**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 Chyenne Schmidt at 774.6007 ext. 11 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 Hazel Willis at 774.6007 ext. 11.

Tuesday, June 10, 2014 5:30 PM at FJA Middle School

755 North Bonito Street, Flagstaff, AZ 86001

**AGENDA**

**I. Call To Order**

President, John Doskicz called meeting to order at 5:35 p.m.

**II. Roll Call of Members**

John Doskicz, Todd Firth and Melissa Bernasconi via phone.

**III. Presentations/Information/Reports**

1. **President's Report –**There was one more inquiry about the board member position, Brian Grube. John asked him to come and observe a board meeting. He should be at our next board meeting.

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ii)       **Director's Report -**

(a)    Board Retreat-Tom proposes the date Friday, September 19 for the board retreat. It is the Friday before fall break. Tom states that we will move forward with that date.

(b)    Elementary Start Time-The elementary school will be moving the start time from 8:30 to 8:15. It will shorten the gap between the start times between the two campuses. The end time stays the same. He will inform parents about the change.

(c)    Enrollment update-Gina has made phone calls and revised the list. As of today, our enrollment is 292. It is down from 315. We have a conservative number of 282 on the budget. Melissa asks if there is any data showing that it would go up. Tom answers there is no data showing that. Tom states that he started last July and there was a lot of interest during that month last year and he expects the numbers to go up. Tom says that it the numbers are going down due to spots opening up in other charter schools. Parents want to take advantage of the spots now so they are sure to get into that school for high school. Todd asks if we can look at the calendar and establish those dates. Tom answers that he would like to take him up on that, look into March 1st-after open enrollment ends, June 1st right after the last day of school, July 15th, and at the start of school-August 6th. Also the start of school to the 100th day of school-which is mid January. Discussion with Todd and John about the wait list details from last year and this year. Melissa suggests putting together a packet and a nice presentation for potential students at the middle school. Chyenne asks Melissa what would she envision that packet looking like and what would it have in it. Melissa answers information about the school, focus, mission statement, goals, objectives in bullet points. A presentation like a power point and the packet to take home with them, something more put together. Tom says that it is a good suggestion. John shares about how this school is a family environment. A safe place for our teenagers to go through their drama and get it all worked out before they go to high school. Deanna suggests that we could ask a few former students to come in to be guest speakers and share their experiences from FJA during the presentation. Todd discusses adding blurbs about the teachers, quotes, something extra to help you decide, for example like what you would see on a brochure. Tom says we could put teacher bios in the packet. Tom asks if there are any other questions. There is discussion between Todd, Chyenne and Tom about if looking at past wait lists would be helpful and if it worth tracking. Chyenne shares that the waitlist has not been a useful tool. Todd asks if they have any concerns with the budget and the enrollment numbers. Tom says that we are always concerned with numbers, the numbers are not what we would like them to be, we would like a bigger cushion but again these numbers that are in the budget are a conservative number.

(d)    Campus upgrades- It is that time that we need to do some upgrades. Just the wear and tear of years of use. The Cedar Campus will be recarpeted except for the Children’s house, the hallway carpet will also be done as well as painted, we will be purchasing furniture. The middle school has grown, new desks, tables and chairs, it time to replace those items that have just been pieced together. We have a bid out for painting three classrooms at the middle school, there will be a fence and gate upgrade at the Cedar Campus. This will help support the teachers and provide a better learning environment for our students. Tom asks if there are any questions. Tom says that the kindergarten graduation went really well. The teachers worked very hard. The 8th grade promotion ceremony was very nice, we had 150 plus people come to the middle school gym. We also had the middle school award ceremony that day that also was very nice. Each teacher had two medals to give out. Personnel looks very solid. Most teachers are returning. We are looking for a SPED director. Hiring a new SPED director is a huge challenge. We have had a void in our music program at the middle school. We should have a part time music teacher by the end of the week. Cole Habay is the replacement for Gina Lanzetta. She is a really strong teacher. She was a lead teacher and worked at Flagstaff Montessori for nine years and was our art teacher at the Cedar Campus last year. She has already signed her contract.

