**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 14, 2014 5:30 PM at FJA Middle School

755 N. Bonito, Flagstaff, AZ 86001

**MINUTES**

**I. Call To Order**

Todd Firth called the meeting to order at 5:31 pm.

**II. Roll Call of Members**

Todd Firth, Tony Wolkowinsky, and Kirsten Mellinger were present. Thomas Drumm, Gina Lanzetta, and Chyenne Schmidt were also present.

**III. Presentations/Information/Reports**

* + 1. **President’s Report** - There were no items to present.
    2. **Director’s Report -** 
       1. Board retreat
          1. September 19 Retreat – The retreat was positive, and the group made a lot of headway on the agenda items.
          2. October 24 Retreat – The retreat will be facilitated by Michele Diamond who will present a training for board members on financial items. Kellie Peterson from Mangum, Wall, Stoops, and Warden will also present at the retreat. Peterson is FJA’s new counsel. The meeting will be held at the downtown library from 10 to 2:30.
       2. Prop 301 Update – Mr. Drumm sent the board approved Prop 301 plan to salaried teachers on October 10. He is still waiting for staff to vote on the plan. The plan can be implemented once 70% of the teachers have approved the plan. If approved, the current plan would provide for a winter and summer payout.
       3. Enrollment – Current enrollment at FJA is an ADM of 274 students. FJA is very close to the budgeted student enrollment.
       4. Children’s House Registration – The Children’s House Kindergarten Registration for Fall 2015 will be held on October 17, 2014. After the registration, we will have an idea of the level of interest for next year’s kindergarten enrollment. Then we can discuss ideas for next year’s kindergarten class model and the pipeline of students into first grade. The Board discussed the following concerning next year’s kindergarten class:
          1. Offering half day or full day kindergarten
          2. Identifying the number of kindergarten spots in each classroom
          3. Building a second Children’s House
          4. Leasing the building to the east of the elementary campus
          5. Offering longer hours to 3 and 4 year olds
       5. Parking lot – The parking lot at the Cedar campus needs to be replaced soon. FJA approached three different companies and received two estimates in the $35,000 to $40,000 range. RTR was the lower quote.
          1. Wolkowinsky asked that FJA solicit another quote from LP Excavating out of Williams.
          2. Schmidt explained FJA would capitalize the expense this year, and depreciate the expense over the next ten years.
          3. RTR estimated that they would need four days to repair the parking lot. FJA would like to schedule this construction when school is not in session, during Spring Break or Summer Break.
    3. **Business Manager’s Report –** 
       - 1. FJA saved over $18,000 during September, and reduced the deficit to $86,000. FJA is still on track with the budget, and the second ADE payment in June and the Children’s House contract should eliminate the deficit as the year progresses.

**IV.** **Call To The Public**

Traffic Flow – Firth asked if we could contact the city and ask if they can paint parking spots on the street. Painting spots might help relations with neighbors and make a more efficient use of parking on the street. Mr. Drumm said that he would contact the city to find out if this is a potential solution.

New Locking Gate at Cedar – Wolkowinsky asked if FJA had informed the Fire Marshal of the new locking gate. Schmidt said that FJA worked with the Fire Marshal throughout the gate installation fprocess. FJA addressed the Fire Marshal’s concerns about entering the gates and fences. FJA also had the security company link the gate to the fire alarm, so that the gate automatically unlocks when the fire alarm is activated.

Spanish Teacher - Wolkowinsky asked about the status of the vacant Spanish teacher position at the Cedar campus. Drumm said that Diana Williams will be the new Spanish teacher starting October 22.

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

1. Approval of Public Minutes dated September 9, 2014. – Firth motioned to approve the consent agenda, and Mellinger seconded. All board members were in favor of the motion.

**VI. Old Business**

1. Discuss with possible action approving the Declaration of Curricular and Instructional Alignment. -
   1. Kindergarten through fourth grade has a written curriculum that combines the Common Core standards and Montessori practices.
   2. Fifth through eighth grade does not have a written curriculum at this point. Teachers are required to submit weekly lesson plans to Mr. Drumm, as well as have weekly grade level meetings. Mr. Drumm and the teachers are responsible for verifying that lesson plans are in compliance with College and Career ready standards. Mr. Drumm provided the College and Career Ready Standards, lesson plans, and a cover letter for the board to review.
   3. Wolkowinsky made a motion to approve the curriculum for the Kindergarten through fourth grade and the temporary curriculum for fifth through eighth grade. Firth seconded the motion, and all board members were in favor.

**VII. New Business**

* + 1. Discuss with possible action approving the Children’s House contract. – Schmidt stated that FJA is currently estimating $129,000 of revenue from the Children’s House and Before and After Care this school year. Last year, Schmidt estimated that FJA expends $130,000 to run the Children’s House and Before and After Care programs. Schmidt drafted a contract of $130,000 between FJA and Children’s House for the services FJA provides. This contract can be revised again in spring as we have a better understanding of actual revenues and expenses for the school year. Firth made a motion to approve the contract at $130,000, and Wolkowinsky seconded the motion. All board members were in favor of the motion.
    2. Discuss with possible action approving the Annual Financial Report. – Schmidt presented the Annual Financial Report for the 2013-2014 school year. FJA contracted with Michele Diamond to prepare the report, and Schmidt reviewed the report once it was completed. Diamond and Schmidt met to discuss the report after the review. The board discussed the following items on the report:
       - 1. The report ties to QuickBooks.
         2. The report ties to the original proposed budget.
         3. Diamond suggested FJA report SPED expenses based on the revenue received for the specific SPED categories.
         4. The sections of the report that FJA is not required to complete.

Firth made a motion to approve the report, and Wolkowinsky seconded. All board members were in favor of the motion.

**VIII.** **Adjournment**

Firth motioned to adjourn the meeting at 7:06, and Wolkowinsky seconded. All board members were in favor of the motion.