**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 10 2017 5:30 PM at FJA Elementary School

306 W Cedar Avenue, Flagstaff, AZ 86001

**Minutes**

**I. Call To Order**

Mr. Firth called the meeting to order at 5:51 p.m.

**II. Roll Call of Members**

Mr. Firth took roll. Kirsten Mellinger, and Glen Leest were present. Additionally Thomas Drumm, Gina Lanzetta and Lori Langan were present.

**III. Presentations/Information/Reports**

* + 1. **President’s Report** - Mr. Firth had nothing to report.
    2. **Director’s Report -** The Executive Director will provide information to the Board.

1. Enrollment numbers – Mr. Drumm shared that we are at 287.5. We have been able to fill any seats that have become available.
2. Appraisal update for Cedar Campus – At the last meeting we spoke about getting a formal appraisal. We learned that there are not any commercial appraisals in town and would have to outsource that service. Additionally, we were given an estimate of $5K to have that done. At this point we are not prepared to spend that kind of money when we are still in beginning planning stages.
3. Open enrollment process – Mr. Drumm shared that FJA has an open enrollment period which is currently happening until the end of February. Our lottery will happen beginning March 1st using the on-line submissions and the intent to continues. We have several advertising channels to help with spread the word. Mr. Leest asked what our total capacity was. Mr. Drumm shared that total capacity is right around 330.
4. Open houses – February – Mr. Drumm shared that our open houses are scheduled for February 15th and 16th. We are working on ideas on how to increase the number of 4th grade parents to attend the middle school open house. Mr. Leest shared that it might be a good idea to provide child care for other siblings. We encourage the families to bring the whole family. Mr. Firth shared that we could even have 5th graders there to do a project with the incoming 4th graders, etc. Mr. Leest shared that we could do some sort of a raffle for the 4th graders in attendance.
5. FUSD Lease update – Mr. Drumm shared that he is meeting with Mr. Kuhn this Thursday. Mr. Drumm has requested a longer lease and Mr. Kuhn was willing to speak to the superintendant. We should have the lease by the next board meeting.
   * 1. **Business Manager’s Report -** The Business Manager will give an update regarding any FJA financial matters.
        + 1. Profit and Loss – We should be at approximately 58% of our budget. We are continuing to keep an eye on marketing, IT services and the lease for the middle school. Mr. Leest made some recommendations on how to do some free advertising for the school that would reduce our marketing expenses going forward. Mrs. Mellinger asked some clarifying questions regarding Title I and what that is used for. Ms. Lanzetta explained that we are not considered a Title I school, but we receive Title I funding to pay for tutoring and misc needs related to tutoring.
          2. Balance Sheet – We are currently just over 100K in Net income and 58.8% of our budget Fiscal year to date.

**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 Public Minutes dated December 13th, 2016. Mr. Firth asked if everyone had an opportunity to review and asked if there were any questions. Kirsten made a motion to approve the minutes. Mr. Firth 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 for approval of Revised FJA non-discrimination policy with OCR feedback. Mr. Drumm proposed that we approve the revised FJA non-discrimination policy that has been reviewed by the attorney. Once this approved by the FJA Board will send back to OCR for review, and we will conduct a 504 training for all teachers and support staff in the coming weeks. Mr. Leest made a motion to approve the policy. Mrs. 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. Discuss with possible action for approval of the 2017-2018 Academic Calendar. Mr. Drumm shared that we had a calendar meeting to review/revise this calendar and only a couple of revisions were made. This new calendar mimics the 2016-2017 Academic calendars. The last day will be Friday June 1st, 2018. We have built in 180 school days in the calendar. Mr. Firth made a motion to approve the calendar with the change of Intent to continue due on February 16th, 2018 as well as adding the 8th grade graduation date. Mrs. Mellinger seconded the motion and all else were in favor.

**VIII.** **Adjournment**

Mr. Firth made a motion adjourn the meeting at 7:17 p.m. Mr. Leest seconded the motion and all else were in favor.