iii)     **Business Manager's Report -**

(a)    2014-2015 Budget- Chyenne explains the profit and loss. We had a surplus of $60,000 in April and under $4,000 this month. We paid the school reach contract, which is a much better way to communicate to parents through email, texting and a voice recording that can go out as well. It is only $300 more a year than the constant contact and give us much more flexibility. Chyenne states that you can look through the check register to see exactly what was spent. We paid four months at one time for the common core training. Tom and John discuss the details of the money going out for June. Chyenne passes out extra copies of the budget. There is a discussion about the budget by columns. Numbers may change on June 18. The budget gets looked over by Michelle Diamond and the weights per student get added onto the numbers. The board members will need to look it over and vote electronically on it in the weighted form. There is discussion about the numbers and what to expect for this month and for the whole next school year. Chyenne discusses that we need to be aware for next year, the depreciation costs for next year and to be aware that it could be high. She is preparing for it to be high just in case. She also explains that it is very important to not have a loss. If we do not have a loss, it sets us up to have a better loan if we find a new building. Chyenne states that if any of the board members have any questions, they can contact her or email her. Todd asks if we could use some of the money this month to repair window, weather proof, things that would benefit us in the long run and save on utilities. Chyenne and Tom discuss the possible new roof, the current one has some hail damage and we could possibly look into the windows.

(b)    Year End Spending was talked about in the previous paragraphs. Replacing furniture and upgrades.

**IV.** **Call To The Public** No calls to the public were made. Tom asks Kirsten if she had anything that she would like to say. Kirsten asks about an item on the budget and Tom explains that he hired two new teachers right away when he started last year, there was a need. Also more certified teachers were hired than planned which cost more, but the non certified teacher budget was underspent. Kirsten commented that she felt that on Earth Day, students could have cleaned up their own campus instead of the neighborhood. Weeds need to be pulled and some time on our campus would have been better. Tom explains that we did have a day planned for families to come on a Saturday in May and do some work around campus, but because of so many activities going on in the month of May that it was cancelled.

**V.** **Consent Agenda**

i)        Approval of Public Minutes and Executive Minutes dated April 17, 2014. John asks if there were any questions about the agenda. John makes a motion to approve the minutes and executive minutes dated April 17, 2014. Melissa seconds, all favor.

j)        Approval of Public Minutes and Executive Minutes dated May 13, 2014. John asks if there were any questions about the agenda. Todd answers that he would like to change item xii to leaning, not leaving. John makes a motion to approve the minutes and executive minutes dated April 17, 2014. Melissa seconds, all favor.

**VI.   Old Business**

a)       Discuss with possible action approving a revised Children's House Contract. John states that we talked a lot about this at the last meeting. There is discussion about the details and comparisons to last years contract. Todd makes a motion to approve the Children’s House contract. John seconds, all favor.

**VII. New Business**

i)        Discuss the FJA Policies and Procedures. Tom states that the last time the policies and procedures were updated was in February 2012. They really need to be updated. He had discussed with Franklin and has shared it with our legal counsel, Kelly Peterson. He discusses the details that he would like to change and all of Kelly’s comments are on the right hand side. He wanted to share all of these notes and suggested changes with the board before the July 8th meeting. The board will be voting on the changes at the July 8th meeting. Tom says that after this is all approved he would like to post it on our website so parents have access to that information. John says that he is a bit concerned, that it is too much information to have posted on the website. Tom aswers that he will separate the two, policies and procedures for staff and only post the one for parents. Todd asks if he could get an electronic copy, Chyenne answers that she will get one out. Chyenne comments that our current policies and procedures don’t match the culture of our school. There is discussion about which type and the nature of the policies and procedures that need to be changed. Tom asks if there are any other questions. He also says that board members can email him by July 3rd if any questions come up.

ii)       Discuss the availability of a rental property near the Cedar Campus. Todd states that he knows the owners of the house on the south east end of our lot. The owners have offered that we could rent that house for school use and possibly extend our current playground. Tom asks if he has any inclination to whether we could renovate or remodel or change things around inside the house? Todd answers that they are open to discussion. The owners said that they have made this offer to the school in the past but were never given an answer. Tom says that it is a very interesting idea but we need to first look into the requirements from the city and also the charter. We could possibly extend the children’s house. Chyenne says that we could move the children’s house to that location. Tom says that it is well worth exploring the option. There is a discussion on zoning, costs and that it is going to take some time to look into all of those things before a decision is made.

iii)     Discuss with possible action approving staff and vendor contracts. Tom says that at the last meeting they discussed is authority to make decisions on vendor contracts but would like the board to approve Emanuelle Giumelli, his wife’s contract, to avoid any conflicts. This is the same contract as last year and she has been the school counselor for the past four years at FJA. Todd asks about if we need to worry about adding more hours for her as our population increases? Tom answers that she is specifically hired to fit the needs of the SPED kids, that we are legally bound to provide those students with this service. We are currently meeting those needs of the SPED kids legally. She also talks with other students. John makes a motion to approve the contract of Emanuelle Giumelli for the school counselor. Todd seconds, all favor.

**VIII.** **Adjournment**

President John Doskicz adjourns meeting at 7:38 p.m.