**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, May 9, 2017 5:30 PM at FJA Elementary School

306 W Cedar Avenue, Flagstaff, AZ 86001

**Minutes**

**I. Call To Order**

Mr. Firth called the meeting to order at 5:34 p.m.

**II. Roll Call of Members**

Mr. Firth, Mrs. Mellinger, Mrs. Henderson, Mr. Leest and Dr. Eadens were present. Additionally, Mr. Drumm, Ms. Lanzetta, Mrs. Langan and Mr. Don Tomlinson were present.

**III. Presentations/Information/Reports**

* + 1. **President’s Report** - Mr. Firth shared that he had an issue come up with a parent and will follow up with Heidi and Mr. Drumm. Nothing else to report
    2. **Director’s Report -** The Executive Director will provide information to the Board.

1. Enrollment numbers for next year – Mr. Drumm shared projected enrollment numbers for next year. Projected number for next year is 340. We feel that our numbers are healthy for next year and we have a waiting list for many of our grade levels. We are in the process of building our budget based on 280. Mr. Tomlinson asked what capacity is. Mr. Drumm shared that capacity is roughly 300 for ADM. We are making calls to those on our enrollment list to verify that everyone still wants their seat.
2. State Board of Education Adopts A-F School Accountability Plan – This was just rolled out a few weeks ago. We are just learning how this is going to impact us. Previously this was all based on AIMS scores. They will still be looking at the statewide assessment scores which are AZ Merit and AIMS Science for 4th and 8th grade. Absenteeism will be a large factor. Mr. Drumm will be proposing some policies and procedures changes regarding Absentees and how we handle chronic absentees. Mr. Leest asked how many days are the students in school. Mr. Drumm shared that we are in school 180 days. We do review our attendance reports frequently and those who have excused absences versus non excused. One thing that is new to this system, the students will be awarded tiered points based on the number of years that a student is at a school. We take pride and spend a lot of resources in educating the whole child and unfortunately that accountability is left out of this new grading system.
3. Review FJA Staff Surveys – Ms. Lanzetta shared some key points from the staff surveys. We do this survey every year. It is anonymous and it gives us ideas of where we are being successful and running the school and where we have opportunities. Overall the surveys were very positive. Many of the teachers are grateful to have access to professional development. Feedback was positive for our SPED group as well. Our teachers said that what keeps them is administration, community, etc. A request was made for additional training for our aides.
4. Title I audit review – Ms. Lanzetta shared some key points from the Title I audit from last week which went very well. They loved our school and loved that we look at the whole child including mindfulness and all of the field trips.
5. Update on the close up trip – Mr. Drumm shared info about the Washington D.C. trip. We sent 26 students and 2 staff members. It was a huge success and we are already in the planning stages to offer the trip again next year. The feedback from students and parents was great. It was only open to 7th and 8th graders. It is $1,800 and the students have to pay their own way. We are planning to set aside $1,000 to $2,000 as a scholarship fund so that we are able to include a few students who cannot come up with this dollar amount. The students actually got to meet Senator McCain.
   * 1. **Business Manager’s Report -** The Business Manager will give an update regarding any FJA financial matters.
        + 1. Profit and Loss – At this point in the school year we should be at approximately 92% of our budget in both income and expenses. Overall income we are running at about 85.3%. We will have 2 more equalization payments for the remainder of the school year. We will also be requesting a Title I reimbursement soon. Overall expenses we are running at about 80.5%. Big ticket items such as the GCY final payment and the Washington D.C. trip have already been applied to this year’s expenses. We will have final expenses for the year such as supplies, furniture, prop 301, stipends, etc. But should still be on target to overachieve our budgeted net income.
          2. Balance Sheet – Net income is currently running at 152% of budgets goal.

**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 Public Minutes dated April 25th, 2017. Mrs. Mellinger made a motion to approve these minutes. Mr. Leest 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. Discuss with possible action for approval the Vendor Selection for investments. – We have 4 potential vendors. Mr. Drumm suggested to the board they consider keeping the status quo, that being, not investing any of the money and keeping it in the bank account as is. The Board discussed this option but decided that our stakeholders would prefer that we be more proactive with the money in an effort to gain a greater return, thus benefiting FJA in the long run. The board is not inclined to go with Arizona Community Foundation due to the lack of liquidity and fees associated with investing with them. The board is not inclined to go with Wells Fargo due to lack of liquidity. We need to work with Wells Fargo to collateralize our funds to cover our deposits. We like what Four Peaks had to offer but we are concerned about the appearance of a conflict of interest because we have a board member who works there. We have gone above and beyond to reach out to other organizations so that we have full disclosure. Dr. Eadens made a motion to approve Four Peaks as our vendor. Mr. Leest and Mr. Tomlinson have recused themselves from the vote. In Dr. Eadens professional experience in teaching higher education finance he feels like Four Peaks is the best option for FJA both from a fee perspective as well as variety in investment options. Mrs. Mellinger seconded the motion and all else were in favor with the understanding that Four Peaks had the lowest fees. Additionally, no board member will be actively involved in the managing of our funds.
2. Discuss with possible action finding a development officer. – Mr. Firth has been unable to connect with the development officer. This will be added to future meeting.

**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 new Board Member Application. Mr. Firth introduced Don Tomlinson and thanked him for being here. Mr. Tomlinson shared that his interest primarily began with the fact that both of his girls will be attending this fall and he and his wife are super excited for this opportunity. Mr. Firth asked the each board member to share a little bit about themselves. Mr. Firth asked if any of the board members had any questions of Mr. Tomlinson. Mr. Drumm asked if Mr. Tomlinson had any issues with attending the meetings on the first Tuesday of every month. Mr. Drumm also asked what his view of what the role of a board is. Mr. Tomlinson shared that he feels that a board member will help from a higher level. Mrs. Mellinger made a motion to approve the board application of Don Tomlinson. Dr. Eadens seconded the motion and all else were in favor.
2. Discuss with possible action to update the Financial P&P’s. – Not prepared to discuss at this time, please move to the June agenda as well as adding Mr. Haertzen to this agenda as well.

**VIII.** **Adjournment**

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