**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, May 10, 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 and Heidi Henderson, Kirsten Mellinger were present. Additionally, Mr. Drumm, Ms. Lanzetta, Lori Langan, Glen Leest and Dan Eadens were present.

**III. Presentations/Information/Reports**

* + 1. **President’s Report** - Mr. Firth shared that we received a new contract from the Attorney. He has reviewed last year’s contract and the fees are increasing slightly. Mr. Eadens asked if it was different than FUSD? Mr. Drumm shared that he wasn’t sure. Mr. Firth asked Mr. Drumm if he had any concerns with renewing the contract. Mr. Drumm shared that he has been very pleased with their services and their knowledge. Mr. Firth asked that we placed the renewal of the contract on next month’s meeting. Mr. Firth shared that on the field trip to the AZ Capital Museum they had a chance to go over to the house and FJA was announced at the meeting. Then they were allowed to go down on the actual floor of the house. They spent about 15 minutes with the representatives and were able to ask questions, etc. Mr. Firth said it was a great experience and they actually took pictures with the representatives.
    2. **Director’s Report -** The Executive Director will provide information to the Board.
       1. Enrollment update 2015-16 – Mr. Drumm shared that we have not lost any students since last month’s meeting. ADM is 311 and total enrollment is 320.
       2. Enrollment update for 2016-17 – Projected enrollment is right around 345 and that number will fluctuate between now and the beginning of the new year. Ms. Susan will be making our first set of phone calls next week. Ms. Mellinger asked if we had a current wait list for 3rd and 4th grade and Mr. Drumm shared that we do have a short list. Mr. Eadens asked what our teacher to student ratio. Mr. Drumm shared that most classes are 1 educator to 23 students. We are really competitive as for ratio and class sizes. Mr. Firth shared that we have implemented a tracking system which has helped keep better track of the enrollments. We have some new strategies that have helped maintain those enrollment numbers. Making phone calls to confirm enrollment, we are just being more proactive!
       3. Building Funding – We are still waiting to hear back from Wells Fargo on increasing the initial pre-approval of 1.75M to 2.0M or even 2.5M. We have met with BBVA Compass and we are close to getting a term sheet. They have given us a pre-approval of 70% loan to value, with a 10 year fixed rate amortization of 20 years. We will continue to provide updates as we have more information.
       4. Summer camp update – Mr. Drumm shared that we are ready to roll for June and we have 12 different camps that we are offering to FJA students as well as outside of FJA families. Mr. Drumm shared that we have it on the website as well as the AZ Daily Sun. We have been sending out Newsletters also. Additionally word of mouth has been a resource. In the past, we have not had this many to offer. We have a good variety of camps to offer. Mr. Firth shared that we should advertise on KNAU.
    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 looking at a percentage of 91.6%
       2. Balance sheets – At this moment we are sitting at a net Income of $285K, we do plan on spending some of this money on vans and supplies, equipment, furniture, etc. We also plan to have the artificial turf replaced.

**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 April 12, 2016. – Mr. Firth moved to approve the minutes. Heidi Henderson seconded the motion and all else were in favor. Mr. Firth made a motion to approve the Executive Session Minutes dated April 12, 2016. Heidi 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. 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/School Psychologist Contracts – Mr. Drumm indicated that Mr. Saunders has turned in his formal resignation. The contract that he is proposing is to hire Stephanie Jackson as his replacement. She has been a classroom aid and her long term goal is to be a classroom teacher. We feel very good about offering her this position. Her salary would be a little bit more because she has a Masters Degree. Mr. Firth made a motion to approve Stephanie Jackson’s contract. Ms. Mellinger seconded and all else were in favor.

Mr. Drumm shared that we have contracted to have an onsite Psychologist. A year and a half ago Mr. Drumm communicated with an Educator at NAU to have an on-site Psychologist. We signed an agreement with NAU to start that collaboration. Last year we had a practicum student who was under the direction of the NAU professor. We offered Mr. Reid Swan and internship for this current school year. We have been very happy with Mr. Swan and having a school Psych intern. It has been much better than outsourcing that work. Being onsite he was able to attend meetings and be more involved with the school. He will be done with his internship this year and we have been speaking to him with the possibility of bringing him on full time next school year. Sara Martinet had a great idea of offering him a part time Psychologist. When we were outsourcing this service, we were spending $20K per school year. We feel strongly that we need stability by bringing in someone for the long haul. We are looking to offer him a contract for 20 hours per week at $25K per school year. We would still be getting more bang for our buck by not having to outsource this service. We do have plenty of need for his services. We have reached out to other schools to try to pick up the other half of his contract. Mr. Swan has expressed that he really likes working with FJA and would like to continue that relationship. We are really working hard to try to keep him as opposed to starting with a new person. Mrs. Mellinger asked if he can complete the job in the 20 hours. Mr. Drumm expressed that it will be a work in progress and that there will need to be some adjustments made with regards to what he is currently doing. Mr. Firth made a motion to approve the School Psychologist contract contingent upon successful completion of his licensure and prior to the start of the school contract. Mrs. Mellinger seconded the motion and all else were in favor.

1. Discuss with possible action for approval – Van Purchase – Mr. Drumm shared that we have spoken about this in the past and he wanted to see if that was something that the board wanted to vote on and felt that you should vote on. Mrs. Mellinger shared that this is something that FJA administration is totally capable of making this decision. She shared that it was at our discretion.
2. Discuss with possible action for approval new Board Member Application – Mr. Firth shared the resume’ and letter of intent from Glen Leest. Mrs. Henderson made a motion to add Mr. Leest as a board member. Mr. Firth seconded the motion and all else were in favor.

**VIII. Executive Session**

1. Executive session meetings are closed to the public and called to discuss legal or personnel issues.

Entered Executive Session at 7:46 p.m.

The Board exited Executive Session at 8:12 p.m.

**VIIII.** **Adjournment**

Mr. Firth made a motion to adjourn the meeting at 8:12 p.m. Heidi seconded the motion and all else were in favor.