**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 8, 2016 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 5:35 p.m.

**II. Roll Call of Members**

Mr. Firth, Mrs. Henderson, Mrs. Mellinger, Mr. Leest and Mr. Eadens were present. Additionally, Mr. Drumm, Ms. Lanzetta and Mrs. Langan were present. Pats Shriver was 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. Nothing to report tonight.
		2. **Director’s Report -** The Executive Director will provide information to the Board.
1. Enrollment numbers – Mr. Drumm shared that we are currently sitting at an ADM of 291.5 with a total enrollment of 320. We are holding steady and slightly up from last month. We do know that we have a couple of families relocating next month.
2. Endowment fund with Pats Shriver – Mr. Drumm introduced Pats Shriver from the Arizona Community Foundation to share some information regarding an Endowment Fund. Arizona Community Foundation has been around for over 35 years. We are number one in Assets. We manage 785 Million dollars. Ms. Shriver provided a packet for review. ACF has 6 offices in the state. We focus on donors and outreach here in the Flagstaff office by focusing on the communities. The Flagstaff office runs the Colorado Plateau Foundation. Ms. Shriver shared the two types of Non-profit funds. The Reserve Fund and the Endowment Fund. The Reserve fund can be liquidated at any time. The Endowment Fund would be forever. Both funds have the same investment opportunities. Mr. Leest asked if they have the same investment returns etc., what would be the benefit of going with the Endowment Fund over the Reserve fund. Ms. Shriver shared that the Endowment is to ensure that there are funds in the future. For example, if a new director came in and saw that FJA has a reserve fund, they would be able to have it closed where with the Endowment fund would not be able to do that. Both funds are market driven. FJA could potentially lose initial principle. An investment committee manages the funds. They also partner with a company named Pavilion who holds the money. FJA fee would be ¾ of 1%or a minimum of $500.00 and that fee is paid quarterly. This is the only fee that would be paid by FJA. Mr. Drumm made a recommendation that all members review the information that Ms. Shriver provided and we could add a conversation to the next board meeting.
3. Campus Relocation updates – Mr. Drumm shared that Mr. Firth, Ms. Lanzetta and Mr. Drumm will be looking at a parcel on McMillan Mesa tomorrow. About a year ago, we had looked at that area, but dismissed that because we felt that we needed a larger parcel and were concerned that it would not be in the right price range. We are revisiting different options of building in that area. We are just trying to keep our options open at this point.
	* 1. **Business Manager’s Report -** The Business Manager will give an update regarding any FJA financial matters.
			+ 1. Profit and Loss – Mrs. Langan shared that at this point we should be around 42% of both income and expenses. Most everything is right in line with that. We, will be keeping an eye on IT expense items, attorney fees as well as the lease for the Bonito campus. We can revise the budget in the spring if we are not meeting our budget for Net Income.
				2. Balance Sheet – At this point we are at approximately 52.8% of our budgeted net income. Currently we have over $124K in net income.

**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 Public Minutes dated October 11th, 2016. Mr. Firth asked if there were any questions. Ms. Henderson made a motion to approve the minutes. Mr. 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. Review of the Prop 301 performance plan. Mr. Drumm shared that this was revised and approved approximately 3 years ago. Mr. Drumm shared that he would be happy to answer any questions that anyone has. Mr. Firth asked if Mr. Drumm thought that there was anything that should be revised. Has anything changed so much that would warrant a revision? Mr. Drumm shared that he did not feel there was.
2. Discuss with possible action for approval of FCC policy for Service Providers. – Mr. Drumm shared that Last month we discussed the issue that Custodial Service contractors be required that they have Finger print clearance cards or have a policy in place exempting them from that. Last meeting the request was made that we seek legal counsel. Our attorney suggested that we do require the Service providers have a fingerprint clearance card. Mr. Firth shared that based on the legal counsel advice we do require the Custodial Service contactors be finger printed and that we do pay for it. A concern was made about other service providers. Mr. Firth asked that Mr. Drumm check with Flagstaff IT to see if they require background checks as well. Mr. Firth made a motion that the Custodial Staff is required to obtain a Finger print clearance card, IVP level and that FJA will pay for the cost of that. Mrs. Mellinger seconded the motion and all else were 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.)

**VIII.** **Adjournment**

Mr. Firth made a motion to adjourn the meeting at 7:57 p.m. Mr. Eadens seconded the motion and all else were in favor.