

# Procurement Laws Exception Amendment Request

## Charterholder Info

### Charter Holder

**Name:**  
Ball Charter Schools (Val Vista)

**CTDS:**  
07-85-86-000

**Mailing Address:**  
17606 North 7th Avenue  
Phoenix, AZ 85023  
> [View detailed info](#)

### Representative

**Name:**  
Arlene Palm

**Phone Number:**  
602-896-9160

## 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**  
Arlene Palm 07/17/2013

**MINUTES**  
**Ball Charter Schools Governing Board Meeting**  
**July 15, 2013**

I. Call to Order. The meeting was called to order at 6:26 P.M. on July 15, 2013 in Room 24 in the Main Building, at Dobson Academy, 2207 N. Dobson Road, Chandler, Arizona 85224.

II. Pledge of Allegiance

III. Roll Call:

Present:

Mike Dyer, Board Member (Arrived at 6:34 PM)  
 Diane Fernichio, Board Vice-President  
 Marcus L. Harrison, Board Member  
 Michael Hoogstra, Board President  
 Michael Larrabee, Board Member  
 Mary Beth Miller, Board Member  
 Sarah Watts, Board Member  
 Bob Rossi, Executive Director  
 Arlene Palm, Board Coordinator  
 Taime Bengochea, Dobson Principal  
 Ray Webb, Val Vista Principal  
 Gaye Garcia Leo, Hearn Principal

Absent:

Stephanie Clergé, Board Member  
 Melissa Flint, Board Member  
 Amy Gurtler, Board Secretary

Others Present:

Jim Hudspeth, Business Manager, Hearn Academy

IV. Approval of Agenda – Motion by Marcus Harrison, second by Mary Beth Miller, to approve the agenda as presented. All in favor. Motion carried.

V. School Recognition/ Mission Moment – Taime Bengochea, Principal from Dobson, reported that she received a letter from Pennies for Patients commending Dobson for their efforts in raising funds for their cause. Ray Webb, Val Vista Principal, reported that Val Vista is an “A” school. Gaye Garcia Leo, Hearn Principal, reported that the school was a recipient of a \$5000 robotics grant.

VI. Public Comment – None.

VII. Consent Agenda

VII A – Minutes from Previous Meeting - June 10, 2013 (Regular Meeting).

VII B – Staffing Recommendations for Dobson, Hearn and Val Vista Academy – *Dobson* – Resignation: Andres Robles, Business Manager; New Appointment: Classified – Kaylee Gengler, SPED Para. *Hearn* – Resignation: Wendy Hagge, Spanish Teacher. New Appointment: Classified – Aaryk Drake, Para; Kristine Walker, Para; Penny Carlson, Preschool Teacher. Certified – Angela Curtiss, Kindergarten Teacher. No staffing recommendations were presented for Val Vista.

VII C – Enrollment/Attendance Updates for Dobson, Hearn and Val Vista Academy – Enrollment/attendance updates were presented for Dobson Academy, Hearn Academy and Val Vista Academy: Dobson enrollment: 632; Hearn enrollment: 612; Val Vista enrollment: 298.

Motion to approve the Consent Agenda as presented by Marcus Harrison, second by Mary Beth Miller. All in favor. Motion approved.

VIII. Old Business

VIII A – Hearn Academy Day Care Facility – This item will be included with the Hearn Academy Principal Report.

VIII B – IT for Ball Charter Schools – This item will be included with the Executive Director Report.

VIII C – Board Member Vacancy – This item was tabled.

VIII D – Solar Energy Project ~ Hearn Academy – Jim Hudspeth presented an update regarding the project status. He indicated a conference call will be held tomorrow with the attorney to see if some of the issues can be resolved.

VIII D – Solar Energy Project ~ Hearn Academy – Continued

Motion by Mike Dyer, second by Sarah Watts, to table until all issues are resolved. All in favor. Motion carried.

IX. New BusinessIX A – Financial Reports (including Booster Club and PTSA - Parent Teacher Student Association) –

a. Copy of Federal and State Maintenance & Operations Declaration Form - Information only.

IX B – Adopt Principal Management Goals for 2013-2014 – Dr. Rossi reported that he will be evaluating the principals based on a portfolio of criteria that he is developing. Michael Hoogstra indicated it would be a good idea for the Board Members to see the criteria. The Executive Directors formal evaluation would also be included in the portfolio. Dr. Rossi passed out a cursory list of the criteria; artifacts would be included. Michael Hoogstra requested he bring the criteria back for review at the next meeting.

