that has a useful life of more than one year and a cost of \$3,000 or more.

#### Budget

Anticipated capital acquisitions shall be included in the normal budgetary process, and when necessary, as part of the separate capital acquisitions budget. The annual budget shall include planned purchase requests for all new and replacement acquisitions.

#### Purchasing

Any equipment (individual item) with an estimated value of \$5,000 or more shall be purchased through competitive bidding or comparative pricing by at least three vendors.

### Executive Authority

The COO shall have the authority to make purchases that are part of the Board approved annual budget without additional approval from the Board. Such acquisitions shall be reported to the Board and finance committee at their next regular meeting.

### Property

The Board must approve the purchase, sale, or disposal of any non-budgeted capital asset (with a value of \$3,000 or more). The board shall approve any purchase or sale of real estate.

## **Article XI**

### **Inventory**

SySTEM Phoenix will maintain a complete property inventory that lists all school sites, buildings, equipment and supplies with a value greater than \$200. This inventory will be updated as necessary. The governing body may authorize the employment of an appraisal company to assist with the inventory procedure. The School will maintain an inventory of all capital assets in accordance with governmental accounting standards. The School's inventory will be updated annually to include property newly purchased and disposed. Capital assets include all charter school-owned property such as land, buildings, improvements to property other than buildings (i.e., parking lots, athletic fields, playgrounds, etc.) and equipment with a value greater than [\$5,000].

## **Article XII**

### **Procurement**

SySTEM Phoenix shall 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.

SySTEM Phoenix 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.

SySTEM Phoenix 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

### Charter Holder

**Name:**  
SySTEM Schools

**CTDS:**  
07-82-17-000

**Mailing Address:**  
4015 East Glenrosa Avenue  
Phoenix, AZ 85018  
> [View detailed info](#)

### Representative

**Name:**  
Angelica Cruz

**Phone Number:**  
602-200-4995

## Downloads

 [Download all files](#)

## 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  
Angelica Cruz 02/09/2015



## **Financial Policies**

### **Article I Accounting Policy**

SySTEM Phoenix 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.

### **Article II Checks**

The Board Chair, Chief Operating Officer (COO), and Chief Academic Officer (CAO) are authorized to sign checks. Checks up to \$9,999.99 require one signature. Checks between \$10,000.00 and \$19,999.99 require two signatures. Checks equal to or greater than \$20,000.00 require at least one of the two signatures to be an officer of the board. The procedures for receiving checks and depositing funds for SySTEM Phoenix will be as follows:

#### Receiving Checks

1. Only the COO or CAO shall receive monies
2. A receipt must be issued for all monies received
3. Receipt and Deposit slip must be documented into accounting software (i.e. Quickbooks).
4. Checks must be put into lock box within school Safe for later deposits.

#### Depositing Checks

1. For each deposit, copies of the checks must be made that total the amount of checks deposited.
2. If cash is included in deposit, that is separately noted so that deposit totals checks and cash.
3. The COO or CAO deposit checks at the financial institution selected by the Governing Board. Must receive and file transaction slip in school financial deposits file.
4. Copies of checks must be attached to transaction slip and filed in financial deposits file.
5. Transaction slips must be placed in deposits file and available for monthly bank reconciliation.
6. The COO must ensure that all checks are deposited before any school break greater than 3 days; in no event will the COO or CAO be required to deposit money sooner than 72 hours. All checks shall be deposited by "Close of Business" (typically 4:30 PM) within 1 week of receipt.

### **Article III Cash**

Petty cash shall be kept on the school premises in no amount greater than \$75. Any cash received in excess of the \$75 limit shall be deposited in the same manner as check deposits, described in Article II. All petty cash must be kept in a locked box within the school Safe. The COO and CAO shall disperse of these funds through either cash advances or reimbursements of small school business-related purchases. Any cash expenditures must have receipts of spending. The procedures for handling petty cash will be as follows:

#### Security of Petty Cash Funds

The COO shall be responsible for the proper safeguarding of petty cash money and shall be the sole designated custodian of petty cash money. Cash and receipts for unreimbursed expenditures must be kept in a locked box within the school safe. Only the COO, CAO, and Board Chair shall have access to the school Safe. Access to the petty cash fund within the locked box is limited to the COO.

#### Establishing a Petty Cash Fund

A petty cash fund will be established to improve the efficiency of operations. These funds are available to purchase minor items when it would otherwise be impractical to purchase through the usual purchasing methods. These funds are subject to periodic audits. The COO shall be responsible for ensuring the cash on hand and receipts equal the authorized amount, of the fund at all times, not to exceed \$75.

#### Petty Cash Fund Purchases

Disbursement from petty cash funds must be properly documented per the guidelines below in sections 1a-e and for a valid school business purpose.

