

Procurement Laws Exception Amendment Request

Charterholder Info

Charter Holder

Name:
Vista College Preparatory, Inc.

CTDS:
07-82-24-000

Mailing Address:
841 North 2nd Avenue
#102
Phoenix, AZ 85003
> [View detailed info](#)

Representative

Name:
Julia Meyerson

Phone Number:

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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
Julia Meyerson 07/03/2013

USFRCS Exception Amendment Request

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Phone Number:

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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](#)

Additional Information*

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Signatures

Charter Representative Signature
Julia Meyerson 07/03/2013

Vista College Prep Board Meeting Minutes

Date: 6/ 11/ 13

Location: Teach For America (3030 North Central Avenue, Suite 900, Phoenix, AZ 85012)

Board Members Present: Charles Mitchell (telephonically), Cassie Breecher, Kelly McManus, Katherine Cecala, Dawn Kennedy, Chris Dang

Board Members Absent: none

Staff Present: Julia Meyerson

The meeting was called to order by Charles Mitchell, Chair, at 5:33 p.m.

Agenda Item – Minutes and Agenda

Ms. Cecala moved the minutes from May be approved; Mr. Dang seconded and the motion carried. Then, Ms. Cecala moved to approve the agenda for the meeting; Mr. Dang seconded and the motion carried.

Agenda Item – Upcoming events

Ms. Meyerson announced the next board meeting will be on July 9, 2013 at the school. July 8th is the first day of professional development for teachers.

Agenda Item – Call to the Public

No one made public comment.

Agenda Item – Executive Director report and Handbooks

93 students have currently enrolled. We need to focus on 1st grade recruitment now. 21 home visits have been completed. The board also discussed the wish list for supplies/ equipment.

a. Personnel Handbook

Ms. Cecala moved to approve Personnel Handbook. Mr. Dang seconded. The board discussed the Handbook and the proposed edits. Ms. Cecala amended her motion to include edits to Sections 5.2, 7.4, and 8.3. Mr. Dang seconded the amended motion, and the amended motion carried.

b. Board Policy Manual

Ms. Cecala moved to approve the Board Policy Manual as presented. Mr. Dang seconded. The board discussed the Manual. Ms. Cecala amended her motion to include edits to Sections 5.1 3B and 5.1 4F. Mr. Dang seconded the amended motion. The amended motion carried.

Agenda Item – Finance Committee

Ms. Cecala shared that the Finance Committee has met extensively with Ms. Meyerson to work on the budget with 90 students. Ms. Meyerson walked the board through the budget. The board discussed questions about revenue sources and contingency plans. The Finance Committee recommended the approval of the Year 1 budget. The budget was approved unanimously.

Agenda Item – Development Committee

Ms. Kennedy shared the results of the June 5th event, including several financial and in-kind donations. The board also discussed progress toward the development goal. Ms. Kennedy reminded the board to fulfill their personal commitments.

Agenda Item – Academic Achievement Committee

Ms. McManus shared that the committee has been working on adding members, and meetings are continuing to introduce potential new members to the school.

Agenda Item – Governance Committee

Mr. Mitchell shared that he and Ms. Meyerson continue to meet with individuals to consider board and committee prospects. The board discussed how the process was going.

Agenda Item – Other Business

a. Adopt Procurement Exemption

Ms. Cecala moved to adopt the procurement exemption. Mr. Dang seconded. The motion carried unanimously.

b. Adopt USFRCS Exemption

Ms. Cecala moved to adopt the USFRCS exemption. Mr. Dang seconded. The motion carried unanimously.

c. Election of Irene Carroll as Board Member (pending approval from the Arizona State Board for Charter Schools)

Ms. Cecala moved to elect Irene Carroll to the Governing Board of Vista College Prep pending approval of the Arizona State Board for Charter Schools. Mr. Dang seconded. The motion carried unanimously.

d. National School Lunch Program

Ms. Cecala moved to participate in the National School Lunch Program and School Breakfast Program. Mr. Dang seconded. The motion carried unanimously.
Ms. Cecala moved to designate Julia Meyerson to sign the Food Program Agreement. Mr.

Dang seconded. The motion carried unanimously.

e. Joining the Education Technology Consortium

Ms. Cecala moved to authorize Julia Meyerson to sign and enter a Cooperative Purchasing Agreement with the Education Technology Consortium. Mr. Dang seconded. Discussion followed. The motion carried unanimously.

There being no further business to be transacted, and upon motion duly made, seconded, and approved, the meeting was adjourned at 7:09 p.m.

Dated and posted this 12th day of June, 2013.

Respectfully submitted,

Kelly McManus, Secretary

Procurement Policy

Vista College Prep 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 limited to, price, quality, availability, timelines, reputation and prior dealings.

Vista College Prep 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.

This policy applies to purchases made using non-federal funds. As a condition of the receipt of certain federal funds, federal procurement requirements may also apply.

Accounting Policy

Vista College Prep 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.