**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 13th, 2018 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 5:38 p.m.

**II. Roll Call of Members**

Dr. Mellinger took roll. Mr. Firth, and Mr. Leest 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. – Dr. Mellinger shared that she attended a Board training in Phoenix. Overall, she got the impression that our Board is strong and running properly. We really need to be looking to add more Board Members. She learned that it would be good to keep in mind diversity, age and a variety of skills when looking for new board members. She received good information on where to seek new Board Members as well.
		2. **Director’s Report -** The Executive Director will provide information to the Board.
			1. ASBA – Membership- and training opportunities – We have begun the application form. We need the Board to complete individual Board Member information to be able to complete the application. We do not know how much it will cost as this is based on our expense budget. Once we submit the application and know what the membership fee will be we can decide whether it will be a valuable partnership.
			2. Insurance update – As you may recall, a request was made to research a new insurance company. Mr. Drumm and Mrs. Langan met with the local representative. Mrs. Langan put together an insurance comparison. If we made a move to the new company, the premiums would save FJA approximately $4,000. Mr. Firth suggested that we also reach out to our current provider and see if they could meet or beat the new proposal. Additionally, it was recommended that we also see about getting a second quote.
			3. 2018-2019 Enrollment, Waitlist numbers – Mr. Drumm shared that we held our lottery on March 1st. Overall, we have solid numbers in our classes. As we do every year, we have created a deadline for paperwork to be turned in. We revisit the lottery each week when we have a parent decline a spot. We have a solid waitlist to continue the lottery process.
		3. **Business Manager’s Report -** The Business Manager will give an update regarding any FJA financial matters.
			- 1. Profit and Loss Mrs. Langan shared that at the point in the year we should be around 75% of income and expenses. As a reminder that we will be receiving two equalization checks in June. Overall, we are looking solid financially. There are not any line items that are of concern right now. We have a payroll that will run this week and end of the year expenses to be thinking about such as supplies, furniture, etc.
				2. Balance Sheet – Our net income is currently over $191,000. This is exceeding our budgeted net income by over 20,000%. Keeping in mind that we will have end of the year expenses and 8 more payrolls.

**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 9th, 2018 - Mr. Firth made a motion to approve the minutes dated January 9th, 2018. Dr. Mellinger seconded the motion and all else were in favor.
2. Approval of Minutes dated February 13th, 2018 – Dr. Mellinger read some recommended changes. Dr. Mellinger made a motion to approve the minutes with the recommended changes. Mr. Firth seconded and all else were in favor.
3. Approval of Minutes dated February 26th, 2018 – Mr. Firth made a motion to approve the minutes, Dr. Mellinger seconded 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. Discuss long term building projects – Mr. Drumm shared that he reached out to a parent, who is a real estate agent. Kara Polder has looked at a couple of properties. Mr. Drumm asked her to look at another piece of property and she was going to investigate and get back with him. Mr. Drumm shared that our neighbor school FCCS has shared that they will be moving out this summer. He has reached out to FUSD to request that we have first right of refusal for that side of the building before leasing it to anyone else.

**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 Review with possible action for approval Teacher Contracts. Dr. Mellinger made a motion to approve the 2018-2019 teacher contracts. Mr. Firth seconded the motion and all else were in favor.
2. Executive Session: Entered Executive Session at 6:39 p.m.

 Administrative Salaries

 Executive Director Evaluation

 Exited Executive Session at 7:51 p.m.

**VIII.** **Adjournment**

Dr. Mellinger made a motion to adjourn the meeting at 7:52 p.m. Mr. Firth seconded the motion and all else were in favor.