IX C – Quotations for Audit and 990 Services – Jim Hudspeth reviewed the quotes received from Heinfeld, Meech & Co., P.C to perform audit services for Dobson, Hearn and Val Vista. This is their third year of doing audits for the Ball Charter Schools. Their fees went up about \$500 for each school from last year. Discussion followed. Motion by Mike Dyer, second by Michael Larrabee, to approve Heinfeld, Meech & Co., P.C to perform audit services for Dobson, Hearn and Val Vista for the year ending June 30, 2013. All in favor. Motion carried.

IX D – Employee Benefits for 2013-2014 – Holmes and Murphy – Jim Hudspeth reported that there is a problem with getting quotes. The loss ratio was high last year. Option considerations were presented. Discussion followed.

Motion by Mike Dyer, second by Michael Larrabee, to table this item. All in favor. Motion carried.

IX E – Credit Card Authorization for Executive Director — A credit card authorization request was presented for the Executive Director from Hearn Academy. Michael Hoogstra suggested that the Executive Director and School Principal be on a similar level. Discussion followed.

Motion by Mike Dyer, second by Mary Beth Miller, to approve the credit card request for the Executive Director, Bob Rossi, and that he work with all the schools to determine proper allocation of limits and if necessary apply for higher limits. All in favor. Motion carried.

IX F – Math Curriculum Alignment ~ Hearn Academy – Gaye Leo reported that Hearn is aligning with Dobson utilizing the same curriculum and will be purchasing newer math materials. Discussion followed.

Motion by Michael Larrabee, second by Mary Beth Miller, to go from Saxon Math to Pearson Math at Hearn Academy. All in favor. Motion carried.

IX G – Proposed Survey Revisions – Michael Hoogstra presented proposed revisions to the surveys. These include eliminating all comments and only collecting data from parents and staff. Mike Dyer commented that feedback is needed. Discussion followed. Michael Hoogstra indicated he will work with Arlene Palm regarding the proposed revisions. Sarah Watts indicated she is willing to help the committee.

IX H – Charter Holder Representatives to the Arizona State Board for Charter Schools – Arlene Palm reported that updates need to be made for AZ Ball Charter Schools regarding Charter Holder Representatives to the Arizona State Board for Charter Schools based on who is and who is not on the Board and also with regards to the change in officers. Discussion followed.

Motion by Mike Dyer, second by Sarah Watts, to approve all current officers – Michael Hoogstra, Diane Fernichio and Amy Gurtler, the Executive Director – Bob Rossi, the Board Coordinator – Arlene Palm, and the Dobson Principal – Taime Bengochea, to be Charter Holder Representatives for Dobson Academy. All in favor. Motion carried.

Motion by Mike Dyer, second by Sarah Watts, to approve all current officers – Michael Hoogstra, Diane Fernichio and Amy Gurtler, the Executive Director – Bob Rossi, the Board Coordinator – Arlene Palm, and the Hearn Principal – Gaye Garcia Leo, to be Charter Holder Representatives for Hearn Academy. All in favor. Motion carried.

Motion by Mike Dyer, second by Sarah Watts, to approve all current officers – Michael Hoogstra, Diane Fernichio and Amy Gurtler, the Executive Director – Bob Rossi, the Board Coordinator – Arlene Palm, and the Val Vista Principal – Ray Webb, to be Charter Holder Representatives for Val Vista Academy. All in favor. Motion carried.

IX I – Signers for Accounts – Dobson, Hearn, Val Vista – Jim Hudspeth reported that there is a need to change signers for the accounts for Dobson, Hearn and Val Vista. Discussion followed.

IX I – Signers for Accounts – Dobson, Hearn, Val Vista – Continued

Motion by Diane Fernichio, second by Sarah Watts, to add Amy Gurtler, Bob Rossi, and Michele Hart as signers and to remove Jeri Sinclair, Michael Larrabee and Andy Robles for the Dobson Academy accounts. The motion was amended to add Diane Fernichio as a signer for the Dobson accounts. All in favor. Motion carried.

Motion by Diane Fernichio, second by Sarah Watts, to add Amy Gurtler, Bob Rossi, and Diane Fernichio as signers and to remove Michael Larrabee and Andy Robles for the Val Vista Academy accounts. All in favor. Motion carried.

Motion by Diane Fernichio, second by Sarah Watts, to add Amy Gurtler, Bob Rossi, and Michael Hoogstra as signers and to remove Michael Larrabee and Theresa Clements for the Hearn Academy accounts. All in favor. Motion carried.

