**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 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.

Tuesday, February 9, 2016 5:30 PM at FJA Middle School Campus

755 N Bonito Street, Flagstaff, AZ 86001

**Minutes**

**I. Call To Order**

Mr. Firth called the meeting to order at 5:30 p.m.

**II. Roll Call of Members**

Mr. Firth took roll and Heidi Henderson was present and Shawn Thomas arrived at 6:32 p.m. Additionally, Mr. Drumm, Gina Lanzetta and Lori Langan were present.

**III. Presentations/Information/Reports**

* + 1. **President’s Report** - Mr. Firth had nothing to report.
    2. **Director’s Report -** The Executive Director will provide information to the Board.
       1. Enrollment update – Mr. Drumm passed around the spreadsheet. The 100th day was the 21st of January and we are holding steady at 287.5. We are in pretty good shape as far as the ADM as it relates to the budget. Mr. Firth asked what it was at the 100th day. Mr. Firth asked that on the spread sheet we also include the 100th day count on the enrollment spreadsheet.
       2. Middle School Lease – Mr. Drumm shared that he is meeting with FUSD to sign the lease for the middle school on Wednesday February 10th at 11:00 a.m. He will be including this info on the next newsletter to help alleviate any concerns from families.
       3. AZ Merit Testing update – We are on track to do the AZ Merit testing in April. This year the test will be done on-line and we are working with Flagstaff IT to ensure that we are ready to make that happen. We have just started doing the training with staff, etc. We are hoping to avoid any major glitches. Mr. Firth asked a clarification question regarding the glitches and wonders if we can have Flagstaff IT on site to help divert those glitches. Mr. Drumm shared that we are planning on having Flagstaff IT at least that first week.
       4. Building lenders update – Mr. Drumm shared where we were at in terms of a new building. We had 4 or 5 lenders that we have reached out to. Lori has sent financials to them and we have a meeting set up for Wednesday Feb 10th. We believe that we need to be looking at options for the Middle School and that doing a combined building will be a stretch. Hopefully we will have more info to share by the next board meeting.
       5. Update on Grant monies received – Ms. Lanzetta shared that she took a course at ASU on grant proposals and grant writing. This course really filled in some of the gaps. She learned to start a credibility file and has done that. She shared a spreadsheet that went back to 2014. Since 2014 we have received over $265K in grant monies. One of the new grants that we just got was a State Tutoring grant, which is nice because our Title 1 was reduced this year. Mr. Firth suggested that we try to find Ms. Lanzetta extra time to work on this as she does really good work. Mr. Drumm thought that was a good idea and that it is something we should take a look at.
       6. Audit update – Mr. Drumm shared that we received a letter regarding the State board for charter schools. We are not out of compliance for anything. This was part of a five year interval audit.
    3. **Business Manager’s Report -** The Business Manager will give an update regarding any FJA financial matters.
       1. Profit and Loss – At this point, we should be around 66% to 67% by the end of February. We are looking really solid with those numbers, barring any unforeseen issues. We are still keeping a close eye on the School supplies, which January’s came in less than what we initially thought so we should have money to spend on supplies for the next school year as well. We have submitted the info to the IDEA basic grant to get those monies to help offset the salaries for SPED. If not, we will need to make adjustments with the revised budget.
       2. Balance sheets – Our net income is currently at $102K and we need to stay at or above $53K.

**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 12, 2016. Mr. Firth made a motion to approve the minutes the minutes dated Jan 12th, 2016. Ms. Henderson seconded the motion and all else were in favor.

**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. No Old Business 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. Discussion with possible action for approval of the 2016-2017 School year calendars. Mr. Drumm that he and Ms. Lanzetta put a draft together and had a committee meeting with staff. We have reviewed the FUSD calendar as well. One major change is to push back the start date by a week. FUSD has approved the first day of school to Aug. 11th so we have planned to start a couple of days prior to that based on previous conversation about the benefits of starting a couple of days prior to them. The Fall break was pushed back a little bit and the last day of school would be June 2, 2017. Mr. Firth asked a question about the 3 half days of conferences in February. Mr. Firth made a motion to approve the 2016-2017 school calendar. Ms. Thomas seconded the motion and all else were in favor.

**VIII.** **Adjournment**

Mr. Firth made a motion to adjourn the meeting at 6:43 p.m. Heidi Henderson seconded the motion and all else were in favor.