**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, November 14th, 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 to order at 5:37 p.m.

**II. Roll Call of Members**

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

**III. Presentations/Information/Reports**

* + 1. **President’s Report** - Mrs. Mellinger proposed that the December board meeting be canceled due to everyone’s busy schedules. Please post on the website that the December meeting will be pushed out to January.
    2. **Director’s Report -** The Executive Director will provide information to the Board.
       1. Enrollment numbers – Our total ADM is at 295 and our overall enrollment is 324. We are on track to hit our 100th day strong. Mr. Firth asked how things were going in Ms. Marie’s classroom with the change in structure. Feedback has been positive.
       2. FJA Letter Grade – Mr. Drumm shared that after the preliminary grades were publicly shared, FJA submitted an application for appeal. We have received a response from ADE that they have received the application and are reviewing. The media shared that several schools had submitted applications for appeal but no further information has been provided. Mr. Drumm reviewed the appeal with the board. As a team FJA has created and adopted strategies to help us focus on those week areas to have a positive impact on those scores. We use a test called Galileo and we are trying to use this more effectively to help the students prepare for the AZMerit. FJA teachers participated in a Galileo training recently to help utilize this tool more effectively.
       3. Working on a New Salary Schedule – Mr. Drumm shared that we have begun working on a new teacher’s salary schedule and we are going to be prepared to share it with you in January’s Board Meeting.
       4. AZ Tax Credit – We mailed fliers to all of our FJA families in the last couple of weeks. Ms. Lanzetta will be sending out a pre-recorded message to encourage families to donate via the AZ Tax Credit. We would also like to enlist a board member to record a message as well. Mr. Leest suggested that we send out another message in the spring for anyone to make a donation before the Tax season ends.
    3. **Business Manager’s Report -** The Business Manager will give an update regarding any FJA financial matters.
       - 1. Profit and Loss – At this point, we should be at or above approximately 42% of our Budgeted income goal and at or below approximately 42% of our Budgeted expense goal. Right now there is nothing that really stands out. We are on track with those goals.
         2. Balance Sheet – Please notice the addition of the Charles Schwab account. We are at a net income of over $29K which is over 3K% of our 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.)

**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 October 17th, 2017 – Mrs. Mellinger asked if there were any questions. 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 – Have there been any updates? Mr. Drumm shared that he will be checking in with Real Estate Agent to see if there are any land/building opportunities.

**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 and Review with possible action the Executive Director rubric job description. Mr. Firth reviewed the documents and shared how the documents were created. Mrs. Mellinger shared that we need to determine what those targeted objectives look like and when we are going to look at them. Mr. Firth asked if we could also get a copy of the teacher surveys so that we use that information. Mr. Firth asked if there was any feedback on the draft of the Executive Director rubric? Dr. Eadens shared that he liked what Mr. Firth had put together. Mr. Drumm shared that he really appreciated this and was looking forward to the evaluation to help with his growth. Mrs. Mellinger made a motion to approve the Executive Director rubric job description as written by Mr. Firth. Dr. Eadens seconded the motion and all else were in favor.
2. Discuss and Review with possible action the Investment Policy Statement. Mrs. Mellinger asked a question about what is actually going in the P & P’s? Mr. Haertzen shared that the whole document was considered the Investment Policy Statement and would be included in our P & P’s. Mr. Leest is going to make the necessary corrections and we will vote on the official policy in January. Mr. Haertzen was given the permission to go ahead and begin investing.
3. Discuss and Review with possible action revision of Student Retention procedures in P&P’s. Mr. Drumm shared that we identified a need for a better grade retention policy. The current one is very vague. After doing some research, Ms. Lanzetta put this one together. This would give us a simple tool that we could share with the parents to help with their understanding of why we recommend that their student should be retained. Mr. Drumm shared that he would like to propose to the board that this be added to our P & P’s. Dr. Eadens recommended that we remove the word, Yes and No. To just read, “Student will be retained”, or “Student will be promoted.” Mr. Firth made a motion to approve the Retention policy with those changes. Mrs. Mellinger seconded the motion and all else were in favor.

n) Discuss and Review with possible action addition of Paid Sick time policy for Part time employees in P &P’s. Mr. Leest made a motion to approve the policy as written. Mr. Firth seconded the motion and all else were in favor.

**VIII.** **Adjournment**

Mrs. Mellinger made a motion to adjourn the meeting at 7:46 p.m. Mr. Leest seconded the motion and all else were in favor.