**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, December 11th, 2018 5:30 PM at FJA Elementary School

306 W Cedar Avenue, Flagstaff, AZ 86001

**Minutes**

**I. Call To Order**

Dr. Mellinger called the meeting to order at 5:31 p.m.

**II. Roll Call of Members**

Dr. Mellinger too roll. Dr. Eadens, Mr. Firth, Mr. Leest, Mr. Hiebert, Mr. Naleski and Mrs. Suda were present. Additionally, Mr. Drumm, Ms. Lanzetta and Mrs. Langan were 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 suggested the subcommittee schedule a meeting to discuss the presentation at a future board meeting.
   * 1. **Director’s Report -** The Executive Director will provide information to the Board.
        1. Mindful Minute – Mr. Drumm shared that we practice mindfulness at this school and have done so for around 5 years now. Mindfulness is not related to any religion, but rather a tool for a person/student to use. This helps our students be less distracted and more focused to help concentrate on their academics. It is approximately 30 to 60 seconds of quiet time. The goal of any mindfulness technique is to achieve a state of alert, focused relaxation by deliberately paying attention to thoughts and sensations without judgment. Some teachers use it once a day and others use it before each lesson. Mindfulness can be used to help regulate the classrooms. Surveys have shown that students like this aspect and feel it is useful.
        2. FJA Academic Feature – You may recall, that the 8th grade bike trip happened earlier in the school year. We have been taking this trip approximately 14 years. This year we connected with a local videographer to film the trip. He spent 5 days with our 8th grade staff and students. Mr. Drumm shared the rough cut of the video…Dr. Mellinger asked how this video was going to be use? Mr. Drumm shared that the video would be loaded on the website and shared with the families of FJA.
        3. Enrollment #’s – Total ADM is 287.5
        4. A-F Letter grade presentation – Mr. Drumm shared an overview from the Arizona Charter Schools Association of how the letter grades are determined. Ms. Lanzetta and Mr. Drumm had a phone conversation with the Chief Academic Officer, Ildi Laczko-Kerr a couple of months back. She will be coming up to Flagstaff soon and will do some formal and more in-depth training. Mr. Drumm reviewed the power point. Mr. Drumm shared that 99.15% of our population tested last year. If you do not meet at least 95%, it impacts the letter grade. To better help increase our Math Scores, we have changed our Math schedule for the 7th and 8th graders this year by adding over 1500 additional minutes of math for the school year. FJA’s overall score was 90 points earned for a 75.99% grade which equates to a B.
        5. Capital plan introduction – Mr. Drumm shared a first draft of the Capital improvement plan and asked for suggestions for anything that should be added.
     2. **Business Manager’s Report -** The Business Manager will give an update regarding any FJA financial matters.
        + 1. Profit and Loss – We have made it half way through the year, so we should be approximately 50% of our income and expenses. To boost donations, we recently sent out brochures to families for the AZ Tax Credit. We would also like to get a volunteer from the board to record a reminder message after the first of the year about still being able to make AZ Tax Credit donations through Tax Day 2019. We just recently received final numbers on our Federal Grant programs, so those budgeted numbers have been updated to reflect the accurate funds expected. Numbers across the board are looking solid. A question was raised last month regarding line item Purchased Services SPED, once we begin receiving the IDEA basic funding, I will start moving those expenses to even out the % to budget.
          2. Balance Sheet – Our overall net income is over $38K. Our investment account is up from last month about $4500.00 and the CD account is up about $377.00. The board has asked to continue to work on getting a higher interest rate on the Wells Fargo Money Market account.

**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. No public 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 November 6th, 2018 – Dr. Mellinger asked if there were any questions. No questions were asked.

Dr. Mellinger - Aye

Dr. Eadens – Seconded the motion

Mr. Firth - Aye

Mr. Leest - Aye

Mrs. Suda - Aye

Mr. Naleski - made a motion 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 – Nothing recent to discuss.

**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 of the Standards for Financial Management. Ms. Lanzetta shared that one of the new requirements for Grants Management is to do a self-assessment of our processes. In completing that assessment, it became evident that we needed more detailed info on our Financial Management.

Dr. Mellinger - Aye

Dr. Eadens – Seconded the motion

Mr. Firth – made a motion to approve with requested changes…

P. 5 – Under Purchases for $3500 – change the amount in the first paragraph to $3500.  Currently says $3000.  And then in the paragraph below change purchases between $3000 and $150000 to $3500

P. 9 – under Property Classifications – add FJA’s capital threshold is $5,000.

Mr. Leest - Aye

Mr. Naleski - Aye

Mrs. Suda - Aye

Mr. Hiebert - Aye

1. Executive Session: N/A

**VIII.** **Adjournment**

Dr. Mellinger adjourned the meeting at 7:30 p.m.