X. Ball Charter Schools (Val Vista) - East Valley Ball Charter

X A – AZ Charter School Program (AZ CSP) Grant Updates – Ray Webb reported that all revisions have been approved. They are now in the third and final year of the grant.

X B – Construction Progress Report – This item was presented as information only.

X C – Building Program Updates – Ray Webb presented updates to the punch list. The stucco is being repaired. Michael Larrabee reported on the construction aspect of the building. Discussion followed. Mike Dyer commented that concerns should be communicated in a written list. If the architect is needed to be present then a meeting should be scheduled. Problems should be documented and pictures included.

a. Facilitation Expenses – Nothing to report at this time.

X D – Phase II Planning for Val Vista – Bob Rossi reported this is a great Board Retreat item.

X E – Request to Petition the State Charter Board to Exempt Val Vista from the State Purchasing Guidelines –

Motion by Mike Dyer, second by Sarah Watts, to approve the request to petition the State Charter Board to exempt Val Vista from the state purchasing guidelines. All in favor. Motion carried.

XI. Reports:

XI A – Board Committee Reports – The Board discussed the following items:

(a) Planning and Development – Mike Dyer reported that the committee is working to put together the agenda for the upcoming retreat/work session on September 28, 2013. Bob Rossi thanked the committee for listening and shifting the agenda focus. The next committee meeting date is August 1, 2013.

(b) Financial/Personnel – Marcus Harrison reported the IT Search Committee did an outstanding job; interviews are scheduled for Thursday evening. The committee reviewed insurance coverage and committee membership. The next Financial/Personnel committee meeting date is August 8, 2013.

(c) School Expansion/School Development – Sarah Watts reported on the committee structure, expansion, fundraising, sponsorship, tax credit and marketing/branding for all three schools. The next meeting date July 17, 2013.

XI B – Principals Report –

(a) Dobson Academy – Dr. Bengochea shared information in the packet on building updates, the benefits of the school cluster grouping (AP), and other related topics at Dobson.

(b) Hearn Academy – Dr. Leo shared information in the packet on upcoming events, facility updates – Day Care: Hearn is still waiting for the sprinklers for the modular, projected enrollment, staffing updates and other school related topics. She also shared information on reutilization of space related to technology, whereby all students will benefit.

(c) Val Vista Academy (Eastside) – Ray Webb shared information in the packet on upcoming events, name change for the PTLT, the team teaching consideration, and other school updates.

XI C – Executive Directors Report – Bob Rossi reminded members he is scheduling meetings with everyone. He asked members to email what their needs are – currently looking to include topics of teambuilding, and trust for the retreat/work session. He also encouraged members to attend the opening night at the schools.

XII. Future Agenda Item(s) – None.

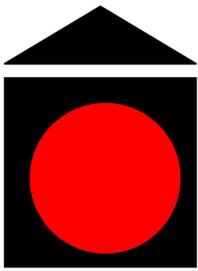
XIII. Adjournment: Motion by Mike Dyer, to adjourn the meeting at 8:32 P.M. Second by Mary Beth Miller. Approved unanimously.

The next regular meeting is scheduled for Monday, August 12, 2013 at 6:00 pm.

Approved by Ball Charter Schools Governing Board

\_\_\_\_\_  
Board Secretary

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Date



**Arizona Ball Charter Schools Governing Board**  
**Dobson Academy \* Hearn Academy \* Val Vista Academy**  
"Where Children Are the Priority"

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Dr. Arlene S. Palm, Board Coordinator  
610 E. Bell Road # 2---436 \* Phoenix, Arizona 85022  
(602) 688-8318 \* Fax (602) 688-8317

July 17, 2013

Ms. DeAnna Rowe, Executive Director  
Arizona State Board for Charter Schools  
P.O. Box 18328  
Phoenix, AZ 85009

Re: Ball Charter Schools (Val Vista) Procurement Policy

Dear Ms. Rowe,

This letter is to notify you that Ball Charter Schools (Val Vista) is requesting exemption from the Arizona State Procurement laws and regulations for schools. The policy below was approved by the AZ Ball Charter Schools Governing Board at a Regular Meeting held on July 15, 2013.

**Ball Charter Schools (Val Vista) Procurement Policy**

Ball Charter Schools (Val Vista) 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.

Ball Charter Schools (Val Vista) 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.

Ball Charter Schools (Val Vista) 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.

A copy of the draft meeting minutes is also included for your review.

In the event you have any questions or require additional information, please contact the Board Office at (602) 688-8318.

Your consideration will be greatly appreciated.

Sincerely,

Arlene S. Palm, Ed.D.  
Board Coordinator

Cc: Board File, Val Vista Academy