**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 8th, 2018 5:30 PM at FJA Elementary School

306 W Cedar Avenue, Flagstaff, AZ 86001

**Minutes**

**I. Call To Order**

Dr. Mellinger called the meeting to order at 5:34 pm.

**II. Roll Call of Members**

Dr. Mellinger took roll. Mr. Firth, Dr. Eadens and Mr. Leest were present. Additionally Mr. Drumm, Ms. Lanzetta and Mrs. Langan were present. The prospective Board members as well as members of the community were present.

**III. Presentations/Information/Reports**

* + 1. **President’s Report** - The President will provide information to the Board regarding matters pertaining to the FJA Board.

1. Academic Culture – Dr. Mellinger stated as a board one of their primary responsibilities is Fiduciary Oversight. Academic Oversight is also a responsibility of the board. Currently, the board doesn’t have a good framework to look at that. If you google the Center for Student Achievement/qualities/standards you will get the document that talks about these quality standards. The Center gave the AZ Charter schools a grant to do research to see what contributes to quality schools. Some of the pieces are: Academic Continuous Improvement, Ethical Leadership, Finance, Governance. Dr. Mellinger would like to use this framework that the Center for Student Achievement has already designed. There is a rubric that asks key questions in each area. For example, does the school commit to school-wide goals? Does the school publicly communicate academic goals? After answering these questions, schools score themselves, and at the end, they will have their own report card. It will show the school what is going great, where do we want to go, and what are our specific goals to attain that? Dr. Mellinger said FJA’s mission is educating the whole child and we want to keep it that way, but FJA should also look at what are its academic standards. She would like the board to form a sub-committee of two board members and go through these questions and see where we are. Dr. Eadens volunteered to be on this committee. He asked if this is AZ specific or not? Dr. Mellinger stated it is not aligned specifically to AZ. Dr. Eadens would like to align toward letter grade as well, so as a school we are not aiming in two different directions. Dr. Mellinger will be on the committee as well as she wants to increase the letter grade that FJA received. The committee will start once school starts in August.

Tom agreed that it would be beneficial to look at measurable goals and data.

* + 1. **Director’s Report -** The Executive Director will provide information to the Board.
       1. FJA Academic Feature – Mr. Drumm was asked last month to speak about FJA’s process for preparing for AzMERIT and AIMS testing. He shared that there are 3 pieces to preparing for testing. The first piece is that all 3rd – 8th grade students took the practice tests online. Primarily, in order to become familiar with the testing mechanism and tools on the test. Secondly, 7th/8th graders participated in test-taking strategies as part of their weekly Friday rotations. These included: RTI, technology emphasis, organization skills, etc. This was put together by the 7th/8th grade team. Finally, FJA has designed and implemented a school-wide curriculum that allows students to grow. FJA is not teaching to test, but is following standards. And preparing students at their grade level for math and ELA testing. Dr. Eadens asked if those strategies incorporate where there were dips last year in scores. The 7th/8th grade strategies were designed to specifically help with scores as 8th grade scores were the lowest last year. Preparing them how to take a test and strategies for test-taking have been some of the areas of focus. Dr. Eadens stated that skills are being taught, along with attitude and motivation. Dr. Mellinger asked if there were specific goals. Mr. Drumm said FJA is looking for growth across grade levels. There are no specific benchmarks, rather we are looking for growth. Dr. Eadens stated that FJA’s school grade was not looked at by ADE through the appeal process, but they were not recalculating scores. Dr. Eadens asked if we did research on how they calculated that? Or specific areas we need to target to move to a B? Mr. Drumm said yes. We need to improve our test scores. FJA was impacted negatively by certain dips in certain grades. We need to see growth in those areas.

Another academic update was shared. Ms. Haiduk’s Drama Club performed the Odyssey last week, and this week for the whole school.

Ms. Berginc took 19 students to NAU to compete in the annual math competition. FJA placed 1st, tied 1st in relay. And two students were in the top ten.

