**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, February 11, 2014 5:30 PM at FJA Middle School

755 N Bonito, Flagstaff, AZ 86001

**MINUTES**

**I. Call To Order**

The President called the meeting to order at 5:48.

**II. Roll Call of Members**

John Doskicz, Tony Wolkowinsky, and Scot Nichols were present. Thomas Drumm and Chyenne Schmidt were also present.

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

* Heidi Henderson asked for more information about FJA's security, specifically items such as locks, gates, staff training, school drills, and communication with parents. Drumm answered the following:
  + Bonito Campus - The exterior entrance and classroom exterior doors remain locked at all times. To minimize the inconvenience of this security measure when visitors arrive at campus during the school day, Drumm has asked FUSD to install a video buzzer intercom system so that the door can be opened remotely.
  + Cedar Campus - During January FJA applied for a school security grant that would fund school security improvements. Drumm met with the Flagstaff police department for opinions on what the best safety measures would be. He learned that there were no easy solutions; however, a secure perimeter fence with a locking gate and video buzzer intercom solution would address a number of risks. FJA will know by April if they were awarded the grant that would fund the fence and locking gate. Drumm has also taken measures to ensure the exterior door to the building that faces the parking lot is closed and locked at all times.
  + Both campuses also understand lockdown procedures and fire drills. Doskicz suggested that FJA consider adding these procedures to the student handbook.

**IV. Presentations/Information/Reports**

* + 1. **President’s Report** -
       - 1. Doskicz asked for the status of the board email account. Schmidt said the board@fjacademy.com email is working, but she hasn't been successful in making the account automatically forward emails to the board members personal email accounts.
    2. **Director’s Report -** 
       - 1. Open Enrollment - Open enrollment ends February 28. The Middle School also has an open house scheduled February 11. FJA has been advertising on the marquee, in the Daily Sun, on KNAU, and through Constant Contact. The open house will be a parent information night. FJA is collecting the Intent to Continue forms for current students, and FJA will be filling the remaining spots with the open enrollment applicants with the random lottery process by the end of March.
         2. Emergency SPED Grant - FJA was awarded an emergency SPED grant of $37,000. This grant will be used to offset the costs associated with five of our new SPED students with high cost needs. The grant must fund expenses for the current school year.
         3. Spring Gala - The fundraising committee has been planning the fundraising event for April 25th at the Coconino Center for the Arts. The fundraiser will be raising funds for school technology. The committee is planning a silent auction, band, food, and a student showcase that will include drama, student crafts, and a slideshow.
         4. Disney Movie Fundraiser - Kristine Downard is planning an FJA fundraising event for campus beautification. Tickets will be sold for the premiere of the Disney Earth Day movie "Bears" on 4/18.
         5. Performance Indicators - To meet the Board's interest in tying compensation to performance, Drumm has been reviewing the Board approved Prop 301 performance measures plan. After reviewing the measures, he has been working on an objective tool that will award staff equally for each measure that they perform. This performance tool will be used for all salaried teachers twice per year, beginning in the 2014-2015 school year.
    3. **Business Manager’s Report -**
       - 1. Financial Status - Schmidt presented the monthly financials for FJA and the Children's House. Schmidt is expecting the FJA deficit will be reduced by the end of February. During January FJA had significant information technology expenses. These expenses were the result of installing firewalls and developing a new website. These are items that are on a information technology plan prepared by Flagstaff IT. The plan identifies milestones that FJA should be working towards meeting.
         2. Race to the Top Audit - Schmidt notified the Board that FJA has been selected for an onsite audit in April for the Race to the Top grant funds that were spent during FY13. The grant is a three year award for a total of $1,950, and FJA spent $750 in this grant during FY13.

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

1. Doskicz motioned to approve the minutes dated January 14, 2014. Wolkowinsky seconded, and the motion was approved unanimously.

**VI. Old Business**

There was no old business.

**VII. New Business**

* + 1. **Discuss with possible action electing Todd Firth to the board.** During the January meeting Todd Firth announced that he would be interested in being appointed to the Board. He provided the board background on his professional accomplishments and personal goals. Doskicz made a motion to approve Firth as a board member. Wolkowinsky seconded, and the motion was unanimously approved.
    2. **Discuss with possible action revising the salary schedule.** Drumm recommended the board consider the salary schedule option with a 20 step ceiling and a step increase for all staff. Drumm summarized the salary schedule points that were explained during the January meeting. This schedule would require 15 new students to fund the additional costs next year and two new students each subsequent year. FJA has capacity of up to 46 new students without increasing class sizes beyond 23 students per class. Wolkowinsky stated he was concerned that increasing class sizes to 23 students may adversely affect the attention each student receives and the family atmosphere FJA promotes. Wolkowinsky made a motion to table the salary schedule until after the open enrollment process. Doskicz seconded the motion, and the motion was unanimously approved.
    3. **Discuss with possible action adding an Assistant Executive Director for 2014-2015 school year.** Drumm provided a job description for a new Assistant Executive Director. The job responsibilities are different than the last time the position was filled. The position would be partially funded by grant writing and grant management which are expenses that are currently paid to vendors and employees as stipends. Drumm would like to recruit for this position in March or April. The Board had several recommendations to the job description wording, and suggested that Drumm could make the revisions after the board makes a decision on whether to add the position. Nichols made a motion to add the Assistant Executive Director position for the 2014-2015 school year. Doskicz seconded, and the board approved the decision unanimously.
    4. **Discuss with possible action calendar change.** Drumm proposed changing the half day conference scheduled April 7 to May 7 to avoid an AIMS conflict. Doskicz motioned to approve the calendar change. Nichols seconded, and the board unanimously approved the change.
    5. **Discuss with possible action the 2014-2015 calendar.**  Drumm handed out a proposed calendar for the 2014-2015 school year. The calendar proposes a 180 day school year with snow days built into the schedule, where the days will be no school days in April or May if the school does not take snow days during the winter. The schedule also eliminates the second spring break at the beginning of May. The board discussed the pros and cons of eliminating the second spring break which included family travel schedules, a shorter summer, and matching older children's schedules. The board noted the annual corporation meeting and AIMS/PARCC testing were not identified on the schedule. Doskicz motioned to approve the calendar. Nichols seconded, and the board unanimously approved the calendar.

**VIII.** **Adjournment**

Doskicz motioned to adjourn the meeting at 7:23. Nichols seconded, and the board unanimously adjourned.