Petty cash may NOT be used for the following:

1. Items/receipts that exceed \$50.00.
2. Cashing of personal checks or providing personal loans.
3. Purchases which are required to be reported in a specific manner such as personnel services, travel expenses, payroll and business meals.
4. Hospitality expenses greater than \$5, such as meals or entertainment.

An employee purchasing items using petty cash funds must do the following:

1. Obtain, if necessary, a petty cash advance from the COO. Each time an advance is given, the COO shall maintain the following information:
  - a. The amount of the advance
  - b. The date
  - c. The purpose
  - d. The recipient
  - e. The recipient's signature

The COO shall be responsible for ensuring the employee returns any unused cash.

2. Make the purchase, paying for the item with personal monies or with the petty cash advance and obtain an itemized receipt or cash register sales slip.
3. Present the original sales receipt or cash register sales slip to the COO. The receipt must include:
  - a. Description of the item
  - b. Date and place of purchase
  - c. Itemized amounts
  - d. Purpose
  - e. Signature of purchaser
4. Receive reimbursement from the petty cash fund for the purchase from the COO when personal monies are used or return any unused portion of the petty cash advance to the COO immediately after the purchase is made.

### Replenishment of Petty Cash Fund

Replenishment of the petty cash fund shall be done at minimum on a quarterly basis. In addition, the fund shall be replenished at the fiscal year end so there are not outstanding receipts as of June 30.

The petty cash reimbursement request for the amount to be reimbursed will be completed and along with the original receipts, given to the Treasurer. A check for the amount needed to bring the petty cash fund up to the original amount shall be issued to the COO who shall cash the check and add it to the fund.

The reimbursement request must include the following:

1. Date of each receipt
2. Account code to be charged or expense description
3. Amount

The COO shall enter the expense into the accounting software.

A reconciliation of the petty cash fund shall be done on a quarterly basis. The COO must complete the Petty Cash Fund Reconciliation Form to ensure the receipts plus cash on hand is equal to the amount of the authorized petty cash fund.

### **Article IV**

#### **Accounts**

SySTEM Phoenix shall maintain its accounts in financial institutions that are federally insured. All funds received by SySTEM Phoenix shall be deposited once a week. All nonproductive funds shall be invested in accordance with the investment policy established by the board.

### **Article V**

#### **Bonding**

Each officer or designated signatory with authority to withdraw funds shall be covered by Directors and Operators insurance provided through SySTEM Phoenix. (See Insurance Policies for more detail).

### **Article VI**

#### **Monthly Review**

The finance committee shall, on a monthly basis, review the financial statements of the school, including, but not limited to, Profit and Loss reports, Budget Balance Sheets, and Cash Flow reports.

### **Article VII**

#### **Loans/Lines of Credit**

If at any time the Governing Board deems it necessary for SySTEM Phoenix to borrow funds from outside sources to fund operations and expansion, they may do so by majority vote. This will be necessary because of the schedule of income from fees, donations, and sales, and due to major expansions or revisions of SySTEM Phoenix programs.

Funds are to be borrowed only as required to meet these needs, and borrowing is to be consistent with sound fiscal and management practices. Borrowings are not intended to make up for inadequate planning or spending above budgeted levels.

Borrowing funds must be done within the following guidelines:

1. Board approval is necessary before any borrowing of funds can occur.
2. Amounts must be borrowed at the lowest available interest rates. Where borrowing from individuals can be done at lower than current commercial rates, this may be done.

Most borrowing will be done at short-term conditions due to the seasonal nature of income. Long-term borrowing will be done only if rates are favorable, as determined by the Board, and amounts for short-term would be at the same minimum level.

### **Article VIII School Credit Card(s)**

Only the Board has the authority to approve the establishment of one (1) charge account in SySTEM Phoenix's name, including the credit limit.

The COO must follow the procedures within this document for the use of all open charge accounts and credit cards. The finance committee will review all credit card procedures on an annual basis.

Charges made of over \$9,999.99 will require two signatures on a credit authorization form (internal document) by the Board Chair, COO or CAO.

The school will not carry a balance of over \$500 from one month to the next, and any balances will be paid within the next month's time.

The COO and CAO are authorized to use the school credit card, and may authorize other employees upon Board approval.

### **Article IX School Debit Card(s)**

Only the Board has the authority to approve the establishment of a debit card in SySTEM Phoenix's name.

The COO has the responsibility to follow the procedures within this document for the use of all debit cards. The finance committee will review all debit card procedures on an annual basis.

No single charges shall be made of over \$9,999.99.

### **Article X Capital Expenditures**

#### Definition

A capital acquisition is an individual asset and/or class of assets that has a useful life of more than one year and a cost of \$3,000 or more.

#### Budget

Anticipated capital acquisitions shall be included in the normal budgetary process, and when necessary, as part of the separate capital acquisitions budget. The annual budget shall include planned purchase requests for all new and replacement acquisitions.

#### Purchasing

Any equipment (individual item) with an estimated value of \$5,000 or more shall be purchased through competitive bidding or comparative pricing by at least three vendors.

