**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, April 12, 2016 5:30 PM at FJA Middle School Campus

755 N Bonito Street, Flagstaff, AZ 86001

**Minutes**

**I. Call To Order**

President called the meeting to order at 5:42 p.m.

**II. Roll Call of Members**

Mr. Firth took roll, Heidi Henderson and Shawn Thomas were present. Additionally, Mr. Drumm, Ms. Lanzetta, Ms. Langan, Glen Leest, Steve Cernohous and Mr. Kuzara were also present.

**III. Presentations/Information/Reports**

* + 1. **President’s Report** - Mr. Firth had requested that the board members have FJA emails rather than personal emails. That has been done and Lori will get that info to the members. Mr. Wolkolwinsky has passed along a large box of documents that I would like ask that Ms. Mellinger and Lori work together to go through the docs to see what is necessary to keep and what can be gotten rid of. Mr. Firth also shared that we have a few members of the community that would like to possibly join the board. Mr. Firth asked Ms. Thomas to reach out to one of them, which he will provide the persons info.
    2. **Director’s Report -** Mr. Drumm shared the following.
       1. Enrollment update- Enrollment numbers have remained pretty steady throughout the entire year. With 311 as total enrollment. Mr. Drumm shared projections for next year. Total enrollment for August would be 345. This is pretty healthy and more than we have ever had. We do know that there will be a lot of movement between now and then. We have put into place a lot of follow up to ensure that the families get the enrollment packets in and their activity fee, etc. We will do another follow up in May and July as well. We did this last summer and it helped impact our final numbers. We do know that we could lose students to other Charter Schools. Particularly in the 7th and 8th grade. We plan to build the budget on an ADM of 280 and that sure ensure that we maintain budget for the FY2017.
       2. Teacher of the Year – Mr. Drumm shared that Elii Chapman was nominated for Coconino County Teacher of the Year. She is a 5th/6th grade teacher here. The process is pretty rigorous. It has been whittled down to the top 3. There is a banquet on April 20th, where they will announce the recipient.
       3. Girls Basketball – Won FUSD League – Our Varsity girls basketball team won the FUSD League – This is a great testament to our Coaches and the players. Such a great success.
       4. Newspaper article, GCY Service – This was a great opportunity for us to share with the community the great things that we have going on at this school.
       5. Teacher Survey Results – Ms. Lanzetta shared that we do both a teacher survey as well as a parent survey. At the cedar campus, teachers are happy with the specials teachers as well as have an appreciation for the Aide help in the classroom. She shared that this year the teachers have had more aide time. The overall consensus is that we have counseling and mindfulness in the classroom that has been helpful. Overall, we had positive outcomes with support from Administration. The teachers found professional development and peer observation day(s) very valuable. They would like more visits in the classroom. The teachers overall felt that splitting the campuses were working. Meaning Gina and Thomas going between the campuses. Bonito campus had very similar feedback. We have started receiving the parent surveys and will start compiling that info.
       6. Update on Teacher/Admin Salaries at other local Charter Schools – The board had requested this information at the last meeting. Mr. Drumm shared and handout of information from FALA, Mountain School and Pine Forest. Mr. Drumm recommended that we save this for next year to potentially review and revise our salary schedule.
       7. Teacher Observation Overview – At the last meeting the board had requested some clarification on the Teacher evaluation. He passed out the tool that was used this year. We have used some version of this tool for the past three years and have streamlined it. Gina does the Cedar Campus and Thomas conducted the Bonito Campus. These were conducted this past February which allowed us to draft the Teacher Contracts. Please review them and please let us know if/how we could make this even better. Ms. Lanzetta shared that we have tried to emphasize the benefit of Professional Development. Ms. Thomas asked whether or not the teachers set their own goals? Mr. Drumm shared that it is not currently set up that way but that would be a great addition. Ms. Henderson asked if it is only once per year. Mr. Drumm shared that it is just a once per year formal observation, however, we are in the classrooms all the time. The board also asked how Mr. Drumm was going to evaluate Ms. Lanzetta. Mr. Drumm shared that he would be evaluating Gina in the next couple of weeks. Since this is a fairly new position, there is not an evaluation currently. Mr. Drumm shared that he used a similar format as the teacher observation by taking the job duties.
    3. **Business Manager’s Report -** The Business Manager will give an update regarding any FJA financial matters.
       1. Profit and Loss – We should be somewhere around 83% in with expenses and income. Most line items are looking pretty solid.
       2. Balance sheets – We are currently sitting at a Net Income of over $250K. We still have to general journal payroll this week, but we are still looking really strong to end the year with a solid bottom line.
       3. Budget Revision ideas – We will not be revising the budget this year due to our budget being built on fewer students than we actually have.

**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 March 8, 2016, Mr. Firth made a motion to approve the Minutes with the change on this Agenda is changed to March 8th, 2016 not the 9th, 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. Mr. Firth shared that last month we reviewed the contracts and one teacher contract was missed. Mr. Firth made a motion to approve the contract that was missed last month. Ms. Thomas seconded the motion and all else were in favor.

**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, Budget Revision. As discussed earlier, no budget revision is required due to the fact that our budget was built on 280 ADM and we are over.

**VIII. Executive Session**

1. President update

Entered Executive Session at 7:23 p.m.

Exited Executive Session at 8:06 p.m.

**VIIII.** **Adjournment**

Mr. Firth made a motion to adjourn the meeting at 8:07 p.m. Heidi seconded the motion and all else were in favor.