**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 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.

Tuesday, October 13, 2015 5:30 PM at FJA Middle School Campus

755 N. Bonito Ave, Flagstaff, AZ 86001

**Minutes**

**I. Call To Order**

Mr. Firth called meeting to order at 5:35 p.m.

**II. Roll Call of Members**

Mr. Firth took roll. The following members were present…Kirsten Mellinger, Shawn Thomas were present. Also present were Thomas Drumm, Gina Lanzetta and Lori Langan, Ben Jeffries and Caleb McClure from Northland Family Help Center. Sara Martinet also showed up after roll was taken.

**III. Presentations/Information/Reports**

* + 1. **President’s Report** - Mr. Firth shared information about the CRT meeting and that we are looking at the potential of needing a new location for the middle school. We are on a year to year lease with the FUSD building. Ms. Mellinger asked the question if we knew whether or not this building would be for sale. The FUSD’s long term goal is to put a magnet school in this building. Mr. Kune had mentioned that at the last meeting. We need to ask another real estate person to be on any new committee.
    2. **Director’s Report -** We have gained half a student. We are at 290 ADM, which is above target. We are looking really good on enrollment. Ms. Lanzetta shared info about the Kindergarten Open Enrollment, we did get 16 applications for the Kindergarten for next school year. Mr. Firth asked how many we can take. Ms. Lanzetta shared that we can take about 12 in the Childrens house and Ms. Marie can take 5. We are looking really strong for Kindergarten for next year.
       1. Discuss upcoming Internet Safety Presentation – October 29th – We are hoping to have a big parent turn out. Other events for parents have not been a huge turnout but we are really trying to get the word out. We emphasize that students should not attend, this is only for parents.
       2. AZMerit results – Embargoes until 11.30.15-. We are looking at just FJA results. Mr. Drumm shared the results and one thing that the state has emphasized that we are not allowed to share these results with the public or parents until 11.30.15. Ms. Mellinger asked if we know how these compare with the rest of the state. Mr. Drumm confirmed that we will not know until after the Embargo of 11.30.15 Mr. Drumm shared that in his mind these are really a field test and this will help to establish a baseline. We can use this information at the grade level meetings. Ms. Lanzetta shared that our new math curriculum uses the same language. These are all things that we hope the kids will learn and impact the results next year. Ms. Mellinger asked if all of the middle school is using the Engage NY math as well. Mr. Drumm shared that this year the 5th and 6th primarily are using and that Ms. Berginc is using the old math curriculum from last year. Mr. Drumm shared that in the spring when we take the AZ Merit we will be using the computers and we are working with Flag IT to ensure we have the computer resources to make that happen. We are moving in that direction. Most of our students have been taking the Galileo testing on-line as well.
       3. Forest Fees update – We did receive a check for over $20K, that was a nice surprise. We only budgeted for $5K. This goes in the general funds and we can use as we wish, but we do not know how much we will get from year to year.
       4. MOWR budget and expenditures- Ms. Lanzetta shared the budget for MOWR. We get extra income so that we can focus on helping k-3 with reading. We are expecting about 14K. We have already received a little over 10K. We have budgeted for some additional desk top computers, some more projectors and document cameras. Mr. Firth made some recommendations on new projectors, new technologies.
       5. 5 Year Internal Review- We received info from the AZ charter association. The due date is November 29th, 2015. They waived our academic and financial reviews. We do have to do an internal review for our operational framework. Mr. Firth asked what kind of info they want. Mr. Drumm shared that AZ Corp Commission, Membership of board info matches, etc.
    3. **Business Manager’s Report -** The Business Manager will give an update regarding any FJA financial matters.
       1. Profit and Loss – Ms. Lori shared that we are staying in line with our P&L for the year. I have updated the funding with current budgeted numbers for Title I, Title II and IDEA numbers.
       2. Balance sheets – Ms. Lori shared that we are at a net profit of over $90K currently and also explained where some of the other numbers come from.

