**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 6th, 2018 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 5:36 p.m.

**II. Roll Call of Members**

Mr. Firth took roll. Mr. Leest, Mr. Hiebert, Mr. Naleski, Dr. Mellinger and Mrs. Suda were present. Mr. Drumm, Ms. Lanzetta and Mrs. Langan were also present.

**III. Presentations/Information/Reports**

* + 1. **President’s Report** - The President will provide information to the Board regarding matters pertaining to the FJA Board.
1. Academic Culture – Dr. Mellinger shared that one item we didn’t speak about last meeting was a need to update or create a clear concise mission statement. With Ms. Lanzetta leaving we will table this and revisit it after we have the new Assistant Director in place.
	* 1. **Director’s Report -** The Executive Director will provide information to the Board.
			1. FJA Academic Feature – Ms. Lanzetta shared that the 3rd and 4th grade classes are currently over night at the Phoenix Zoo for a field trip. It is a really great experience for all. Additionally, Ms. Lanzetta shared a reading intervention program called 6 minute fluency that was started last year. This program aligns with the Move on When Reading laws. This year, all Cedar teachers were required to do 6 minute fluency with their lowest scoring students. Ms. Lanzetta shared some examples of different grade level programs.
			2. Enrollment #’s – Mr. Drumm shared that as of today we have ADM of 288.
		2. **Business Manager’s Report -** The Business Manager will give an update regarding any FJA financial matters.
			+ 1. Profit and Loss – Overall we should be around 42% in both income and expenses. There is nothing that I have a concern about currently. We are running at about $120K for a net income, but will have 2 payrolls this month. One to finish up this week and again in 2 weeks.
				2. Balance Sheet- As you can see, the Chase accounts are no longer showing as those accounts have been closed. I just received today the statements for the Charles Schwab accounts and will reconcile this week. Mr. Leest provided some clarification on the Schwab accounts and what the market did in October.
				3. Update on accounts – Mrs. Langan met with our business banker from Wells Fargo last week. We made some changes to the accounts that will save us $200 per month in fees. He is also trying to get approval for a 1% rate on our Money market account. We are currently earning a .03% rate on that account. I will hopefully have that information by the next board meeting.

**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.)

1. None present

**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 16th, 2018

Dr. Mellinger – Seconded the motion

Dr. Eadens – absent

Mr. Firth - Aye

Mr. Leest - Aye

Mrs. Suda - Aye

Mr. Naleski – Moved to approve the minutes

Mr. Hiebert - Aye

**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 – Mr. Drumm shared that he has reached out to FUSD to renew the lease and Mr. Kune has asked that we reach out again in January.

**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 or review with possible action for approval a revision to FJA policy 7.17, G,Use or Possession of Tobacco Products of All Descriptions. – Mr. Drumm shared that we have a new definitive policy to cover Tobacco use. With the increase of popularity of e-cigarettes or vapes, our policy is not specific to these items. Mrs. Suda asked a question about school events offsite and how we would handle anyone that would want to use these products. Mr. Drumm shared that we would politely ask the parent to not use these items. The policy is more specifically related to staff and students. Mrs. Suda shared that a piece be added that if an item was to be used for instructional purposes that they must notify administration.

Dr. Mellinger – Seconded

Dr. Eadens – absent

Mr. Firth – Mr. Firth made a motion to approve the policy with the addition of the verbiage “faculty member shall notify administration when using any such items in the classroom for educational purposes.”

Mr. Leest - Aye

Mrs. Suda - Aye

Mr. Naleski -Aye

Mr. Hiebert - Aye

1. Discuss and or review with possible action for approval the FY20 School Calendar. Dr. Mellinger asked if anyone had any questions. She and Mr. Firth said that it looked good and aligned with FUSD’s calendar. Mr. Drumm shared that we put together a committee that tried to align with FUSD calendar as well as meet the 180 required days by ADE. One difference is that FUSD builds in 5 snow days and we only build in 3 snow days.

Dr. Mellinger – Made a motion to approve the calendar

Dr. Eadens – absent

Mr. Firth - Aye

Mr. Leest - Aye

Mrs. Suda - Aye

Mr. Naleski – Seconded the motion

Mr. Hiebert - Aye

1. Discuss and or review with possible action for approval hiring goals and objectives for the Assistant Director position. -\_Mr. Drumm shared that the job description that was used 5 years ago when Ms. Lanzetta was hired. Additionally, Mr. Drumm shared a timeline which includes a list of names that would like to be on the hiring committee. Mr. Drumm asked to have some, if not all, board members on the committee and possibly a parent. Mr. Hiebert recalled last month that it was mentioned the possibility of hiring two positions rather than just one. Mr. Drumm shared that he would like to just have one and Dr. Mellinger concurred. The suggestion was made to change the title on the job description to Assistant Director rather than Assistant Executive Director as well as include the salary range on the job description. Mr. Firth recommended that the candidate has some experience with cultural sensitivity and the ability to support a diverse population. Dr. Mellinger asked who might be interested in being on the hiring committee from the board. Both Mr. Leest and Mrs. Suda said that they would like to be on the committee. The board supports the proposed timeline for hiring of the Assistant Director along with the Job Description. A vote is not necessary.
2. Executive Session: N/A

**VIII.** **Adjournment**

Dr. Mellinger adjourned the meeting at 7:03 p.m.