

Arizona State Board for Charter Schools

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

(602) 364-3080 Fax (602) 364-3089

www.asbcs.az.gov

RECEIVED FEB 24 2009

PROCUREMENT LAWS EXCEPTION AMENDMENT REQUEST

(Charter Holder Name) Tempe Preparatory Junior Academy (CTDS) 078545000

(Charter Holder Mailing Address) 1251 E. Southern Avenue

(City, State) Tempe, Arizona (Zip) 85282

(Charter Representative's Name) John Hughes

(Phone Number) 480-839-3402 (Fax Number) 480-755-0546

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)

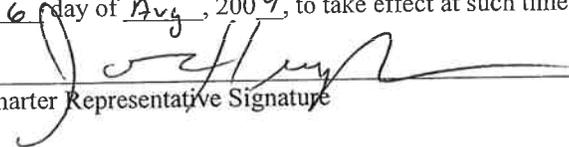
Included are the following:

- 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)

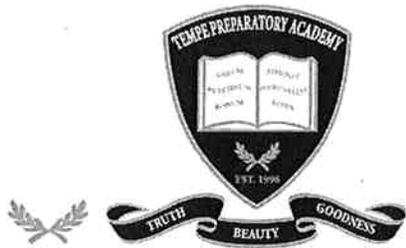
PLEASE NOTE: Charter operators granted an exception to local and state procurement regulations under A.R.S. §15-183(E)(6) are still required to satisfy the federal procurement requirements as a condition to the receipt of certain federal funds.

The Arizona State Board for Charter Schools and Tempe Preparatory Junior Academy (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 26th day of August, 2008, and the State Board for Charter Schools has signed this contract amendment as of this 26 day of Aug, 2009, to take effect at such time as it is signed by both parties.


Charter Representative Signature

Representative Signature for the Arizona State Board for Charter Schools



**Tempe Preparatory Academy &
Tempe Preparatory Junior Academy**

1251 East Southern Avenue
Tempe, AZ 85282
(P) 480.839.3402 • (F) 480.755.0546
www.tempeprep.org



**TEMPE PREPARATORY JUNIOR ACADEMY
PROCUREMENT POLICY**

Tempe Preparatory Junior Academy 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.

Tempe Preparatory Junior Academy 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.

Tempe Preparatory Junior Academy 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.

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USFRCS EXCEPTION AMENDMENT REQUEST

(Charter Holder Name) Tempe Preparatory Junior Academy (CTDS) 078545000

(Charter Holder Mailing Address) 1251 E. Southern Avenue

(City, State) Tempe, Arizona (Zip) 85282

(Charter Representative's Name) John Hughes

(Phone Number) 480-839-3402 (Fax Number) 480-755-0546

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- ⚡ Exception to the USFRCS – (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 accounting (sample policy available on the ASBCS website)

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 for 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

The Arizona State Board for Charter Schools and Tempe Preparatory Junior Academy 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 26th day of August, 2008, and the State Board for Charter Schools has signed this contract amendment as of this 26th day of Aug., 2008, to take effect at such time as it is signed by both parties.


Charter Representative Signature

Representative Signature for the Arizona State Board for Charter Schools



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**TEMPE PREPARATORY JUNIOR ACADEMY
ACCOUNTING POLICY**

Tempe Preparatory Junior Academy 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.

Tempe Preparatory Junior Academy

Board of Directors

Approved MINUTES

Date: Tuesday August 26, 2008

Time: 8:00 p.m.

Location: Student Union

A meeting of the Tempe Preparatory Junior Academy Board of Directors was held in the Student Union of Tempe Preparatory Academy, 1251 East Southern Avenue, Tempe, Arizona, pursuant to A.R.S. 38-431.02, notice having been duly given.

Board Members Present: J Hughes, President. G Golka, Vice President. S Hallman, Secretary. E Ortiz, Treasurer. K Brockelman. T Kilby. M Zimmerman. C LeBeau. S Begley, PTO ex-officio member. E Denny, Faculty ex-officio member.

Board Members Absent: J Evans.

Others Present: J Boles, Head of School.

REGULAR SESSION

1. **Call to Order.** (J. Hughes)

2. **Discussion and possible motions on exception request to purchasing requirements**

(J. Hughes) S Hallman moved to approve the following required language:

Tempe Preparatory Junior Academy Procurement Policy

Tempe Preparatory Junior Academy 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 interests of the school, upon considering the totality of the circumstances surrounding the procurement, which may include, but not be limited to, price, quality, availability, timeliness, reputation and prior dealings.

Tempe Preparatory Junior Academy charter school shall not purchase any goods or services from any member of the governing board, an immediate family member or any member of the governing board nor from any entity in which a member of the governing board or an immediate family 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.

Tempe Preparatory Junior Academy charter school understands that the policy cited above applies to purchases made with nonfederal funds. As a condition of the receipt of certain federal funds, federal procurement requirements still apply.

Tempe Preparatory Junior Academy Accounting Policy

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periodically for changes in laws, regulations and accounting procurements that cover charter school accounting, financial reporting and compliance with state and federal laws.
G Golka seconded. Motion passed.

3. Resignation of Board Member Maureen Zimmerman. M Zimmerman resigned from the Board and the Board thanked her for her service.

4. Next Board Meeting Thursday, September 11, 2008 at 8:00 p.m. in the Student Union

5. Adjournment (J. Hughes) S Hallman moved to adjourn the meeting at 9:36p.m. G Golka seconded. Motion passed.

Susan M. Hallman, M.D.
TPJrA BoD Secretary

Approved 9-11-08 Board Meeting