

**MINUTES OF REGULAR PUBLIC MEETING AND EXECUTIVE SESSION  
OF THE GOVERNING BOARD  
OF FLAGSTAFF JUNIOR ACADEMY & CHILDREN'S HOUSE**

Tuesday, November 8, 2011 at 4:30 PM at FJA Middle School  
2301 N. 4<sup>th</sup> Street Flagstaff, Az. 86004

Those in attendance were: Sonja Burkhalter, Kim Kalas, Tony Wolkowinsky, Sean Sullivan, John Doscicz and Jeff Maurer. Also attending was Dulcie Ambrose, Hazel Willis and Patrice Horstman along with several staff members.

**I. Call To Order**

President called meeting to order at 4:35pm

**II. Roll Call of Members**

President took roll with all board members in attendance.

**III. Presentations/Information/Reports**

**Director's Report** - The Executive Director provided information to the Board throughout the month with emails. She also spoke about the recent photo shoot with FJA families at the Observatory. Dulcie gave her report on her mileage log. Kim and Sean noticed a few discrepancies in her log. Patrice suggested that Dulcie Google map her mileage. The board directed Dulcie to Google map her mileage for two weeks and bring that information back to the next meeting. They will consider arriving at an average amount of mileage and setting a dollar amount for the school year, in lieu of daily logs.

**Business Manager's Report** – Hazel Willis Presented her report to the board. See attached

**FJA Board Committee Reports** – Strategic Action Plan Committee Report – Sean has no report at this time. He will schedule a meeting before the next regularly scheduled board meeting and bring back a report.

School Development Committee Report – A meeting was held Mon. 11-8-11. Three board members, several faculty and Dulcie were in attendance. They further addressed the possible school expansion. They encourage more input from staff. They are considering hiring a consultant. They are considering a market analysis. They plan to further meet and bring more information to the board.

**Kim Kalas** – Presentation on the challenges of dual relationships between teachers and board members. Kim said that if she misspoke at the last meeting regarding relationships between teachers and board members she apologizes. She meant to stress the importance of being very careful of appearances when socializing with FJA employees. Patrice agrees FJA is a small community and board members should not act independently. It is hard to maintain objectivity. There could be an appearance of an impropriety. If you want to socialize, do not discuss school matters. She informed the board that it is their role to gather information and make unbiased decisions.

Patrice recommended the board hold a special board meeting to talk about future school development. She also recommended the board have a training with legal counsel at least every other year. Her role is as the Board's lawyer, not the employee's lawyer.

**IV. 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.)**

- 4.1 Approval of Minutes dated October 11, 2011.
- 4.2 Approval of FJA October 2011 expense vouchers
- 4.3 Approval of Children's House October 2011 expense vouchers
- 4.4 Approval of FJA Payroll cash requirements October 2011
- 4.5 Approval of ED Reimbursements

Sean moved to approve consent agenda as presented.  
Kim seconded.  
No discussion.  
A vote was taken with all in favor. Motion carried.

## V. 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.

**5.1 Discuss with possible action future school development.** No discussion necessary. Discussion was held under the school development committee report.

**\*5.2 Discuss with possible action hiring of Business Manager and Office Manager per A.R.S. 38-431.03 [A] [1], personnel**

Sean moved to move 5.2 to the end of the board meeting.

Tony seconded.

No discussion.

A vote was taken with all in favor. Motion carried. Agenda item moved.

## VI. 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.)

**6.1 Discuss with possible action approving contracted services with Emmanuelle Giumelli for student counselor.**

Dulcie and Hazel gave a brief overview of contracted services to be provided by Emmanuelle Giumelli along with her contract for board review.

Discussion followed regarding the necessity of service hours. There are IEP students that require counseling as part of their IEP/goals. Patrice noted that per IEP's, services must be provided.

Tony moved to contract services with Emmanuelle Giumelli for IEP students being served at FJA for 4 hours per week.

John seconded.

No further discussion.

A vote was taken with all in favor. Motion carried.

**6.2 Discussion with possible action financial policies and procedures, to include possible creation of BOD committee.**

Kim asked Dulcie if she had copies of any policies and procedures from other charter schools. She does not. Patrice suggested that as FJA's legal advisor she along with Hazel could prepare financial policies and procedures for the board and FJA auditor to review with board approval. She recommended not forming a board committee. She also noted that the financial P&P's do not need to be lengthy. She will review what Hazel has already prepared and build from that.

Kim moved to authorize Patrice and Hazel to prepare financial policies and procedures for board review and approval.

Jeff seconded.

No further discussion.

A vote was taken with all in favor. Motion carried.

**6.3 Discuss with possible action communication requests from the board to the ED, including type and frequency of information provided by ED to BOD for effective BOD school governance.**

Kim has requested from board members guidelines to establish communication requests from the ED. She will be prepared to bring this to the next board meeting. No action taken.

**6.4 Discuss with possible action contracting services for a consultant regarding adding high school grades.**

After further discussion about adding a high school the board asked the school development committee to get information on contracting services. They will bring that information back to the next board meeting.

**6.5 Discuss with possible action scheduling future board work session/training.**

Kim moved to move 6.5 to the end of the board meeting.

Sean seconded.

A vote was taken with all in favor. Motion carried.

Sean moved to enter into Executive Session after Call To The Public to discuss 5.2 and 6.6

Tony seconded.

No discussion.

A vote was taken with all in favor.

## **VII. Call To The Public**

Tony Cola asked Patrice and the board a few questions. He asked how teachers can bring up items for the board to consider. Patrice said that the board has limits on responding during public comment. They can give directives, ask to add what was brought up to the next board agenda, or they could briefly respond to board criticism.

He also questioned the bylaws, asking what are the term limits and guidelines for becoming a board member. He asked why a past employee could not become a board member. The board recently updated their policies and procedures and told Tony that they plan in the near future to review the By-Laws.

**Board entered Executive Session at 6:00pm**

**Board exited Executive Session at 6:20pm**

Kim moved to enter public session at 6:20pm

Sean seconded.

A vote was taken with all in favor. Motion carried.

**\*5.2 Discuss with possible action hiring of Business Manager and Office Manager per A.R.S. 38-431.03 [A] [1], personnel**

Sonja moved to approve the hiring of Emmeleta Burruel as Office Manager for the middle school campus as recommended by the Administration.

Kim seconded.

No discussion.

A vote was taken with all in favor. Motion carried. Welcome Emmeleta!

Sonja moved to approve the hiring of Becky Forysthe as Business/Finance Manager with a 3 month addendum to contract as recommended by the Administration.

Kim seconded.

No discussion.

A vote was taken with all in favor. Motion carried. Welcome Becky!

**Kim moved to enter into Executive Session at 6:25pm**

**Tony seconded**

**No discussion.**

**A vote was taken with all in favor. Motion carried.**

**Board entered Executive Session at 6:25pm**

**Board exited Executive Session at 7:54pm**

**6.5 Discuss with possible action scheduling future board work session/training**

**No action was taken however, a work session/executive session was scheduled for Nov. 15<sup>th</sup> at 4:30pm at the middle school.**

**6.6 Advice from School's legal counsel concerning board meeting procedures and open meeting law, including bylaws and policies Per A.R.S. 38-431.03 [A][3], advice from legal counsel.**

## **VIII. Adjournment**

**Meeting adjourned at 7:55pm**

Next board meeting is scheduled for December 14<sup>th</sup> at 4:30pm

