**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, February 12th, 2019 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 5:32 p.m.

**II. Roll Call of Members**

Dr. Mellinger took roll. Mr. Firth, Mr. Leest, Dr. Eadens, Mrs. Suda and Mr. Naleski 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 shared that the quality committee met back in October. She shared the goals that were discussed then. Additionally, Dr. Mellinger shared that she, Dr. Eadens and Mr. Drumm met last month to further discuss Standards and Goals. Dr. Mellinger pointed out that at the last Board meeting, Mr. Drumm shared info on the first Honor Roll Assembly which was one of the goals. Additionally, goals need to be set for test score improvement for 2019. Mr. Drumm shared that he and Ms. Lanzetta met with the teachers where they looked at the last 4 years to agree upon reasonable goals. Some thought included current make up of students and what was determined to be reasonable goals. Other consideration was given with regards to the younger grades who needed additional training on taking the tests on line rather than paper format. Dr. Eadens asked what thought was put into how these goals would be accomplished. Mr. Drumm shared that all classes will incorporate more essay/writing requirements throughout the year. We are planning to increase the amount of writing that occurs and more lessons on proper writing. There was some discussion around incentivizing students. Dr. Mellinger shared some additional strategies that were discussed in recent meetings.
2. Presentation of School Safety Action Plan – Dr. Eadens shared a power point on School Safety including statistics and low-cost actions. Dr. Mellinger suggested we take a look at next steps and liked Dr. Eadens suggestion about inviting the Flagstaff P.D. to come out to the campuses to provide feedback on our existing plan and locations. Mr. Drumm said they have had he Flagstaff P.D. come to the middle school a few years ago but agrees that it would be a good idea to invite them back out. Mr. Naleski felt that this is something that for liability purposes the current plans should be reviewed annually. Mr. Drumm shared that he and Ms. Lanzetta review these processes often and that this is an ongoing process. He shared some School Safety Steps that have been Implemented at FJA and will send out to the board to discuss at a future meeting.
3. Board Announcement – Mr. Firth shared that he will be resigning from the Board with the last meeting in June. He is suggesting that he step down from the treasury position sooner rather than later but continue as a contributing member. However, Mrs. Langan shared that that would not be necessary as anything that needs to be signed such as budget, etc. is signed by all board members. We will miss Mr. Firth and all he brings to the board. Thank you for your 5 years of service!
   * 1. **Director’s Report -** The Executive Director will provide information to the Board.
        1. FJA Academic Feature – Ms. Lanzetta shared some data with Move on When Reading. She stated that she has shared the information with teachers as well. The data is from October 1st and more recently in February. She also shared the Galileo scores from both September as well as January. The teachers can look at both ELA and Math scores and look at individual students scores. Ms. Lanzetta can utilize this information to determine those students who are in need of Title I Tutoring. Dr. Eadens asked how this testing is aligned with State Standards and AZ Merit Testing. Ms. Lanzetta shared that their claim is that these tests do align with the state standards.
        2. Enrollment #’s – Mr. Drumm shared our current enrollment numbers including the 100th day. Our ADM on the 100th day was 289.5.
        3. Update on AD hiring process – Mr. Drumm shared that we had 34 applications and the committee of 8 met last Friday and we narrowed the field down to 8 candidates. The plan is to do an initial interview with those 8 candidates and either narrow the field down to 2 candidates or possibly offer the position to one. The goal is to offer the position to a candidate prior to spring break.
        4. Student’s Board Participation – Mr. Drumm introduced both Ewan MacKenzie and Beatrice Heirigs. They applied on line and would like to represent the student body of FJA as student board members. Mr. Drumm thanked them for wanting to get involved. Mr. Leest suggested that we table this to a future board meeting as a discussion/and or vote.
     2. **Business Manager’s Report -** The Business Manager will give an update regarding any FJA financial matters.
        + 1. Profit and Loss – As a guideline we should be running at around 67% of income and expenses. Intent to continues are due this week with the Activity Fees. We will continue to see an increase in this number. We did not have a huge increase in AZ Tax Credit donations after the reminder call that Dr. Eadens did last month. My suggestion would be to run it again before April 15th. I did speak to Mr. Huber after last months discussion around where the Truly Nolan payment should be posted. After much thought, his recommendation was to move the expense out of lease payments and into repair/maintain buildings. That changes has been made and is reflected in the P&L. We ended the 100th day at a limited ADM of 284.5. We will not be required to revise the budget again this year.
          2. Balance Sheet – We are currently at a net income of over $117K, however we do still have 2 more payrolls this month.
          3. Update on Wells Fargo Accounts – The Board would like to ask that I move $200K from the Wells Fargo account to the Charles Schwab MMA/CD by March 1st. Additionally, they would like to approve the .75%

**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 Minutes dated January 15th, 2019 - Dr. Eadens asked if anyone had any questions or comments on the Minutes from last month. No one did and moved to approve.

Dr. Mellinger: Absent, had to leave early

Dr. Eadens: Aye

Mr. Firth: Seconded

Mr. Leest: Aye

Mrs. Suda: Aye

Mr. Naleski: Made a motion to approve the minutes

Dr. Hiebert: Absent

**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 met with Mr. Kuhn to discuss the lease. Mr. Drumm asked for a 3 year lease, but Mr. Kuhn said that he was unable to give this. Mr. Kuhn shared that he could possibly give a 2 year lease with board approval. Mr. Drumm shared that he will follow up with Mr. Kuhn tomorrow. Mr. Drumm is expecting to have a lease in hand for Board Approval at next month’s Board meeting.

**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 Special Education Policies and Procedures. Mr. Drumm shared that we learned this past summer that FJA is on a CAP from Az Dept of Ed with regards to Special Education. We have worked hard to get a better understanding of the items that needed to be addressed so that we can be removed from that CAP by this June. One of the items that was requested was a Special Education policies and procedures that needs to be board approved. Mr. Drumm and Mr. Walsh will be meeting with the Department of Ed to share with them. The Department of Ed will at that time let us know if there are items that need to be modified and/or changed. Ms. Lanzetta shared that she used several sources to create this document including requirements from the state. This will be in addition to our existing Policies and Procedures.

Dr. Mellinger: Absent, had to leave early

Dr. Eadens: Made a motion to approve the document.

Mr. Firth: Seconded the motion

Mr. Leest: Aye

Mrs. Suda: Aye

Mr. Naleski: Aye

Dr. Hiebert: Absent

1. Discuss and/or Review with possible action for approval of Teacher Salaries for the 2019-2020 school year. Mr. Drumm shared that Mrs. Langan will be working on putting together the teacher contracts for next school year. She has created a spreadsheet with examples of 1%, 2% and 3% increases.

Dr. Mellinger: absent, had to leave early

Dr. Eadens: Seconded

Mr. Firth: Aye

Mr. Leest: Aye

Mrs. Suda: Made a motion that the board approves a minimum of a 2% increase. If the state choses to provide less than 1% the board will provide 2%. If the state approves 1% or more the board will provide an additional 1% increase above what the state approves.

Mr. Naleski: Aye

Dr. Hiebert: Absent

1. Executive Session: N/A

**VIII.** **Adjournment**

Dr. Eadens adjourns the meeting at 8:36 p.m.