* + - 1. Enrollment Numbers 2018-2019 – The projected numbers, as of today, are 313, which means the ADM would be 286.5. This is slightly lower than the 100th day for this school year. But it is holding steady. Some classes are completely full with long waiting lists, others are not as full. We are working to fill the open seats. This year was the highest enrollment ever. Next year may not be quite as high.
      2. RedForED update – FJA was closed for six days. We’re making up two of those days next week (original snow make up days). The Dept of Ed sent communication to schools, outlining that we are required to have 180 days or a minimum number of instructional hours. FJA needs 1000 hrs. We will end up with 176 days. But over our required number of instructional time by 39 hours. The last day of school will be June 1st. All of this documentation has been submitted to ADE. FJA hasn’t received word from ADE regarding funding. We hope to get it before the June board meeting.

FJA’s preschool program is private, therefore we will be reimbursing parents for time missed. A few parents said to keep the reimbursement and put toward the teacher fund.

* + - 1. Middle School Campus Update – Mr. Drumm said, as he mentioned last month, FCCS is leaving the Bonito building June 20th. He talked with FUSD about relocating to that side of the building. FUSD has stated FJA can have first choice but they would like to know soon. We took a tour and it looks promising. Mr. Drumm invited some board members to take a tour of that side of the building. Looking at moving, possibly, this summer. There are more rooms on that side, as well as a multi-purpose room that can be used as a cafeteria and a science lab. The office is much bigger and faces the street. Mr. Leest said it all sounds positive. It will cost some money to move. Mr. Drumm stated he is for the move. FJA has been looking for a location for 4 years and haven’t found anything. Dr. Eadens stated we could ask for volunteers to help. Mr. Firth has two recommendations for movers. Some board members will come see the sight.

Mr. Drumm shared the Letter of resignation from Jill Paez, SPED Director. Currently, In interview process for the new Director.

* + 1. **Business Manager’s Report -** The Business Manager will give an update regarding any FJA financial matters.
       - 1. Profit and Loss

Mrs. Langan shared that at this point in the year we should be ~ 92% in income and expenses. FJA did not receive any new tax credit donations after the voicemail. Activity fees made up for the reduced tax credit donations. This is partly due to increasing the activity fee.

FJA is at 105.5% of the budgeted goal for donation revenue.

FJA will receive two equalization payments in June.

Title 1 and all federal funds are reimbursing 20% of the grant at a time.

Prop 301 – teacher-based salary – Mrs. Langan hasn’t moved that funding yet. She will do before the end of the year. June payout and stipends will come out of Prop 301.

Got all requested orders for supplies next year and will use this year’s funding to pay for next year’s supplies. FJA is at 51% currently for supply budget, but this will be spent once we place these orders.

Purchase property services/repair/maintain bldg. – cleaners, maintenance fall in this category. This budget was created prior to the changes in these services. We will need to make changes for next year’s budget to account for the increase in this services.

Currently, FJA’s net income is high. However, there are 4 more payrolls plus Prop 301, stipend payout, and reimbursement for leave still coming up. The budgeted goal is $950. However, we plan to end quite a bit higher than that this year. It depends on supplies and replacement computers. Mr. Drumm shared that the rule of thumb is 20% of inventory (laptops), in a five-year rotation. No new student computers will be purchased this year.

* + - * 1. Balance Sheet – Net Income –Dr. Mellinger asked about the increased balance in the checking account. Mrs. Langan said it was from a transfer of payroll and CH reimbursement.

Charles Schwab – the account has decreased. Dr. Mellinger asked if we should invite them in to share more. Mr. Leest said we could invite them twice a year to give regular updates. Dr. Eadens reminded to keep in mind it is a long-term strategy.

* + - * 1. Budget 2018-2019 update – Mrs. Langan has started working on it and been in contact with Diamond Financial. With the changes in budget she has had to postpone the final budget until we know more from the state. The Board meeting is currently scheduled for the 2nd week in June. We would like to postpone it for the last week in June. The Board meeting is re-scheduled for June 26th at 5:30pm. Will do the proposed and adopted budget that same day.

