**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, October 17th, 2017 5:30 PM at FJA Elementary School

306 W Cedar Avenue, Flagstaff, AZ 86001

**Minutes**

**I. Call To Order**

Mrs. Mellinger called the meeting at 5:35 p.m.

**II. Roll Call of Members**

Mrs. Mellinger, Mr. Firth, Mr. Leest, and Dr. Eadens were present. Additionally, Mr. Drumm, Ms. Lanzetta and Mrs. Langan were present.

**III. Presentations/Information/Reports**

* + 1. **President’s Report** - Mrs. Mellinger 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 have built the budget on 280 and we are currently at 295 ADM and 324 total enrollments.
       2. AZ Tax Credit Donations – We are preparing to send our communication outreach for the AZ Tax Credit Donations. We continue to try to educate our FJA community on how their tax dollars can help the school. The plan is to mail out brochures and send out 2 voicemails before the end of the year. Dr. Eadens asked for ideas on other outlets for creating awareness to the Flagstaff community. Maybe some banners and possibly some advertising on KNAU.
       3. Parent Survey – Ms. Lanzetta shared a questionnaire that had been sent during the 2015-2016 along with a few of the responses. If anyone thinks of any additional questions that they would like to see added to the questionnaire please let Gina know.
    3. **Business Manager’s Report -** The Business Manager will give an update regarding any FJA financial matters.
       - 1. Profit and Loss – At this point in the year, we should be around 33% in both income and expenses. Everything is within this range and we are at a net income of $33,692.40.
         2. Balance Sheet – Our net income is at over 3,500% of our budgeted goal.

**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 one was 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 Public Minutes dated September 12th, 2017 – Mr. Firth made a motion to approve the minutes. Dr. Eadens seconded the motion and all else were in favor.
2. Approval of Minutes dated October 13th, 2017 – 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 – Mrs. Mellinger asked the board how we wanted to proceed. Dr. Eadens suggested that we should scale back on searching, but still keep on working on it. Mrs. Mellinger asked if we still have a realtor that is working on finding a building or site to build. She shared that we should reach out to a realtor and share with them our parameters that would fit into our budget/plan, etc. Mr. Leest suggested again that in February that we request a longer lease from FUSD. Mr. Firth suggested that we leave this on every agenda moving forward so that we can keep it on the forefront.

**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 changing the Financial Ps and Ps – Mr. Drumm shared the proposed wording from the Attorney. Mrs. Mellinger asked if anyone had concerns with the proposals. Mr. Firth asked if Mr. Drumm had any concerns about any parent concerns. Mr. Drumm felt that we had covered all of the bases. Mrs. Mellinger asked if once we changed the P&P’s, if we would still need to have a have a customized financial statement. Mr. Haerzten shared that he felt that the P&P’s are specifically giving the board the ability to do the investments. However, he shared that we may want to write a statement (IPS – Investment policy statement) sharing what our financial goals would be. Mr. Firth made a motion to approve The P&Ps as stated:

“Policy: Excess funds shall be deposited FDIC insured savings, money market accounts, or invested in exchange-traded funds only.

“Procedure: If the School decides to invest excess funds, it shall maintain a brokerage account for that purpose.

Mrs. Mellinger seconded the motion and all else were in favor!

1. Four Peaks Presentation – Review – Mr. Haertzen shared info on the Conservative Endowment Funds. He shared that the fee will only be 1.14%. Dr. Eadens asked that if/when changes/modifications are made, do we charge additional fees. There are no commission fees. There would be some exchange fees, which calculates to pennies. Four Peaks Wealth Management meets monthly to review the funds and determine the best investments. Mrs. Mellinger asked if there were any other questions. Dr. Eadens made a motion that we write a check for $250,000 a.s.a.p. to Four Peaks Wealth Management to open the account and not invest the money until the Investment Policy Statement is written and approved at the next board meeting. Mrs. Mellinger seconded the motion and all else were in favor. Mr. Leest abstained from the vote.
2. Discuss with possible action FJA’s financial investment goals. – This was combined with letter m) above.
3. Review Executive Director rubric job description – Mr. Firth shared that he will create a rubric for the next board meeting to be approved. December we will move to executive session to give Mr. Drumm his performance appraisal.

**VIII.** **Adjournment**

Mrs. Mellinger made a motion to adjourn the meeting at 7:20 p.m. Mr. Firth seconded the motion and all else were in favor.