

# 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](http://www.asbcs.az.gov)

RECEIVED APR 16 2010

## USFRCS EXCEPTION AMENDMENT REQUEST

University Public Schools, Inc.  
(Charter Holder Name)

07-85-46-000  
(CTDS)

112 North Central Avenue, Suite 700  
(Charter Holder Mailing Address)

Phoenix, AZ  
(City, State)

85004  
(Zip)

Debra S. Gomez  
(Charter Representative's Name)

(602) 496-3322  
(Phone Number)

(602) 496-3323  
(Fax Number)

**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 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)

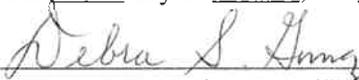
### All exceptions to the USFRCS will include:

- 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 University Public Schools, Inc. (Charter Holder), herein agree to amend the terms of the charter contract as follows:

University Public Schools, Inc. shall be exempt from USFRCS and abide by the following attached policy: DIA – ACCOUNTING SYSTEM.

In witness whereof, Charter Holder has signed this contract amendment as of this 3rd day of March, 2010 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.

  
\_\_\_\_\_  
Charter Representative Signature

\_\_\_\_\_  
Representative Signature for the Arizona State Board for Charter Schools

**D-2200**

**DIA**

**ACCOUNTING SYSTEM**

The 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.

*Adopted:* date of manual adoption

*Revised:* December 12, 2009

*Revised:* March 3, 2010

CROSS REF.: DIC – Financial Reports and Statements



## **CORPORATE BOARD OF DIRECTORS REGULAR QUARTERLY MEETING**

**522 N. Central Avenue  
Conference Room 225, Second Floor  
Phoenix, AZ 85004**

**March 3, 2010**

### **MINUTES**

#### **1. Call to Order**

George Dean, Chairperson, called the meeting to order at 3:03 p.m.

- Roll Call – Cindy Walker, Governing Board Clerk

Members Present: John Aguirre, George Dean, Carole Greenes, Steve Holm

Members Not in Attendance: José Cárdenas, Terry Shoumaker

University Public Schools Staff: Debra Gomez, Interim Executive Director; Prudence Lee, Chief Human Resource Officer; Bill Thompson, Chief Financial Officer; Barnaby Wasson, Instruction Technology Director; Cindy Walker, Board Clerk.

ASU Partners: Eugene Garcia, VP Education Partnerships; James Rund, Senior VP University Student Initiatives; Safali Patel-Evans, University Student Initiatives, Robert D'Onofrio, Associate VP Education Partnerships

Phoenix Elementary School District Partners: Myriam Roa, PESD Superintendent; Kenneth Baca, PESD Assistant Superintendent

- Pledge of Allegiance – George Dean led the Pledge of Allegiance.

#### **2. Approval of Agenda**

A motion was made by John Aguirre and seconded by Carole Greenes to approve the agenda. The motion carried 4 to 0.

#### **3. Approval of Minutes**

A motion was made by Steve Holm and seconded by John Aguirre to approve the amended minutes of the December 8, 2009 Quarterly Board of Directors Meeting. The motion carried 4 to 0.

#### **4. Action Items**

##### **4.3 Financials**

A. Approval of Exception Policies – Arizona Procurement Code/USFRSC

Bill Thompson, CFO, reviewed the Exception Policies: DJ-Purchasing Procedures and DIA-Accounting Systems. The Arizona State Board for Charter Schools wanted it worded differently. Mr. Thompson copied their language and avoided references to outside agencies. This change followed the Charter Board's request to make everything concise in that policy, particularly as it related to GAAP (Generally Accepted Accounting Principles) and conflict of interest with Board Members.

A motion was made by Steve Holm and seconded by Carole Greenes to approve the Exception Policies. The motion carried 4 to 0.

#### 4.6 Charter Amendments

Debra Gomez explained that we have to submit an amendment to the Arizona State Board for Charter Schools when we change grades served. There are two amendments for consideration. In light of the Board's decision to postpone adding 9<sup>th</sup> Grade to UPSP, the Board needs to consider approving the amendment to add 8<sup>th</sup> Grade to Polytechnic Elementary School.

