**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.

Friday, October 24, 2014 10:00 am to 2:30 pm at Flagstaff Public Library

300 W Aspen Avenue, Flagstaff, AZ 86001

**MINUTES**

**Retreat Discussion**

* Introductions –John Doskicz, Kirsten Mellinger, Todd Firth, Michele Diamond, Thomas Drumm, Gina Lanzetta, Sara Martinet, and Chyenne Schmidt attended the meeting.
* Role of the Board and its members – Michele Diamond outlined the following areas that board members should be aware of when being a part of a charter school board:
	+ Governing vs. Managing
	+ Misappropriating Board Authority
	+ Revolving Door of Accountability
	+ Failing to Develop its Own Capacity
	+ Wasting time on Administrivia
* Financial – Michele Diamond covered the following financial tools and their functions:
	+ Balance Sheet
	+ Profit and Loss
	+ Depreciation
	+ Charter Board Financial Framework
	+ Annual Financial Report
	+ Budget
* How to run an effective Board meeting – Michele Diamond provided the following tools to run more effective meetings:
	+ Set up an annual calendar with deadlines/to dos
	+ Agenda – be clear about timelines and sample motions
	+ Minutes - note what was done not what was said
* Fiduciary responsibility – Michele Diamond discussed the following information to better understand the board’s fiduciary responsibility:
	+ Annual audit
	+ Internal controls
	+ Charter Board academic, financial, and operational frameworks
* Kellie Peterson, FJA’s attorney, provided the following information:
	+ Peterson’s background.
	+ Annual Meeting in Bylaws background.
	+ Advice for new board members.
	+ Executive session discussion parameters.