**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 September 8, 2015. Mr. Firth motions to approve the minutes, Ms. Mellinger seconded the motion and all else are 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 approving middle school Healthy Relationships Curriculum. Caleb shared the updated Curriculum. He shared information about NFHC and the program he works with in Outreach. Caleb shared that sexual violence is a big issue in Flagstaff and that Flagstaff has a terrible reputation. NFHC is working to change that by helping to promote healthy relationships and recognize un-healthy relationships. Caleb gave a brief overview of the 5 sessions that would be a part of the curriculum shared with the FJA students. Mr. Drumm asked a question that came up about whether or not this is age appropriate. Caleb shared that the verbage used in the curriculum would not be the nitty gritty of sexual violence. Mr. Jeffries shared that he has gotten to know the students well and that we have identified that Bullying has been an issue and a lot of kids that are experiencing with relationships. However, they are only getting this information from each other or the internet or other places that are not necessarily the best influences. From what I have seen with this curriculum, this is information that they need. Mr. Drumm clarified that we would just be providing this curriculum for 7th and 8th graders. Ms. Mellinger asked a clarification question, that what you are really discussing is relationships and not about sex? Caleb shared that that is correct. The most conversation that talks about sex is in the first session where it talks about consensual sex. Ms. Mellinger asked about whether or not we are going to provide sex education prior to having these sessions. Mr. Drumm shared that at this time, we do not have anything planned unless the board determined that this would be necessary. Ms. Thomas shared that she thinks it would be wise to include this aspect also. Mr. Firth shared and summarized that we are generally in favor of doing this but we are concerned about putting the cart before the horse and that the trainers need to be well aware that the students have not had sex education. Caleb confirmed that sex is talked about very little. Ms. Mellinger shared that we should change the parent consent form and softened up a little bit. Mr. Firth made a motion that we approve the Healthy relationships curriculum for the 7th and 8th grade. Ms. Thomas seconded the motion and all else were in favor.
2. Discuss with possible action Approval of Kindergarten Scholarships for Academic Year 16-17: We were going to require that the family first apply for assistance through DES prior to applying for our scholarship. Mr. Drumm shared the policy of applying through DES first and we only had one family do that and they have given us the denial letter and they have been informed. Their child is now attending full time Kindergarten. Ms. Mellinger shared that the info should be shared at the Kindergarten open house and that an application should be included in the enrollment packet. Possibly adding info in the teacher letter. Empower the Kindergarten teachers to make mention of the scholarships available. Mr. Drumm clarified the process, to provide something to give to the teachers. Mr. Firth made a motion to approve scholarships for the 16/17 school year. First step is to go through DES, second step is to see if they qualify for free and reduced lunch with a cap of $15K. Anything over that would require board approval. This will be reviewed annually. Seconded by Ms. Mellinger and all we 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 of updating FJA Policies and Procedures – Mr. Drumm shared that December of 2014 was the last time that any updates were made to the FJA P&P. Change to section 2.04, the money cannot be used for fees such as teacher certification or other similar fees. Mr. Firth made a motion to approve the change, Ms. Thomas seconded the motion and all were in favor.

Section 7.03 add to General student responsibilities are as follows: to abide by the PBIS framework as set forth by the school. Mr. Firth asked if it was also stated on the website. Mr. Drumm shared that it is not currently out there but could be added. Mr. Firth made a motion to approve with the addition of the PBIS info is shared on the website. Ms. Thomas seconded the motion and all were in favor.

Section 8.14: Volunteers. Parents who volunteer to drive students for field trips shall complete, pay for, and pass an authorized background check by law enforcement. Mr. Firth asked if we have had any issues with getting parents to pay for this? Mr. Drumm shared that we have not had any issues. Mr. Firth is hesitant on having the parents pay for this. I would hate to have the parents who are volunteering and paying for their own gas or their own insurance, etc to have to pay. Change the verbage to state that we would cover the $20 to volunteer to drive but will not pay for the full IVP card. Mr. Firth made a motion to approve with the changes, Kirsten seconded the motion and all were in favor.

1. Discuss with possible action contracting an architect to receive an estimate of cost of new building – Mr. Firth shared some information from the CRT meeting. We are attempting to figure out the square footage, but would be better to hire an architect to give us a rough estimate so that we can get a better idea of what we need and then we can get a better idea of cost. We feel like thus far we are kind of spinning our wheels. Ms. Mellinger asked a clarification question on what we are trying to accomplish by paying for this service. Mr. Firth shared that we are not talking specific plans, but being able to provide more of an estimate. Ms. Mellinger shared concerned about the amount of money being spent. She wants to be sure that it is a very basic preliminary square footage. Mr. Firth makes a motion to spend no more than $2500 to get some very basic preliminary numbers. Kirsten seconded the motion and all else were in favor.
2. Discuss with possible action approval of the Annual Financial Report for 2015- Ms. Langan shared that the AFR must be uploaded by October 15th and how the numbers were placed the spreadsheet. Mr. Firth made a motion to approve the AFR FY2105, Kirsten seconded the motion and all were in favor!

**VIII.** **Adjournment**

Mr. Firth made a motion to adjourn the meeting at 7:52 p.m. Kirsten seconded the motion and all else were in favor.