**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 Chyenne Schmidt at 774.6007 ext. 11 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 Hazel Willis at 774.6007 ext. 11.

Tuesday, December 10, 2013 5:30 PM at FJA Middle School

755 N Bonito, Flagstaff, AZ 86001

**Meeting Minutes**

**I. Call To Order**

The President called the meeting to order at 5:41 pm.

**II. Roll Call of Members**

John Doskicz, Tony Wolkowinsky, and Melissa Bernasconi (phone) attended the meeting. Thomas Drumm and Chyenne Schmidt were also in attendance.

**III.** **Call To The Public**

Todd Firth and Marge Blaisdell were present during the meeting.

**IV. Presentations/Information/Reports**

* + 1. **President’s Report** - John Doskicz stated that the Executive Director provided him a copy of the state required principal's evaluation standards, and the board needs to review the document.
    2. **Director’s Report -** The Executive Director will provide information to the Board.
       1. Fall Festival - The Fall Festival was a successful event with a large turnout. FJA raised just over $1,500. FJA will be using the funds to purchase two outside picnic tables for the Middle School to use at lunch time, and playground toys for the Elementary campus to use at lunch time. Bernasconi asked that FJA send a thank you email to parents that states how FJA will spend the funds that were raised.
       2. Calendar Change - The school calendar has April 7th identified as a half day. However, AIMS testing will occur during this week. FJA is proposing to reschedule the half day to April 28th. Doskicz asked that Drumm identify this item as needing action on the agenda for the next board meeting.
       3. Common Core - FJA will be collaborating with Mountain School to offer Common Core Training to staff. The training will be offered during January through May, and it will consist of Phase II classes. The staff received Phase I training last year, and they have the opportunity to use their professional development funds to receive Phase I training this school year if they have not completed the class. The training is a state sponsored course that is being offered by Coconino County.
       4. Curriculum - FJA will be creating a team of teachers from various grades to develop a comprehensive Kindergarten through Eighth grade curriculum using Common Core standards. FJA anticipates starting this work in March and completing this project in June. FJA plans to hire an outside person to facilitate the process, and to pay stipends to teachers to work on the team. FJA would like to work on streamlining curriculum between grade levels, while incorporating Montessori based practices at the Cedar campus and Experiential learning at the Bonito campus.
       5. Evaluations - FJA will be using a new teacher evaluation tool beginning in January. The tool was emailed out to staff during October so that they were aware of the expectations. The tool was adapted from Marzano who is involved in Common Core requirements. Drumm anticipates completing the evaluations during the January and February timeframe, and they will be completed once this school year. Drumm will research the possibility of teachers evaluating coworkers in future years if it is a feasible alternative after staff are adequately trained on the evaluation requirements.
    3. **Business Manager’s Report** 
       1. Financials - FJA currently has a deficit of just over $70,000, but FJA expects this number to move to a surplus as they continue to collect the monthly equalization payment, federal revenue, and Children's House contract payments.
       2. Actuals vs Budgets - FJA has four categories where actuals are not in alignment with budgeted amounts:

1. Equalization payments - Revenue was budgeted based on last year's student counts, but enrollment is significantly higher this school year.
2. Executive Director salary - Expenses were budgeted based on having an Assistant Director, but the position was not filled this school year.
3. Middle School lease - Expense was budgeted at least year's actuals, but the monthly lease amount was significantly higher this school year.
4. Special Education payroll costs - SPED payroll costs were budgeted based on last year's actuals, but new salaried and hourly staff were hired this year to meet current student needs.
   * + 1. Gas Repairs - The elementary campus had a few thousand dollars of gas utility and appliance repair costs during the month of November. The school replaced two faulty gas appliances and installed a new meter at the recommendation of Unisource Energy Services and the City of Flagstaff.
       2. Information Technology Vendor - FJA has hired a new IT vendor, Flagstaff IT. Even though the hourly rate is higher than the previous vendor, the IT monthly costs have dropped significantly because the vendor is providing a different level of service than the previous vendor, and FJA has implemented a policy that all IT related questions be preapproved before being sent to the vendor.
       3. Staff and Salary Spending Plan Questions - Schmidt asked about the Board's historical involvement in salary and contract planning and end of the year supply spending plans. The Board stated that typically management develops the plans and amounts, and the Board reviews and approves the plans. The Board is not typically involved in drafting the items.

**V.** **Consent Agenda**

1. **Approval of Minutes dated October 8, 2013.**

Doskicz motioned to approve the minutes, and Bernasconi seconded. Wolkowinsky wanted to clarify Michelle Diamond's points from the October meeting. Schmidt summarized Diamond's concerns about the overall loss and increase in SPED expenses for FY13 that are documented in the minutes. After the summary, Wolkowinsky was in favor of approving the minutes.

**VI. Old Business**

There were no items to discuss.

**VII. New Business**

* + 1. **Discuss with possible action Board Officer appointments**.

The Board will wait to discuss this item during a meeting when additional board members are present.

* + 1. **Discuss with possible approval the audited statements.**

The FY13 audited financial statements received an unqualified opinion. The auditor will be mailing the paper reports during January. These reports will be provided to the Board for their review once FJA receives them. No action was taken.

* + 1. **Discuss with possible action the Children’s House Contract.**

The Board reviewed the new proposed contract. The proposed contract increases the Children's House dues to FJA from $73,000 to $92,500. The revised amount is a closer reflection of the Children's House actual revenue collections and related FJA expenses. The Board will consider revising this contract again at the end of the year once the Children's House actual activity is apparent. Doskicz motioned to approve the contract and Bernasconi seconded. Wolkowinsky was also in favor.

* + 1. **Discuss with possible action 5th and 6th grade model.**

Drumm stated that currently the 5th and 6th grade students are on a rotation class schedule similar to a junior high model, and he thinks moving to a self contained classroom model for these two grades may be more successful. He identified the following concerns:

* Students may be too young to successfully handle all of the responsibilities of a rotation schedule.
* Students may not be ready to handle learning six different teachers with different expectations.
* The current model appears to be overwhelming for some 5th and 6th grade students.
* Adding these issues may make it more difficult for the students to achieve and learn.
* Fifth grade enrollment is very low, whereas the other grades are full or have waiting lists.

Drumm proposed that the new self contained model would start next school year, and it would be communicated to the parents prior to open enrollment in February. The new model would consider the following items:

* The 5th and 6th grade students would be more segregated from the 7th and 8th grade students.
* The 5th and 6th grade students would not follow the bell schedule.
* The 5th and 6th grade students would be with one core teacher all day, or possibly two teachers allowing the teacher to have a focus like math and science.
* The 5th and 6th grade students would still attend specials in a model similar to the Cedar campus.
* The model will be drafted with an idea to staff cohesiveness and continuing to offer students specials such as art, physical education, and music.

The Board suggested the change may be in the best interest for the students, and agreed that they would like to hear more about the staffing plan and any other affects at the next board meeting.

* + 1. **Discuss long-term goals.**

Drumm provided a list of long-term goals that had been prepared by a previous board member. Drumm proposed that the Board plan a retreat sometime in the next few months to use these goals and other ideas to prepare a three to five year plan for the school. The Board agreed that a retreat was a good idea, and also asked that FJA research to see if any training may be offered by the Arizona Charter Board during the next few months.

**VIII.** **Adjournment**

The meeting was adjourned at 7:54 p.m.