**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 Chyenne Schmidt at 774.6007 ext. 11 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 Hazel Willis at 774.6007 ext. 11.

Tuesday, January 14, 2014 5:30 PM at FJA Elementary School

306 W Cedar, Flagstaff, AZ 86001

**MINUTES**

**I. Call To Order**

Doskicz called the meeting to order at 5:38.

**II. Roll Call of Members**

Doskicz, Bernasconi, Wolkowinsky, Nichols, and Hannigan were present. Drumm and Schmidt were also present.

**III.** **Call To The Public**

There were several members of the public present.

* Todd Firth submitted his application to be a board member.
  + Firth works at NAU in the advising center. He is an admin generalist and supervises an office of eight people. Some of his skills include macro viewpoints and macro budgeting, human resource, and hiring.
  + Firth has two children at the FJA Cedar campus. He likes FJA and wants to be involved. The board is the best way for him to be involved and it will complement his professional schedule.
  + One of Firth's goals will be to recognize what is best for the school without focusing on what is best for his children.
* Doskicz asked that Firth's application be added to next month's board meeting agenda.

**IV. Presentations/Information/Reports**

* + - **President’s Report** -
* FJA board email address - Doskicz would like to verify that the FJA Board email address is forwarding to all board member's emails. Schmidt will research the email address.
* Montessori sign - Wolkowinsky asked why the word Montessori was removed from the side of the building. Drumm explained that the signed advertised FJA was a Montessori school rather than a Montessori based school. FJA continues to be a Montessori influenced school. FJA is paying for three teachers to become Montessori certified this year, and FJA is paying for a monthly Montessori training for all teachers.
  + - **Director’s Report -**
* Office of Civil Rights Complaint - The investigation has been resolved. FJA's legal counsel advised that there was one minor finding related to the Letter of Reprimand. FJA will respond to the finding with a letter. There were no fines or penalties that resulted from the investigation.
* The new quarter has started, and this has the most impact on the Middle School. Report cards will be sent home to parents this week.
* FUSD has installed the scoreboard in the Middle School gym.
* FJA has contacted Flagstaff High School to coordinate an Eighth grade visit to the high school.
* The Middle School is collaborating with Grand Canyon Youth to have a service learning river trip at the end of the school year.
* Fundraising Committee - The committee has been meeting once per month, and the main focus has been to plan the spring fling. FJA is trying to create a clear vision for the event, and is considering a more formal event where parents purchase a ticket for a dinner. The next meeting is January 16th at 3:30 on the Cedar campus.
  + - **Business Manager’s Report -**
* As of 12/31/13 FJA has a deficit of $45,000. FJA is expecting a second ADE payment in June for $149,000 and Children's House contract payments of $60,000. There will also be a third payroll in May of about $55,000. If financial activity continues at a similar level, FJA should end the year with a surplus rather than a deficit.
* FJA has collected just over $15,000 in activity fee donations this school year. During the calendar year 2013, FJA collected just over $28,000.

**V.** **Consent Agenda**

1. Approval of Minutes dated December 10, 2013 - Doskicz motioned to approved the minutes, and Bernasconi seconded. All members voted to approve the minutes.

**VI. Old Business**

There were no items to address.

**VII. New Business**

* + - **Discuss with possible action Board Officer appointments.**
      * Secretaries duties follow:

1. Have a grasp of the membership.
2. Ensure meeting minutes are organized.
3. Verify executive minutes are stored properly and to sign across the seal.
4. Manage the Call to the Public section of the meeting agenda.