**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.)

Marla Novak shared information about a Cell Phone Tower being put up on Flag High Campus. The meeting with Planning and Zoning about this tower is tomorrow at 4pm. Marla stated she is the only one who has called and said anything about this. It is a 74 ft. tower with room for two more expandable areas. Marla wants safe technology. It is at Flag High, by the round dome is where it will be placed. The Cell phone industry only has to meet the telecommunications act from 1996. There has been 22 years of cell growth since then. There is research that shows it doesn’t have to heat up to hurt you. Microwave radiation has been determined to be carcinogenic and is in the same category as lead, gasoline, engine exhaust, etc. If there was a proposal to put those in schools, they would say no. But, they are proposing to put a tower in place by 3 schools. Marla is not against the tower. She just wants it further from school. Marla stated she will be presenting tomorrow at the meeting.

Lou Haiduk shared that as a result of the Red for Ed movement we’ll get increased funding. As a five year teacher, she has had lots of support staff in the classroom. Whenever she gets someone qualified, they have to leave for higher pay. She would like to distribute the funds evenly, so support staff get the same financial amount.

Ben Jefferies said thank you to the board for supporting the Red for Ed Movement and passing the Resolution in support of the movement. It was sent as an example of a charter school supporting the demands. Two charter schools used it to get on board as well. Ben shared the movement was historic in many ways and Accomplished a lot. It was the Largest rally in AZ History (1st day of walkout). It was also the Largest walkout in US history. The movement Accomplished legislation in the budget that would increase per pupil funding. That money, the governor says, would be for teachers. Many staff at FJA, don’t just want teachers to see that increase. All staff, especially support staff, need that raise as well. Mr. Firth asked to hear directly from teachers, so the Board can get a sense of where all teachers are.

**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 1oth, 2018 – Dr. Eadens made a motion to approve minutes. Dr. Mellinger seconded and all else were in favor.
2. Approval of Minutes dated April 26th, 2018 – Mr. Firth made a motion to approve minutes. Dr. Eadens 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 long term building projects - no updates.

**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. Review and/or Discuss with possible action for approval Attorney Contract for FY19.

Mr. Drumm stated that the board is for governance, not administration. However, FJA received the new contract from the attorney and they specifically ask for a board signature. FJA has been with them for five years, and are satisfied with their service. There is a 3% increase in their rate again this year. It will be the same lawyer again this year as well. Dr. Eadens’ concern is having a three percent increase every year. He understands the familiarity but have to do due diligence fiscally to be considerate of fees. Mr. Leest stated that inflation is 2.5%, so 3% sounds about right. Mr. Firth looked at the budget and saw that FJA has only used 45% of legal fees this school year. He stated the cost of the transition and the time Mr. Drumm and Ms. Lanzetta would need to put into that transition would not make it worthwhile. Dr. Mellinger stated that if we have another high cost year in lawyer fees, we may want to shop around. FJA has budgeted $10,000 in legal fees and spent 45% of that. Mr. Leest stated that even if FJA uses the full $10,000, it’s only a $300 difference. Dr. Eadens asked if Tom can contact the lawyers and ask them if we’ll increase 3% every year. Dr. Eadens also asked about the Trust. Mr. Drumm had asked the lawyer. He said as a small school, it would not be beneficial to us. Dr. Eadens asked Tom to call them and see the cost.

Mr. Firth made a motion to approve the contract. Mr. Leest seconded the motion and all else were in favor.

1. Review and/or Discuss with possible action for approval Board Application for Mr. Ron Hiebert. –

Dr. Mellinger stated she was impressed with the community service Mr. Hiebert has done. Also, his environmental experience would be a great addition to the board, as well as his focus on the whole child. Dr. Mellinger reviewed the time commitment involved for the board. They meet monthly and it may also require additional committee time. Board members are also asked to review the board packets before board meetings.

Dr. Mellinger stated the by-laws say FJA Board is 7 Members, however the board can take a vote to approve more than 7 board members. Dr. Eadens made a motion to approve 8 Board Members for FJA Board. Mr. Firth shares that he is concerned about meeting quorum as we get bigger. Mr. Firth also feels it is better to have an odd number of members for decisions that are brought to a vote. Dr. Mellinger suggested trying eight board members, and they can always go back down if it doesn’t work. Dr. Eadens makes a motion to approve up to 8-member positions on the FJA School Board. Dr. Mellinger seconded and All else were in favor.

