**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 Chyenne Schmidt at 774.6007 ext. 11.

Tuesday, October 11, 2016 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 5:38 p.m..

**II. Roll Call of Members**

Todd Firth is present along with Kirsten Mellinger, Heidi Henderson were present. Additionally, Thomas Drumm, Gina Lanzetta and Lori Langan. Dr. Daniel Eadens was also present.

**III. Presentations/Information/Reports**

* + 1. **President’s Report** - Mr. Firth shared some information regarding open meeting laws and what needs to be done during executive session. Additionally, Mr. Firth shared that we have a vacancy to fill with Mrs. Thomas’ resignation from the board. We also need to review when the current board members need to renew their terms with regards to officer roles. The policies and procedures state that the term of a member is 2 years with a maximum of 3 consecutive terms served.
    2. **Director’s Report -** The Executive Director will provide information to the Board.

1. Enrollment numbers – Mr. Drumm shared that our total ADM as of today is 289. We are holding steady since August. Our budget is built on 280 so we are still doing well.
2. IDEA Grant Update – Ms. Lanzetta is our SPED grant coordinator but unfortunately that information has not been released yet. We just finally got the Title I info and we were allocated $42K and the Title II $3,300.00
3. FUSD Building Update – Repairs – Mr. Drumm shared that a question was raised at last meeting about the repairs at the FUSD building. All of those repairs have been completed. Across the board when FUSD is contacted regarding any issues, they are pretty quick to send out contractors or maintenance crews. One thing that we are waiting on is the gym floor. FUSD has submitted an insurance claim and are waiting on that for repair.
4. Location of Board Meetings – Going forward all meetings will be held at the Cedar Campus. This will help with consistency, etc.
   * 1. **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 running at about 33% of both Revenue and Expenses. Mrs. Langan pointed out some items that are over that such as Marketing, Auditor and even Attorney fees. We know that these are not running at 33% due to additional expenses or payments for the Auditor. We also had higher marketing costs due to having to hire additional employees this summer. Additionally, I am aware of two line items that we will continue to monitor, contract services for our IT as well as the lease for the Bonito campus. These line items could be revised in the spring should it throw off our Net Income.
          2. Balance Sheet – We are currently running at $111K net income to date. This is approximately 47% of our Budgeted Net Income.

**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 September 13th, 2016 – Mr. Firth made a motion to approve the minutes. Mrs. 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. Clarification regarding the 504 Policy – Mr. Drumm shared that he emailed the attorney to get the clarification. Mr. Drumm shared that his recommendation was to revise Step 3 that was in question. Mr. Firth made a motion to accept the recommended changes to the 504 policy. Mrs. Mellinger seconded the motion and all else were in favor.
2. Discuss with possible action to Approve Dr. Daniel Eadens Application to join the Board. Mr. Firth asked if there is any discussion necessary. Mrs. Mellinger made a motion to approve the motion to accept Dr. Daniel Eadens application to the Board. Mrs. Henderson 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. Review and Discuss with possible action for approval of the FY16 Annual Financial Review. Mrs. Mellinger asked a question on why the Operations expense had an increase of $100K. Mrs. Langan pointed out that we did spend a lot of money at the end of the year, such as buying a van, new turf for the playground as well as an increase in our monthly lease for the Bonito Campus. Mr. Firth made a motion to approve the FY16 AFR. Dr. Eadens seconded the motion and all else were in favor.
2. Review and Discuss with possible action for approval of a policy for Cleaning Crew/Maintenance Crew to be Fingerprinted or a policy stating not required. – Mr. Drumm shared that both Lori and Gina have gone to training recently regarding this topic. One thing that we learned was that our Custodial Crew either needs to have fingerprint clearance cards or we need to have a policy in placed approved by the board that they are exempt from being required to do this. Our custodial crew has been with us for a long time. Mrs. Mellinger pointed out that at times she has seen them in the building when there are kids around. Mr. Firth pointed out that as a board member, they are required to get fingerprinted and likely have less contact with the students than the custodial crew. A recommendation was made that we speak to an attorney and likely it would be necessary to have the crew fingerprinted. Additionally, it was also recommended that we would pay for it.
3. Executive Session – Bonito Campus – No Executive Session was held today.

**VIII.** **Adjournment**

Mr. Firth made a motion to adjourn the meeting at 7:15 p.m. Mrs. Mellinger seconded the motion and all else were in favor.