### Executive Authority

The COO shall have the authority to make purchases that are part of the Board approved annual budget without additional approval from the Board. Such acquisitions shall be reported to the Board and finance committee at their next regular meeting.

### Property

The Board must approve the purchase, sale, or disposal of any non-budgeted capital asset (with a value of \$3,000 or more). The board shall approve any purchase or sale of real estate.

## **Article XI**

### **Inventory**

SySTEM Phoenix will maintain a complete property inventory that lists all school sites, buildings, equipment and supplies with a value greater than \$200. This inventory will be updated as necessary. The governing body may authorize the employment of an appraisal company to assist with the inventory procedure. The School will maintain an inventory of all capital assets in accordance with governmental accounting standards. The School's inventory will be updated annually to include property newly purchased and disposed. Capital assets include all charter school-owned property such as land, buildings, improvements to property other than buildings (i.e., parking lots, athletic fields, playgrounds, etc.) and equipment with a value greater than [\$5,000].

## **Article XII**

### **Procurement**

SySTEM Phoenix shall 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.

SySTEM Phoenix 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.

SySTEM Phoenix 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.

# Minutes

## SySTEM Schools

### Board Meeting

Thursday Jul 17, 2014 @ 6:00 PM at Empower College Prep, 5757 N. Central Ave., Building B, Lower Level, Room 9, Phoenix, AZ 85012

#### **Board Members Present**

A. Cruz, A. Guzman (remote), C. Arvizu, D. Jackson, D. Roman, F. Hardaway, M. McWenie, M. Romano (remote), N. Fernandez

## I. Opening Items

#### **Call the Meeting to Order**

D. Jackson called a meeting of the board of trustees of SySTEM Schools to order on Thursday Jul 17, 2014 @ 6:07 PM at Empower College Prep, 5757 N. Central Ave., Building B, Lower Level, Room 9, Phoenix, AZ 85012.

#### **Approve Minutes**

A. Cruz made a motion to approve minutes from the Board Meeting on 07-03-14.  
M. McWenie seconded the motion.  
The board **VOTED** unanimously to approve the motion.

## II. Leadership Update

#### **Chief Academic Officer Report**

Discussion ensued on chief academic officer report.

#### **Chief Operations Officer Report**

Discussion ensued on chief operations officer report.

## III. Governance

#### **Governance Committee Update**

Discussion ensued on governance committee update.

#### **Review Onboarding Plan Document**

Discussion ensued on onboarding plan document.

#### **Governance Committee Goals**

Discussion ensued on governance committee goals.  
F. Hardaway made a motion to approve governance committee goals.  
M. McWenie seconded the motion.  
The board **VOTED** unanimously to approve the motion.

#### **Finance Committee Descriptions & Member Roles Document**

Discussion ensued on finance committee descriptions and member roles document.  
M. McWenie made a motion to approve finance committee description.  
F. Hardaway seconded the motion.  
The board **VOTED** unanimously to approve the motion.

#### **Development Committee Description & Member Roles Document**

Discussion ensued on development committee description and member roles document.  
N. Fernandez arrived late.  
F. Hardaway made a motion to approve development committee description pending corrections.  
A. Cruz seconded the motion.

The board **VOTED** unanimously to approve the motion.

## IV. Finance

### **Finance Committee Update**

Discussion ensued on finance committee update.

### **Procurement & USFRCS Exceptions**

Discussion ensued on procurement and USFRCS exceptions.

M. McWenie made a motion to approve procurement and USFRCS exceptions.

F. Hardaway seconded the motion.

The board **VOTED** unanimously to approve the motion.

## V. Development

### **Development Committee Update**

Discussion ensued on development committee update.

## VI. Academic

### **Academic Committee Update**

Discussion ensued on academic committee update.

## VII. Consent Agenda

### **Development Committee Meeting Minutes**

M. McWenie made a motion to approve minutes from the Development Committee Meeting on 07-09-14.

F. Hardaway seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **Finance Committee Meeting Minutes**

M. McWenie made a motion to approve minutes from the Finance Committee Meeting on 07-08-14.

F. Hardaway seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **Governance Committee Meeting Minutes**

M. McWenie made a motion to approve minutes from the Governance Committee Meeting on 07-08-14.

F. Hardaway seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **Academic Committee Meeting Minutes**

M. McWenie made a motion to approve minutes from the Academic Excellence Committee Meeting on 07-07-14.

F. Hardaway seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **Academic Achievement Goals**

M. McWenie made a motion to approve academic achievement goals.

F. Hardaway seconded the motion.

The board **VOTED** to approve the motion.

## VIII. Closing Items

### **Next Steps**

Discussion ensued on next steps.

### **Adjourn Meeting**

M. McWenie made a motion to adjourn meeting.

D. Roman seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 07:08 pm.

Respectfully Submitted,  
D. Jackson