* Doskicz motioned to appoint Scot Nichols as the new Secretary, and Bernasconi seconded. All members voted to approve the appointment.
  + - **Discuss with possible action revising the salary schedule.**
      * In an effort to be more competitive, FJA has created two new draft salary schedules for the board to consider.
        1. Schedules were revised to be more similar to the FUSD salary schedule.
        2. Schedules included the 4-6% bonuses awarded last year. The bonuses were incorporated into the baseline for salaries.
        3. Schedules removed the Highly Qualified certification column since it is no longer relevant when compared to the current Highly Qualified standards.
        4. Schedules changed the year column to a step column. This modifies the salary schedule from a tenure based raise to a performance based raise.
        5. Schmidt created an analysis to illustrate the impact on next year's budget. It compared the current schedule to the new draft schedules. The analysis included raises for other FJA staff, a new position, and the related increase in benefits and employer taxes. The analysis also identified the number of new students FJA would need to enroll to break even on the increase in payroll costs.
        6. One schedule had the same salary ceilings as the current salary schedule, while the other schedule included a one percent increase at each new step from steps 10 through step 20.
        7. Some employees are paid at an amount that exceeds the draft salary schedules. Schmidt proposed that these employees be grandfathered in at their current rate, and frozen until they reach the appropriate step.
        8. Current employees would be placed on the step that equates to the year they are currently contracted at.
        9. Drumm identified that the ideal classroom size should not be increased past 23 students. If each classroom were to be at capacity, FJA could add about 45 students. Drumm asked that the board consider FJA enrollment next year, and over the next several years when reviewing the salary schedule options.
        10. Schmidt suggested that the board could also consider changing other benefits if a raise was not awarded. For example, leave accrual or leave payouts could be increased, and credits for years worked at other institutions could be changed.
      * The board will review the information and discuss the schedules again at the next meeting.
      * The board noted that a change to this schedule will also result in the need to develop new performance indicators that can be used in conjunction with the new evaluation tool that Drumm is developing.
    - **Discuss with possible action calendar change.**
      * AIMS testing is scheduled during the week that FJA has a half day for teacher conferences. Drumm will research the best day to switch the half day, and the board can schedule a short meeting to approve the change.
    - **Discuss with possible action changing the 5th and 6th grade model.**
      * Drumm explained that our current model for the 5th and 6th grade doesn't appear to be the best academic fit for the students. FJA is proposing a new model that will be more similar to the Montessori/Elementary classes at the Cedar campus.
        1. The students will spend more time with two teachers who focus on either English/Social Studies and Math/Science, and they will still have specials and electives.
        2. The students will be segregated from the 7th and 8th graders who will continue to change classrooms after each period. The 5th and 6th graders will have their own lunch/recess time and electives.
      * Drumm also expects the change to help increase the enrollment in the 5th grade class. The 5th grade class currently has the lowest enrollment across 1-8th grades.
      * Board members agreed this model was a good idea. Doskicz stated that FJA did not need a formal board motion to proceed with the model.
    - **Discuss with possible action changing administration of the Before and After Care program.**
      * There is not a contract or documentation that defines the relationship between FJA and B&A program.
      * FJA pays for license which is shared with the Children's House, and FJA pays for the insurance. Jeremy Nelson pays employee wages and collects all proceeds from the program.
      * Childcare inspection in December stated that current program setup places all licensing responsibility on FJA. Nelson does not have insurance, and all insurance liability is placed on FJA.
      * FJA proposes making B&A program an FJA program. This would entail:
        1. FJA proposes making B&A program an FJA program. This would entail:d on FJA.licensing responsibilty on FJA.to proceed with theMaking Nelson a salaried employee.
        2. Providing Nelson training to model the program similar to the Children's House.
        3. Making Nelson's employees FJA employees.
* FJA does not anticipate a profit. All projected profits were directed to fund the new salary.
* Nelson would still be responsible for the administration of the program, but FJA administration is expecting the workload to increase as program related paperwork and billings are processed.
* Doskicz motioned to approve the change and contract. Bernasconi seconded. All members voted to approve the change.
  + - **Discuss with possible action requiring parent volunteer hours.**
      * Drumm proposed adding a requirement of 12 volunteer hours per family per school year. If the family could not volunteer 12 hours, they could opt to pay FJA $5 per hour. This requirement would be added to the policies and procedures.
      * Adding this requirement would increase parent involvement in education, help build teacher relationships, and promote a sense of community.
      * Volunteer hours could include classroom hours, field trips, school events, PTG, concessions, Board, etc.
      * The board suggested that FJA strongly encourage rather than require the volunteer time.
      * The Board agreed this item could be added to the open enrollment information.

**VIII.** **Adjournment**

Doskicz adjourned the meeting at 7:33.