**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 ext. 202 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 ext. 202.

Tuesday, January 9th, 2018 5:30 PM at FJA Elementary School

306 W Cedar Avenue, Flagstaff, AZ 86001

**Minutes**

**I. Call To Order**

Dr. Mellinger called the meeting to order at 5:37 p.m.

**II. Roll Call of Members**

Dr. Mellinger took roll. Mr. Firth, Mr. Leest and Dr. Eadens were present. Additionally, Mr. Drumm, Ms. Lanzetta and Ms. Wilson were present.

**III. Presentations/Information/Reports**

* + 1. **President’s Report** - Dr. Mellinger had nothing to report. Dr. Mellinger handed the floor over to Mr. Firth. Mr. Firth spoke regarding the executive director evaluation and performance review. Requested Mr. Drumm provide the board summary and self-assessment. This was added to next month’s agenda and Mr. Drumm will provide requested information on teacher trainings, Montessori certifications, any additional trainings, etc.
    2. **Director’s Report -** The Executive Director will provide information to the Board.
       1. Enrollment numbers – 100th Day – As of 1/08/2018, enrollment is up slightly compared to November’s numbers; total is 328. 100th Day is 1/26/2018. Last year on the 100th Day we were at 314. We are in very good shape enrollment wise.
       2. Open Enrollment info – Mr. Drumm shared open enrollment is occurring right now, applications are being completed and Lottery will occur first week of March. Intent to Continue will go out 1/29/2018 and will be due back 2/16.2018. Advertising for enrolment includes KNAU, Mountain Living Magazine (monthly publication, YMCA, Schoolwide call will go out asking for word of mouth, Facebook and Newsletter will contain information on open enrollment. Additionally, AZ Daily Sun will run and ad in the next couple of weeks, we will also list in the community almanac which also runs in the AZ Sun. We will be having our Open House at both campuses, Elementary 2/7 at 6:00 pm and Middle 2/8 at 6:00 pm. Families will be notified by Spring Break if they receive spot. All remaining applications will go on waitlist. Follow Up lotteries will be held as needed. Dr. Eadens asked for largest current waitlist; 6th Grade, not enough to warrant additional classroom.
       3. Teacher Survey Results – Cedar and Bonito campus survey results were discussed, as Mr. Drumm’s contract is up for renewal. Comments were for the most part positive. Dr. Eadens questioned if there was a committee that would address anything that needed to be changed or adjusted in response to comments or issues that were reported in survey. Consensus is that the surveys have become more positive and that we are moving in the right direction. Comments reinforce what has been working in the school and what continues to work. Administration is seen as approachable and offers support.

Dr. Mellinger questioned Mr. Drumm and Ms. Lanzetta on the issue of classroom aide training. Items discussed were adequate training opportunities, special education support, professional development, supervision and competitive pay. Dr. Eadens mentioned program offered through NAU that would allow a full time aide to pursue their degree, program includes decreased tuition, grants, etc. The largest consideration for the aides as far as pay goes is that they do not get paid holidays, breaks, summer, etc. Dr. Mellinger suggestion a collection be set up for the aides to offer a type of gift/bonus. Funds can be collected as they currently are for teacher lunches and distributed before Winter Break.

Some discussion was held in regards to changes that needed to be made to the survey in preparation for distribution in the spring. Board will need to reword some of the questions to specifically address job performance of both Mr. Drumm and Ms. Lanzetta. Survey should come from board, as the anonymity can be seen as a pro. Board is looking for more information in regards to both Mr. Drumm and Ms. Lanzetta’s job performance, specifically, so they are able to determine both qualitative and quantitative scaling.

* + - 1. A-F Letter Grade Update- There was a letter received in response to the requested review of the Letter Grade that was assigned and the review was denied. The board reviewed the letter that was received, and it was suggested that a letter be written to Sylvia Allen informing her of the reason we were seeking review (miscalculation) and the response that was received stating no review would be considered. Mr. Drumm will be composing and sending a letter.
      2. OCR – 504 Training- Training will be held March 2nd during Staff Development meeting. This will be the last requirement in order to close out OCR investigation. This training will be offered annually to maintain compliance.
    1. **Business Manager’s Report -** The Business Manager was not in attendance to no update was given, although P&L and Balance Sheet were distributed for reference.

**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.)

**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 November 14th, 2017- Dr. Mellinger asked if there were any questions. Mr. Firth made a motion to approve the minutes. Dr. Eadens 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 long term building projects- Mr. Drumm has emailed Mark Balsanti in regards to this matter but has had no reply; will follow up.

**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. Discuss and Review with possible action for approval of the revised Investment Policy Statement- Mr. Leest share that statements will be provided quarterly for reference, but can be obtained monthly online. Dr. Eadens requested these statements be included in the folders provided during the monthly board meeting. Dr. Mellinger made a motion to approve the revised Investment Policy Statement. Dr. Eadens seconded the motion, all else were in favor with the exception of Mr. Leest, who abstained.
2. Discuss and Review with possible action for approval of the 2018-2019 School Calendar- Dr. Eadens made a motion that the 2018-2019 School Calendar be approved as is with no additional changes. Dr. Mellinger seconded the motion and all else were in favor.
3. Discuss and Review with possible action for approval of the Teacher Salary Schedule Proposal- There was sustained and deep discussion in regards to the salary schedule proposal. There was additional information requested. It has been agreed that a 2% column be added for review as well as a adding a Doctoral Column to the teacher salary schedule that was provided for the meeting. An end of year, or 100th day stipend was proposed to increase flexibility, i.e. if enrollment dropped or school performance was not reached, then the stipend could be removed. Dr. Eadens left the meeting at this time, 6:48 pm.
4. Discuss and Review with possible action for approval of the Administration Salary Proposal- There was extensive discussion of this matter. The agenda item was tabled until the February Board meeting.

**VIII.** **Adjournment**

Dr. Mellinger adjourned the meeting at 7:26 p.m. Mr. Firth Seconded the motion and all else were in favor.