**NOTICE AND AGENDA OF REGULAR PUBLIC MEETING AND EXECUTIVE SESSION**

**OF THE GOVERNING BOARD OF**

**FLAGSTAFF JUNIOR ACADEMY & CHILDREN’S HOUSE**

**NOTICE**

Pursuant to A.R.S. 38-431.02, notice is hereby given to the general public that the Governing Board of Flagstaff Junior Academy & Children’s House will convene a meeting open to the public at the time, date and place indicated. Information regarding agenda items may be reviewed in the office of the Executive Director. The Board may vote to convene in Executive Session, which will not be open to the public, to discuss certain matters, as indicated on the agenda. These matters are marked by an asterisk (\*).The Governing Board of the Flagstaff Junior Academy & Children’s House may, by motion, recess into executive session to receive legal advice from the Board’s attorney(s) on any item contained in this agenda, pursuant to A.R.S. 38-431.03(A)(3), at any time during the meeting. The Governing Board may consider any item below in any order and at any time during the meeting. One or more members of the Governing Board may appear telephonically.

If any disabled person needs any type of accommodation, please notify Lori Langan at 774.6007 at least seventy-two (72) hours prior to the time scheduled for the meeting. Copies of the Board packet of information (except for any documents which are to be considered in an executive session) are available by contacting Lori Langan at 774.6007.

Tuesday, January 12, 2016 5:30 PM at FJA Elementary School Campus

306 W Cedar Ave, Flagstaff, AZ 86001

**Minutes**

**I. Call To Order**

Mr Firth called the meeting to order at 5:33 p.m.

**II. Roll Call of Members**

Mr Firth took roll and those that were present were Kirsten Mellinger, and Heidi Henderson. Additionally, Mr. Drumm, Ms. Lanzetta, Ms. Langan, Mr. Jeffries and Sydney Tolchinsky are present.

**III. Presentations/Information/Reports**

* + 1. **President’s Report** - Mr. Firth had nothing to report but asked that when Lori sends out the info for the board meeting if everyone could please reply to all.
    2. **Director’s Report -** 
       1. Enrollment update 2015-16- We are currently 8 over budget and the 100th day is quickly approaching and we will not be taking additional students after the 100th day.
       2. Recruitment efforts for 2016-17 – Mr. Drumm shared that we are advertising in the AZ daily sun. Additionally we have been running some on-line ads. We will be placing a banner at the corner of 180 and Columbus. The city has new places where we can place these banners. We will be trying something a little bit different with trying to capture our 4th graders to move on to the 5th grade class. This year we will offer the 4th grade students to call and schedule a time where their child can do a shadow day with the 5th grade classes. It seems that word of mouth continues to be a great source. We also have an ongoing ad with KNAU. We are always looking for new ideas as well. We have our open houses coming up in February. Last year we did not have an open house at the elementary campus so we are having one this year. Last year we did one at the middle school and we had a great turnout. We would love to have any board members to come and speak at one or both of the open house! Open enrollment is coming up soon. Mr. Firth suggested that if parents are not signing up their 4th grade students for the shadow day, maybe we could plan to take 5 or 6 students per day for a week to be certain that we capture as many as possible!
       3. Shindig Information – The save the date postcards will be sent out tomorrow. Last year Mr. Drumm shared that he asked the members of the board could make a donation to the Shindig. Examples would be wine. If you have any connections in the community please contact Ms. Patterson to see if they have already been contacted.
       4. Tax credit donation update – Since July we have collected $9800.00. We feel that we have done a great job of getting the word out which has contributed to that success.
       5. FJA Summer camps for 2016 – We have in the past offered several camps as well as some b&a care program. We are planning on doing that again this summer. We will let staff know soon so that we can begin planning the summer program. It is great for kids in the summer and it does bring in some revenue and help build our name in the community. It seemed pretty successful last year. Heidi suggested that there is a gap between the end of school and the start of the camps. In the meantime, please share any ideas or suggestions on camp themes.
       6. Update on new building – Because of the holidays, we had kind of taken a break from this but will be starting up the meetings soon. Lori and Mr. Drumm went to a business summit back in November when we made some connections for financing. Mr. Drumm shared that he did contact Bob Kuntz about signing the new contract. We are suppose to meet in February.
       7. Update - Academic Calendar for 2016-2017 for February meeting – Mr. Drumm shared that he and Gina have a rough draft. We will have a meeting with some staff members as well to finalize. Hopefully we will have a draft to share at the next meeting. We are waiting for FUSD to post their calendar to see when they start, etc.
    3. **Business Manager’s Report -** The Business Manager will give an update regarding any FJA financial matters.
       1. Profit and Loss – Ms. Langan shared that we want to be somewhere around 58% by the end of January. Some items that we are keeping a close eye on is the SPED salaries. Some of the salaries will be moved to IDEA when that gets approved. Additionally we are watching the supply orders for classrooms. We have a large supply order that will be done by next week and then we have a goal of order supplies for next school year as well.
       2. Balance sheets – We are at Net income of $66,156.00 This is 124% over budget in the positive.

**IV.** **Call To The Public** (Comments regarding matters over which the Board has authority are welcome from the public at this time. A time limit of 3 minutes per person is required due to time constraints. The Board may not discuss or take action on matters raised during the call to the public that are not specifically identified on the agenda. The only action the Board may take as a result of public comment is limited to directing staff to study the matter or scheduling the matter for further consideration at a later Board meeting.)

1. No public present.

**V.** **Consent Agenda** (All items listed hereunder are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Board member so requests, in which event the item will be removed from the consent agenda and will be discussed separately.)

1. Approval of Minutes dated December 8th, 2015. Mr. Firth made a motion to approve the minutes. Ms. Henderson seconded the motion and all else were in favor.

**VI. Old Business (**Action items are ready for the Board to take adoptive, approval, or other appropriate action on a matter scheduled for action. Items cannot be placed on the agenda after the public posting or advertisement is made.)

1. Discuss with possible action to approve – 5th/6th grade Healthy Relationships Curriculum. Last meeting we discussed the age appropriate curriculum. Thank you again for Sydney T. for being here again. Mr. Drumm asked if any one has any questions? Mr. Jeffries shared that we cut the HIV/AIDs piece which would have 6 lessons rather than 7 lessons. Sydney agrees that that would be fine to do at this age. Ms. Mellinger asked when the parents would know what the curriculum would entail, would that be on the permission slip? Sydney suggested that we have a parent meeting where those items would be covered. Mr. Drumm shared that so far, he has not heard any concerns. Mr. Firth would like to motion to approve the Healthy Relationships Curriculum for our 5th and 6th graders. Ms. Mellinger seconded the motion and all else were in favor.

**VII. New Business (** Action items are ready for the Board to take adoptive, approval, or other appropriate action on a matter scheduled for action. Items cannot be placed on the agenda after the public posting or advertisement is made. No action during Executive Session.)

1. No New Business to discuss

**VIII.** **Adjournment**

Mr. Firth made a motion to adjourn the meeting at 6:34 p.m. Ms. Mellinger seconded the motion and all else were in favor.