Mr. Hiebert asked about terms. The maximum time is six years. Two year terms is the expectation.

Mr. Firth stated that historically they take a governance, not management stance as a board. They redirect management issues back to the Director.

Dr. Eadens asked if Ron would be interested in giving advice about any grants, especially scientific grant. He stated yes.

Mr. Firth made a motion to approve Ron’s application to board. Dr. Eadens seconded and all else were in favor.

1. Review and/or Discuss with possible action for approval Board Application for Mrs. Brandi Suda.

Dr. Mellinger stated Mrs. Suda has multiple experiences sitting on boards. Mrs. Suda stated she can commit, except for June as they are working on their budget at work the month of June. Dr. Mellinger says that would be OK, because she is unable to vote in June anyway. Mrs. Suda is unable to meet any of the Tuesdays in June.

Dr. Eadens stated she has a very impressive resume. Good finance experience. Would there be a conflict of city finance and goals and missions of FJA? Would you recuse yourself? Mrs. Suda would be willing to recuse herself. Mr. Drumm gave one example when a few years ago FJA talked about purchasing city property. That is one possible time Mrs. Suda would recuse herself.

Mr. Firth stated that board members must deal with student conduct issues at times. Board members need to be able to compartmentalize as it Could involve someone in one of your child’s classrooms. Mrs. Suda stated she deals with confidential information daily and she can keep that compartmentalization.

Dr. Mellinger made a motion to approve Mrs. Suda’s application. Dr. Eadens seconded and all else were in favor.

1. Review and/or Discuss with possible action for approval Board Application for Mr. Steve Cernohous. Steve Cernohous not present.

Mr. Firth stated he has a concern about Steve’s application. Under Section 2.04 under Anti-Nepotism, no person may be employed while immediate family serves on the board. He would like to consider the policy, not Steve. Dr. Mellinger agrees there would be some complications, and places he would have to recuse himself. There is concern that the Board is Mr. Drumm’s direct supervisor and he would then be the supervisor of the spouse. Joining a Committee would be OK; however, they’re worried about the governance piece. Dr. Eadens agrees about the conflict of interest. And that the board needs to be true to the Ps and Ps. Mr. Leest asked to hear that piece of Ps and Ps again.

Dr. Mellinger reads it differently. The Board doesn’t hire teachers. But she also hears Mr. Firth’s point that the Board supervises Mr. Drumm, and he then supervises Mrs. Cernohous. Mr. Leest stated that the board is not doing any of the hiring and that is how he reads the section. Dr. Eadens asks Mr. Drumm to ask the lawyer to provide clarification on section 2.04.

Mr. Firth is also concerned if they were down to a 3-member board, Mr. Cernohous could have final vote.

Mr. Drumm will confirm with lawyer.

1. Review and/or Discuss with possible action for approval Board Application for Mr. Jerome Naleski.

Dr. Mellinger stated she is impressed with Jerome’s real estate experience for many years in Flagstaff. Mr. Naleski said he would like to help with this. Dr. Mellinger asked if he would have time. Mr. Naleski hasn’t been on a board for eight months and is ready to re-join a board and would be able to give some extra time to this board.

Dr. Eadens asked if there’s any potential conflict can you recuse yourself? Mr. Naleski said yes.

Mr. Naleski stated he has been on many boards, and professionally, lots of experience with confidentiality. He also does residential real estate but has several friends that do commercial.

Dr. Mellinger had a question for all board applicants, if they have Any fundraising experience? Mr. Naleski hasn’t but Mrs. Suda has done some silent auctions before.

Dan makes a motion to approve Jerome’s application to the board. Glenn seconds. All in favor.

1. Executive Session: N/A

**VIII.** **Adjournment**

Dr. Mellinger adjourned the meeting at 7:47p.m. Dr. Eadens seconded and all else were in favor.