

Procurement Laws Exception Amendment Request

Charterholder Info

Charter Holder

Name:
Camino Montessori

CTDS:
07-82-11-000

Mailing Address:
2118 East La Donna Drive
Tempe, AZ 85283
> [View detailed info](#)

Representative

Name:
Judith Webster

Phone Number:
480-295-2806

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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
Judith Webster 03/07/2013

USFRCS Exception Amendment Request

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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](#)

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Signatures

Charter Representative Signature
Judith Webster 03/07/2013



**Board Meeting
MINUTES
February 23, 2013**

1. Call to Order @ 9:22 a.m. – Corporate—Webster residence

1.1. Attendance

Members present: Judy Webster, Kevin Webster, Marianne Mulligan, Carol Hoover and Rebecca Brandon
Guest: Future Camino Montessori teacher--Ada Jaime

Quorum present

1.2. Mission Statement read aloud.

1.3. Minutes from 01/12/2013 were reviewed and approved as drafted.

2. Board Items

2.1. Policies & Procedures

2.1.1. Annual Review

2.1.1.1. Conflict of Interest

2.1.1.1.1. Conflict of Interest Policy read and reviewed. Discussion about Judy Webster as owner serving on the Board while being the Director occurred. The board felt that Judy's level of participation was appropriate and were comfortable with having her serve in both capacities. Additionally, Carol Hoover disclosed that a sibling of future Camino enrollee was interested in attending her pre-school. This was not felt to be a conflict of interest as no overt solicitation or contractual agreement for referrals existed.

MOTION: Marianne Mulligan presented motion to accept Conflict of Interest Policy as written, Rebecca Brandon seconded. Motion passed with majority vote.

2.1.1.2. Non-Discrimination Policy

2.1.1.2.1. Non-Discrimination Policy read and reviewed. Discussion regarding the need to add "disability, and/or sexual orientation" to the policy.

MOTION: Marianne Mulligan presented motion to insert "disability, or sexual orientation" into the Non-Discrimination Policy, Carol Hoover seconded. Motion passed with majority vote.

2.1.2. For Adoption

2.1.2.1. Accounting Policy

2.1.2.1.1. ADI- Business Solutions, Camino's accounting firm has strongly advised Camino to follow accounting policies and procedures that comply with generally accepted accounting principles (GAAP), and to submit for a waiver to replace the Uniform System of Financial Records for charter Schools (USFRCS) with GAAP. An Accounting Policy was submitted to the board to read and review. The board agreed to continue to review and revise as our internal accounting procedures are created and implemented.

MOTION: Marianne Mulligan presented a motion to accept the proposed draft as Camino's initial Accounting Policy. Kevin Webster seconded. Motion passed with majority vote.

2.1.2.2. Procurement Policy

2.1.2.2.1. A Procurement Policy was presented to the board to read and review. A discussion ensued regarding the policy as it relates to general accounting principles (GAAP). The board agreed to continue to review and revise as our internal procurement thresholds and procedures are created and implemented.

2.1.2.2.2.

MOTION: Marianne Mulligan presented a motion to accept the proposed draft as Camino's initial Procurement Policy. Carol Hoover seconded. Motion passed with majority vote.

2.1.3.To Draft

The following policies will need to be drafted in the next few months. Discussion regarding Board members assisting in the initial drafts ensued.

ACTION: Marianne offered to assist Judy Webster during the next several weeks.

2.1.3.1. Open Meeting Policy

2.1.3.1.1. Open Meeting Law “Meeting 101 Law in a Nutshell” will be used as a guideline in forming our initial policy and procedures. Camino’s first open meeting must be 30 days prior to opening. It was decided to have it on June 8th, from 10:00 am – 12:00 noon, in the city of Maricopa—location to be determined. It was recommended to have subsequent board meetings on same day and week of each month for ease of public participation. Board decided to have them on Tuesday’s on the third (3rd) week of each month, from 6:00 pm – 8:00 pm. It was recommended to have the annual report meeting in May—tabled for May’s meeting.