A motion was made by Steve Holm and seconded by Carole Greenes to approve the charter amendment to add 8<sup>th</sup> grade to Polytechnic Elementary School. The motion carried 4 to 0.

#### 5. Adjournment

A motion was made by John Aguirre and seconded by Carole Greenes to adjourn the meeting. The motion carried unanimously.

Meeting was adjourned at 5:45 p.m.

Respectfully submitted by Cindy Walker, UPSI Board Clerk.

Approved on this 8<sup>th</sup> day of June, 2010

By: \_\_\_\_\_  
George Dean, Chairperson

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## PROCUREMENT LAWS EXCEPTION AMENDMENT REQUEST

(Charter Holder Name) University Public Schools, Inc. (CTDS) 07-85-46-000

(Charter Holder Mailing Address) 112 North Central Avenue, Suite 700

(City, State) Phoenix, AZ (Zip) 85004

(Charter Representative's Name) Debra S. Gomez

(Phone Number) 9602) 496-3322 (Fax Number) (602) 496-3323

**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:

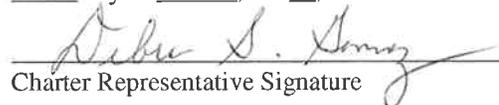
- Board minutes approving the change (minutes must comply with Open Meeting Law ARS §38-431.01)
- Complete policy for procuring goods and services (sample policy available on the ASBCS website)

**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 University Public Schools, Inc. (Charter Holder), herein agree to amend the terms of the charter contract as follows:

University Public Schools, Inc. shall be exempt from the Arizona Procurement Rules and abide by the attached procurement policy: DJ - PURCHASING PROCEDURE.

In witness whereof, Charter Holder has signed this contract amendment as of this 3rd day of March, 2010, 200 , 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.

  
Charter Representative Signature

\_\_\_\_\_  
Representative Signature for the Arizona State Board for Charter Schools

D-2450

DJ

## PURCHASING PROCEDURES

The 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.

The 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.

The 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.

### **Purchasing Procedures:**

Purchases of ten thousand dollars (\$10,000) or less may be made at the discretion of the Executive Director.

Verbal price quotations will be requested from at least three (3) vendors for all transactions in excess of ten thousand dollars (\$10,000) but less than twenty-five thousand dollars (\$25,000). The price quotations should be shown on, or attached to, the related requisition form. If three (3) verbal quotations cannot be obtained, documentation showing the vendors contacted that did not offer price quotations, or explaining why price quotations were not obtained, shall be maintained on file in the School office.

Written price quotations will be requested from at least three (3) vendors for transactions of at least twenty-five thousand dollars (\$25,000). If three (3) written price quotations cannot be obtained, documentation showing the vendors contacted that did not offer written price quotations, or explaining why written price quotations were not obtained, shall be maintained on file in the School office.

The Board must approve purchases exceeding one hundred thousand dollars (\$100,000). The Board may elect to determine the process by which the purchase will be made including but not limited to Request for Proposal/Qualifications (RFP/RFQ), Sealed Bid, Sole-Source, or through a Cooperative Purchasing Agreement.

## University Public Schools, Inc.

### **Emergency Purchases:**

An emergency purchase may be made in the event of an emergency involving the health, safety, or welfare of school personnel or students. In such an emergency declared by the Executive Director, emergency purchase action may be taken without price competition, if necessary. Even under emergency conditions, price competition should be sought if it will not unacceptably delay the correction of the condition requiring emergency procedures. If emergency purchases are made without price competition, a complete written description of the circumstances shall be maintained on file in the School office.

### **Purchases Not Using State and/or Federal Funds:**

Purchase of items and services not using state and/or federal funds that require the School to receive the funds and then pay the vendor all or the major portion of that collected, are to be made at the discretion of the Executive Director using reasonable business practices. These items and services included but are not limited to Parent Partnership Program services, school store items, yearbook, and school pictures.

*Adopted:* date of manual adoption

*Revised:* December 12, 2009

*Revised:* March 3, 2010

CROSS REF.: BCB - Governing Board Member Conflict Of Interest