**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, March 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 5:39 p.m.

**II. Roll Call of Members**

Dr. Mellinger took roll. Dr. Hiebert, Mr. Naleski, Mr. Firth, Mr. Leest and Mrs. Suda were present. Additionally, Mr. Drumm 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 a couple of items that were pending were hiring a tutor coordinator. We have a person that has accepted the position and will be focusing on training the tutors in the fall. Additionally, at the last staff meting the Eadens presented info on Universal design. Teacher appreciation week is the first week in May and it would be great if we could get board participation.
   * 1. **Director’s Report -** The Executive Director will provide information to the Board.
        1. FJA Academic Feature – Mr. Drumm shared that we are preparing for the annual AZ Merit testing and AIMS Science testing next month. We are working with Flag IT preparing the technology for the testing. Several of our classes attended the Link up concert. Our students prepare for that by learning a few songs on their recorders. Several of our students were able to be on stage to perform with the Symphony. We took approximately 75 students. Our students were well prepared and engaged. It is a fantastic event. We also had students participate in National History Day. The event is like the science fair where the students present Historical information using presentation boards. We had 11 students advance to the regional competition here at NAU. One of our students was also chosen to participate in the State Competition soon. These are just some of the wonderful things that are happening at FJA!
        2. Update on AD hiring process – Mr. Drumm shared that we closed the position on February 1st. We ended up with 34 applications. The committee narrowed the candidates down to 8 and conducted phone interviews on March 1st. Today, the committee conducted in person interviews and will be making an offer soon to the top candidate. Mr. Drumm shared his appreciation for all who were on the committee and helped to choose the best candidate for the job.
        3. State of Charles Schwab accounts by Matthew Haertzen – Mr. Haertzen shared the emails that he sends out that summarizes what happens in the market and offered to add anyone to the distribution list. Diversification usually works, but unfortunately in 2018 that method did not prove successful. The FJA account, however, is well within our tolerance of where we want to be. Last year was the largest drawdown that we have seen in years past. The CD account has all federally insured C.D.s and this account is up 1.28%
        4. Security at FJA – We have been discussing ways to improve FJA’s safety. As part of that conversation Mr. Drumm wanted to share what is already in place. The idea is to seek feedback from the board on ways to improve any steps. Mr. Naleski an observation at the middle school that the doors will sometimes be propped open. Mr. Drumm shared that the doors should be kept closed, but it is a good reminder that it needs to be discussed regularly. Dr. Mellinger asked about the after-hours steps when there are games, etc. happening in the building. Mr. Drumm shared that Educators and Coaches are responsible for being on the lookout for anything that could be a problem. This list is not all inclusive and will be compared to the information that has been provided by Homeland security. Mr. Firth shared that it might be a good idea to add a fire extinguisher in every classroom at the middle school as well as the portable toilets.
     2. **Business Manager’s Report -** The Business Manager will give an update regarding any FJA financial matters.
        + 1. Profit and Loss – Mrs. Langan shared that a guideline to follow is around 75% of both income and expenses. We talked about another push for Tax Credit donations prior to the April 15th tax deadline this year. We have currently received most of the prop 301 funding so far this year and will have one more Childrens’ house payment to process. Ms. Lanzetta and I will be working on processing more Federal Grant Funds reimbursements over the next couple of weeks. As far as expenses go, Some of the teacher salary expenses will be moved around soon as well as having supply expenses coming up in May. Our overall next income is currently at 319.2% of our goal.
          2. Balance Sheet – Per the request of the board, Mrs. Langan has moved $100,000 from the Wells Fargo Money Market account to the MMA/CD account with Charles Schwab. Additional monies will be moved next month.

**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 act 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 February 12th, 2019

Dr. Mellinger – Aye

Mr. Firth – Seconded the motion

Dr. Eadens – absent

Mr. Leest – Aye

Mrs. Suda – Aye

Mr. Naleski – Made a motion to approve the minutes

Dr. Hiebert - Aye

**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 the Middle School lease has been signed for 1 year, beginning July 1, 2019 through June 30th, 2020. The lease amount will increase by $500. Dr. Mellinger suggested that a committee be formed to have further discussion should a lease not be renewed moving forward.

**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. Review and/or Discuss with possible action for approval of the 2019-2020 Teacher Contracts.

No voting needed as the actual approval happened last month.

Dr. Mellinger –

Mr. Firth –

Dr. Eadens –

Mr. Leest –

Mrs. Suda -

Mr. Naleski –

Dr. Hiebert -

1. Review and/or Discuss with possible action for approval of the Student Board Member Request.

Mr. Drumm shared that last month we met Ewan MacKenzie and Beatrice Heirigs. They both submitted a board member application. Last month they shared their intent, which was to be active members of the board. With the board having fiduciary responsibility, is it feasible to have them on the board? Their goal is to have voting seat on the board and to continue with any students coming up the ranks behind them. More research needs to be done to see whether voting rights can be given to a student member. Dr. Mellinger will do some research to ensure compliance. This will be moved to a future board meeting. No voting occurred.

Dr. Mellinger –

Mr. Firth –

Dr. Eadens –

Mr. Leest –

Mrs. Suda -

Mr. Naleski –

Dr. Hiebert -

1. Executive Session: N/A

**VIII.** **Adjournment**

Dr. Mellinger adjourned the meeting at 7:53 p.m.