**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, March 8, 2016 5:30 PM at FJA Elementary School Campus

306 W Cedar Ave, Flagstaff, AZ 86001

**Minutes**

**I. Call To Order**

Mr. Firth called the meeting to order at 5:39 p.m.

**II. Roll Call of Members**

Mr. Firth took roll. Todd Firth, Heidi Henderson, Kirsten Mellinger, Shawn Thomas were present. Additionally, Thomas Drumm, Gina Lanzetta and Lori Langan were present.

**III. Presentations/Information/Reports**

* + 1. **President’s Report** - Mr. Firth shared that we may need to do a subcommittee for the review of Mr. Drumm. Also a request was made for market value of teachers and administration.
    2. **Director’s Report -** The Executive Director will provide information to the Board.
       1. Enrollment update 2015-16- We have held very steady. Our numbers are 286.5 and total enrollment is at 312.
       2. Enrollment update for 2016-17 – Susan has made the phone calls to those who made the lottery and we are slowing getting yes, and no’s. It is going to be a continual process. We have a plan in place to do what we did last year with calling the families in June/July to confirm their student’s attendance. Most of the classes are full, so we anticipate similar numbers for next year that we have this year. We will have a little better idea in April and a much better number in the summer. Ms. Thomas asked what our total capacity is. Mr. Drumm shared that we could go as high as 352.
       3. Shindig numbers – The Shindig was a huge success. There were more in attendance this year compared to last year. We netted just over $7,000 for use on Technology. We had our debrief Shindig meeting and most were in favor of having the event again next year. We would like to see more parent involvement moving forward.
       4. Cedar Campus Mortgage – Mr. Drumm shared that we have been talking with a few financial organizations. Gina, Lori and I have been speaking about the Note and whether or not we should pay it off. Right now we owe approximately $152,000. We did get an appraisal last year that was approximately $900K. Or the other option would be to divide the payment in order to pay the mortgage off early. Mr. Firth shared that it would be a good idea to find out if there are any prepayment penalties, additionally see if there would be a charge to set up that payment structure. He also suggested that we look to see if there are other investment options for our savings accounts. Mr. Drumm shared that Lori and I met with a financial company that provided information on a 5M dollar loan that would cost approximately $33,000 per month. Based on our current lease and mortgage, we are only around $10,000. This is obviously way out of our budget. So we are looking at only building for the middle school and not a whole k through 8th.
    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 75% in income and expenses. We are looking really strong. We should be looking at moving some expenditure around so that we can purchase needed items. We did finally get the approval for the IDEA grant so some of the sped budget will be moved over to the Grant expense line which will put the SPED more in line with the budget.
       2. Balance sheets – We currently have over $100K in net income!

**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 February 9, 2016. – Mr. Firth made a motion to approve the minutes, Heidi 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. No Old Business

**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 with possible action for approval – Teacher Contracts – Mr. Drumm shared the contract spreadsheet and salary schedule. Several questions were raised on the salary schedule. Mr. Firth made a motion to approve all of the contracts that are this list. Heidi Mellinger seconded the motion and all else were in favor. The request has been made that Mr. Drumm share at the next meeting the review process.
2. Discuss with possible action for approval – Middle School Lease – Mr. Drumm shared that he received the lease agreement after last month’s board meeting. The lease itself has not changed other than the fact that the lease has increased by $500.00. We will need to increase the lease into the budget. Currently the lease is $84,000 and will increase by $6,000. For a total of $90,000.00. Mr. Firth asked if they are keeping up with their end of the lease as far as maintenance. Mr. Drumm shared that for the most part, they had complied. Ms. Mellinger asked if there were any possibility for a multi year lease. Mr. Drumm shared that they are not willing to do a multi year lease. Ms. Thomas moved that we approve the lease. Mr. Firth seconded the motion and all else were in favor.

**VIII. Executive Session**

Moved to Executive Session at 6:25 p.m.

Exited Executive Session at 6:45 p.m.

**VIIII.** **Adjournment**

Mr. Firth moved to adjourn the meeting at 7:40 p.m. Ms. Mellinger seconded the motion and all else were in favor.