**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.

Thursday, March 13, 2014 5:30 PM at FJA Elementary School

306 W Cedar Ave, Flagstaff, AZ 86001

**MINUTES**

**I. Call To Order**

John Doskicz called the meeting to order at 5:33.

**II. Roll Call of Members**

John Doskicz, Scott Nichols, and Melissa Bernasconi were present. Todd Firth, Kristin Patterson, Thomas Drumm, and Chyenne Schmidt also attended the meeting.

**III. Presentations/Information/Reports**

* + 1. **President’s Report** -

(a) Doskicz noted that the board@fjacademy.com email address is working.

* + 1. **Director’s Report -** 
       - 1. FJA Website - The new website is live and has received positive feedback. The website is now easy to maintain and update. Drumm asked people to email him if they noticed anything that needed to be corrected, or if they had any feedback.
         2. Shindig update - FJA will be holding the Shindig on April 25 at the Coconino Center for the Arts. FJA is requesting 100% participation from families, which can include donations and time. The Fundraising Committee is planning the event for 150 people, and they are gearing the event towards adults. There will be food, drinks, and a band. The following items were noted about the Shindig:

FJA will be offering childcare at FJA during the event.

FJA will not be soliciting businesses for donations yet. FJA is hoping staff and parents will be able to solicit the needed donations.

FJA is hoping a silent auction on the donated items will account for most of the funds raised.

FJA is planning a student showcase of crafts, a slideshow, and a drama presentation at the event.

Scott Nichols noted that FJA should do additional research to determine what liability the school will have when serving alcohol. FJA has addressed the insurance policy and applied for a temporary liquor license, but Nichols would like FJA to research what liability falls on the school when serving the alcohol to the Shindig attendees, i.e. refusing to serve attendees additional alcohol and arranging for transportation if needed.

* + - * 1. 2014-2015 Enrollment Update - After analyzing the intent to continue paperwork and conducting a lottery of the enrollment packets by grade, FJA currently expects to have an additional 22 students for next school year. This number will fluctuate slightly before school starts, but FJA expects this to be a good indicator of new students.

Next year's first grade has been difficult to fill. Since FJA has a kindergarten class of 13, and a first grade size of 33, this will be more difficult to fill.

Scott Nichols verified that FJA expects they could take up to an additional 45 students. Drumm agreed and said the cap of 45 was due to capping the current staff size and capping classes at 23 students.

Todd Firth recommended that FJA consider plotting additional school expenses against the increase in students as the student total increases.

* + - * 1. Before and After Care Program - Drumm announced that the Before and After Care program has a new director. Mollie Quinn has replaced Jeremy Nelson. Schmidt also noted that the estimated program revenues and expenses are different than what was presented at the January meeting. Revenues are higher, but staffing costs are also higher. After a few months, FJA will have a better understanding of the financial impacts, and the Children's House contract will need to be revised to compensate FJA for the additional staffing costs.
    1. **Business Manager’s Report -** 
       - 1. Financial Status - FJA saved close to $70,000 during the month of February and eliminated the deficit that was created in July. FJA's revenues were very high during February due to a large Children's House payment and an Emergency SPED grant reimbursement. These two payments totaled over $40,000.

Current projections anticipate FJA will have a surplus at year end. FJA will begin to purchase items that are needed. The next few months will have more expenses than previous months, but the second ADE Equalization payment in June will cover the expenses.

Activity fees remain lower than the budgeted amount after the year's busiest month. However the total activity fees are similar to last year, and FJA is currently working on a plan to maximize the activity fee collections.

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

There were no public members present.

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

1. Approval of Minutes dated February 11, 2014 - Doskicz motioned to approve the minutes. Nichols seconded the motion. All board members were in favor of approval.

**VI. Old Business**

There was no old business.

**VII. New Business**

* + 1. Discuss with possible action approving a board member resignation - Tony Hannigan, the board's vice president, submitted a letter of resignation on March 11, 2014. Doskicz motioned to accept the resignation and Bernasconi seconded. All board members were in favor of accepting the resignation.
    2. Discuss with possible action approving Flagstaff Information Technology contract - Drumm presented the proposed contract with Flagstaff Information Technology. The contract is for three years, for a fixed monthly fee for Net Pro service. The contract covers a list of services such as response to unexpected issues, regular backups, virus protections, software updates, etc. FJA has been working with Flagstaff Information Technology for the last six months on an hourly basis, and they have found the service to be excellent. The staff are responsive and knowledgeable, and there are a team of a half dozen people that are available to respond.
       1. Firth noted that the contract can be terminated with a 30 day notice.
       2. Drumm verified Flagstaff Information Technology has operated in Flagstaff for many years, and services two other schools among their various clients.
       3. Schmidt and Drumm verified that the contract rates had been negotiated down significantly from the first proposals.
       4. Schmidt noted the contract rate is much less expensive than the amounts that were being paid to the previous vendor.

Nichols motioned to approve the contract as presented. Bernasconi seconded, and all board members were in favor of approving the contract.

* + 1. Discuss with possible action approving the revised salary schedule - Doskicz noted that the salary schedule had been discussed at the last two board meetings, and that Wolkowinsky had motioned to table the schedule until the new enrollment numbers were identified. The 20 year salary schedule with an increased step for staff, and a new assistant executive director position, required an increase of 15 new students to fund the increased expenses. The enrollment numbers project an increase of 22 new students which will cover the increased expenses for the proposed schedule. Doskicz motioned to approve the 20 year salary schedule with the next step for staff. Bernasconi seconded the motion, and all board members were in favor of the motion.

**VIII.** **Adjournment**

Doskicz motioned to adjourn the meeting at 6:32, and Nichols seconded the motion. All board members were in favor of adjournment.