2.1.3.2. FERPA (Family Education Rights and Privacy Act)

2.1.3.2.1. This policy addresses confidentiality rights and rights pertaining to student records. Camino is required to provide annual parent/guardian notification of FERPA rights.

ACTION: Judy Webster will draft the policy for the board to review at the March meeting.

2.1.3.3. Texting & Driving (per GSA)

2.1.3.4. School Prayer (per GSA)

2.1.3.5. Drug Free Workplace (per GSA)

2.1.3.6. Enrollment (charter law)

2.1.3.7. Sexual Abuse & Harassment

2.1.3.8. Abuse & Neglect

2.1.3.9. Procedures for Hiring

2.1.3.10. Procedures for Educational Research

2.1.3.11. Procedures for Teacher/Principal Evaluations (State law)

2.1.3.11.1. House Bill 2823 (HB2823) passed out to board members to review. Arizona adopted HB2823 in 2012 and goes into effect 2013/2014 school year. Camino must have system in place by August 1st.

2.2. Strategic Plan (pre-planning phase)

2.2.1. Current strategic plan includes short term (8-12 months) pre- and post-planning activities related to opening successfully (budget, policies and procedures, application, AZ Charter School grant, etc.). The next phase of strategic planning will need to expand to the next 3-5 years with the goal of becoming AMS accredited. Strategic planning will become part of future board meetings to ensure the process remains dynamic and cyclical. Goals and objectives will always be present and not lost in day-to-day operational concerns.

3. Director’s Update

3.1. AZ CSP grant update

3.1.1. Camino Montessori passed the first cut in the selection process for the AZ CSP grant funds. Judy Webster, Marianne Mulligan, and Ada will attend the AzCSP Grant application interview portion on 2/25/13. Grant

awards/recipients are announced at the 3/25 State Board of Education public meeting. Required training the end of same week. Can draw from funds as early as 4/1/13.

3.2. Licensing Update

3.3. Carol Hoover and Judy Webster have completed all the necessary paperwork for the final license application. The only outstanding item needed is Certificate of Occupancy from the city. Curtis Slife, FM Solutions, has provided architectural planning & final plans/drawings pro bono.

3.4. Facility Update

3.4.1. Facility improvement plans were submitted to the City Planning office on February 11th. Had to add another toilet and sink fixture to plans to meet licensing standard.

3.4.2. "Empowerment School" \$2,000 fee credit requirement—agree to promote family values (i.e., nursing, no smoking, family style meals, etc.)

3.5. Advertising update

3.5.1. Currently working with Michon, Happy Tree Media, on website conversion to WordPress template. This will allow Judy to update the website with more ease and timeliness.

3.5.2. Currently have two (2) children signed up (have completed enrollment forms), and an additional two (2) who have verbally committed but have not yet turned required paperwork. Six additional families have expressed interest, but have not yet met with Judy.

3.5.3. Tabled further discussion for March meeting.

3.6. Finance

3.6.1. Three (3) Year Budget Projections

3.6.1.1. Two (2) three year budget projections were given to the board to review. One with, and the other without, the AZ CSP Grant funds factored in. Each projection indicates that Camino would be feasible and would meet it's financial goals.

3.6.2. Loans & Donations

3.6.2.1. Currently seeking a Security Savings Loan for \$167K (capital expenditures to build out the Stagestop space). This is a CD secured backed loan which will afford Camino to obtain a good credit history. Other financing options include Judy & Kevin taking out a Home Equity loan and/or applying for an SBA "start up" loan (maximum amt. \$50,000). Judy will keep board informed of progress.

4. Adjourn

4.1. Next meeting: March 24, at the Webster residence.

4.2. Meeting Adjourned at 12:02 pm

Minutes recorded & drafted by Rebecca Brandon, Secretary

ATTACHMENTS:

Policy Reviews: Non-discriminatory & Conflict of Interest

Adopted Policies: Accounting & Procurement

3 year budget projections

General Procurement Policy

Camino Montessori 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 School Director, 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.

Camino Montessori 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.

Camino Montessori 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.



General Accounting Policy

Camino Montessori 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.

Camino Montessori 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.