**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 Chyenne Schmidt at 774.6007 ext. 11.

Tuesday, February 10, 2015 5:30 PM at FJA Elementary Campus

306 West Cedar Avenue, Flagstaff, AZ 86001

**MINUTES**

**I. Call To Order**

Doskicz called the meeting to order at 5:34 pm.

**II. Roll Call of Members**

John Doskicz, Kirsten Mellinger, and Todd Firth were present. Tony Wolkowinsky arrived after the meeting started. Shawn Thomas, Heidi Henderson, Thomas Drumm, Gina Lanzetta, and Chyenne Schmidt were also present.

**III. Presentations/Information/Reports**

* + 1. **President’s Report** -
       1. Doskicz stated that he would like to start hearing more in meetings about how to grow enrollment and income. He stated that it is not a good growth plan to be the status quo.
       2. Doskicz stated that he would like to discuss board officer positions at the March meeting, and hold board officer elections at the April meeting.
    2. **Director’s Report -** 
       1. Board Meeting Timeline – Drumm presented a timeline that identified some of the topics that would occur during the March through July meetings.
          1. Firth stated that he would also like FJA to do some research on Flagstaff demographics and incorporate these results into the timeline and budget development.
          2. Doskicz asked if FJA will be considering summer programs as revenue source for FJA. Drumm stated that he did not have interest from staff.
          3. Wolkowinsky asked for clarification on current enrollment, and Drumm stated that FJA has around 273 students. The student count is slightly less than the amount budgeted.
          4. The board discussed the methods to increase the activity fee revenue and/or implement a deposit for new and/or returning students. Discussion included payment plans, book or lunch deposits, forecast fees, seat deposits refunded after the 100th day etcetera. Doskicz asked Schmidt to research different deposits and what would be an allowable deposit.
          5. Board discussed creating relationships with other preschools to help build a pipeline of students for kindergarten and first grade.
       2. Shindig – The event will be held on February 20, and FJA hopes to raise $5,000 for technology. Drumm stated the event is also a community building event in addition to a fundraiser. Drumm asked the board to contact Kristin Patterson or himself if they would like to be involved. Firth reminded that FJA will need to make a board meeting soft post for the event.
       3. Year End Financial Goals – Drumm stated that Mellinger attended a weekly administrative meeting, and she had questions about FJA’s financial status at year end.
          1. Mellinger stated that she specifically wanted to clarify whether FJA is ok with having a loss at year end, or do we want to take steps to save money and prevent a loss? She would like FJA to make a conscientious decision about the outcome rather than just wait to see what happens at year end.

Schmidt clarified that FJA should consider the consequence a loss would have on the Charter Board’s Financial Framework rating, as well as a bank loan if FJA pursued a different campus location.

Schmidt stated the projections are still five months out, but FJA faces making difficult decisions this year and/or next year because FJA does not want to have a loss two years in a row on the Financial Framework indicators.

Schmidt said a decision would need to be made for next year before staff contracts are approved in March and April and before the proposed budget in May.

Thomas asked if there were soft spots in the budget? Schmidt answered that year end spending was a “soft spot” and that difficult costs were salary and contract teachers because they are a majority of the budget.

* + 1. **Business Manager’s Report -** 
       1. Schmidt explained that FJA had a surplus this month because FJA received their first grant reimbursements of $38,500. FJA received $2,500 in activity fees, and there were a few expenses of note such as the hearing officer, Christmas celebration, and cleaning expenses. Overall, FJA decreased the deficit from 140,000 to $90,000.
       2. Corporate Taxes – FJA hired Aspire to perform the corporate taxes. Aspire’s quotes were cheaper than the previous vendor, and they also assist FJA with payroll and other charter questions.
       3. Race to the Top Audit – FJA has been notified that the Race to the Top funds will be audited. Auditors will be performing an onsite review in the beginning of March.
       4. Use Tax Audit – FJA was contacted by the Arizona Department of Revenue. FJA did not complete 14 use tax returns in the months when Schmidt’s predecessor worked at FJA. Schmidt was served a subpoena and asked to complete the returns. Schmidt completed all 14 returns, and ADOR stated the subpoena was no longer valid after the completion of the returns. After the tax returns are reviewed by ADOR, FJA will know the potential tax liability, interest and penalties. If ADOR accepts Schmidt’s calculations, the liability would be $1,200 before interest and penalties.

**IV.** **Call To The Public**

There were no public comments.

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

1. Approval of Public Minutes dated January 13, 2015. – Doskicz motioned to approve the minutes, and Mellinger seconded. All members were in favor of the motion.

**VI. Old Business**

There were no items to discuss.

**VII. New Business**

* + 1. Discuss with possible action adding Heidi Henderson to the FJA Board. – Henderson is a parent of an FJA Elementary student, and she is interested in the continued excellence and improvements that FJA can make. Henderson has experience in sales and marketing, and she would like the opportunity to assist FJA in the school’s visioning and branding. She could help FJA find out how to have parents choose FJA and keep them attending. Wolkowinsky said that marketing and enrollment has been a topic that the FJA Board routinely discusses. Wolkowinsky motioned to approved Henderson as a board member and Mellinger seconded. All board members were in favor of the motion.
    2. Discuss with possible action approving the 2015-2016 School Calendar.
       1. Drumm presented the proposed calendar for 2015-2016.
       2. Schmidt suggested moving the first day of school forward one day. This would allow FJA to call waitlist students for the spots that were not filled on the first day, before FUSD’s first day of school. School would then end one day earlier in May.
       3. Doskicz asked if the snow days were aligned with FUSD’s snow days, and Drumm said they were not. The board suggested matching the first three snow days of FUSD’s schedule.
       4. Doskicz made a motion to approve the calendar with the changes, and Firth seconded. All members were in favor of the motion.

**VIII.** **Adjournment**

Doskicz motioned to adjourn the meeting, and Wolkowinsky seconded. All board members were in favor of the motion. The meeting ended at 7:26 pm.