**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 Chyenne Schmidt at 774.6007 ext. 11.

Tuesday, August 12, 2014 5:30 PM at FJA Middle School

755 North Bonito Street, Flagstaff, AZ 86001

**MINUTES**

**I. Call To Order**

Doskicz called the meeting to order at 5:31.

**II. Roll Call of Members**

John Doskicz, Todd Firth, Melissa Bernasconi, and T0ny Wolkowinsky were present for the meeting. Gina Lanzetta, Chyenne Schmidt, Sara Martinet, and Kirsten Mellinger were also present.

**III. Presentations/Information/Reports**

* + 1. **President’s Report** -
       1. Melissa Bernasconi will be resigning from the Board. This item will be added to the agenda for the next meeting.
    2. **Director’s Report -** The Executive Director will provide information to the Board.
       1. Staffing update – FJA has hired several new positions for the 2014-2015 school year.
          1. Sara Martinet – Sara is the new SPED Director, and she will be based out of the Middle School campus. She plans on working at the Elementary campus one day per week.
          2. Jacquie McGregor – Jacquie is the new Middle School music and band teacher. She will also be starting an after school choir.
          3. Emily Lewis - Emily is the new Spanish teacher at the Elementary school and will be teaching Spanish as an elective at the middle school. She previously worked at FJA as a Spanish teacher several years ago.
          4. Cole Habay – Cole is a new Third and Fourth Grade class teacher. She was previously the Art teacher at the Elementary School.
          5. Elii Chapman – Elii is a new Fifth and Sixth Grade class teacher. She will be teaching math and science as a team teacher.
          6. Administrative Assistant – The Cedar campus is hiring for a part time Administrative Assistant to work in the office.
       2. First day of school – The first day of school went well. The Middle School students received a compliment from a community member for their sportsmanship and behavior outside. Many parents also had positive feedback about the summer campus beautification projects like painting, new flooring, buzzer intercoms, and gate.
       3. Enrollment – Cedar’s enrollment is currently at 272 students or an ADM of 264. This is 11.5 students less than budgeted for the current school year. Most of the spots are available at the Cedar campus in first and second grade classrooms, and the Middle School classes are more full than expected. FJA has taken several steps to fill spots:
          1. Changed the KNAU announcement.
          2. Created an ad in the newspaper.
          3. Changed one of the first and second grade classroom models to a kindergarten, first, and second grade classroom.
          4. Drafted a kindergarten scholarship policy for students who may not be able to pay for all day kindergarten.
          5. Firth suggested that the school send out notices to existing families to let them know spots are available at FJA.
       4. Campus buzzer/intercoms
          1. Middle School campus has a new buzzer/intercom system that allows office staff to unlock the door remotely. The system works during the Middle School office hours of 7:30 to 3:30.
          2. Elementary campus has a new buzzer/intercom system that should be functional within the next week. The gate lock will be open during pick up and drop off time, and parents will receive a code for the gate for the hours from 7:10-5:40.
       5. School goals – FJA has created school wide goals for 2014-2015 based on the parent survey results and last year’s test scores:
          1. Continue the great job we already do of educating the whole child. Parents commented, in the parent survey, how much they appreciated this aspect of FJA.
          2. Continue striving to produce excellent readers.

Reading Aims scores were great, and we will continue what we are doing.

* + - * 1. Improve math achievement at all grade levels.

Shannon Guerrero will be facilitating a training for middle school staff.

The Middle School will be starting an honors math and science class

The Title I grant will be increased $20,000 this year which can be used for additional math tutoring.

Staff will be attending a Galilelo training.

* + - * 1. Improve writing ability at all grade levels.

Staff will be attending a professional development training.

* + - * 1. Improve communication between the school and FJA parents.

Staff will be working on communicating with email and Engrade.

* + - 1. Back to school picnic – The picnic went well, and the park was a nicer, bigger space. The PTG sold water bottles and sweatshirts at the picnic, and it was nice to have the picnic after school started.
      2. Ski Team – FJA is talking about starting a ski team that will be connected with the Snow Bowl ski team. Mr. Drumm will present more at the next board meeting.
      3. Curriculum – Last year the curriculum team developed a curriculum for Kindergarten through Fourth Grade that is aligned with common core standards. It also has a Montessori addendum. This curriculum is available for review on a Google share drive. The curriculum can also be reviewed in hardcopy or on a two sided placemat that visually links curriculum elements to common core requirements.
         1. Schmidt stated that the Board must affirm to ADE that FJA has a curriculum aligned with Arizona standards, and Schmidt asked the Board what type of information they would like to review for Fifth through Eighth grade. Doskicz suggested that a board member could sit down with a Middle School teacher to review curriculum information, and the board member could report back to the board. Drumm could also present the school’s plan for formal curriculum development for the Middle School.
    1. **Business Manager’s Report -** The Business Manager will give an update regarding any FJA financial matters.
       1. 2013-2014 financial audit update – Joel Huber came to audit during the last week of July. The audit is ongoing, but so far he has not identified any concerns or issues. The final audit report should be issued towards the end of September.
       2. July Financials – FJA did not receive an ADE payment during the month of July. Instead, we will receive two ADE payments during the month of June. FJA had a deficit of almost $105,000 at the end of July because we did not receive the ADE revenue. One item to note is that FJA spent almost twice as much this July when compared to the previous July. Most of this increase was a result of being fully staffed this year, compared to last July, and the staff raises that were approved by the board.

**IV.** **Call To The Public**

Kirsten Mellinger – Mellinger had some ideas about how to increase student enrollment at FJA. She suggested:

* Asking parents to add their positive FJA experiences on the Great Schools website.
* Utilizing Facebook and social media to advertise unique FJA experiences like Fall Festival or the New Year’s parade.

**V.** **Consent Agenda**

1. Approval of Public Minutes dated July 8, 2014 – Doskicz motioned to approve the minutes, and Firth seconded. All board members were in favor of approving the minutes.

**VI. Old Business**

There was no old business.

**VII. New Business**

* + 1. Discuss with possible action adding Kirsten Mellinger to the Board. – Doskicz motioned to approve adding Mellinger to the Board, and Wolkowinsky seconded. All board members were in favor of adding her to the board.
    2. Discuss with possible action approving the FJA Policies and Procedures. – The board members discussed the following items:
       1. Whether the Executive Director position description was updated since the last time FJA recruited for the position.
       2. Whether the student discipline process still required the involvement of a hearing officer.
       3. Whether the student discipline process clearly outlined steps that should be followed when a student violated a school policy.
       4. Whether the board should modify the policies to include an appeal process to the board after an employee receives discipline that was determined by the Executive Director.
       5. Changes to the Cedar staff hours and staff dress code policies.

After this discussion Firth made a motion to approve the Policies and Procedures. Bernasconi seconded the motion, and all board members were in favor.

* + 1. Discuss with possible action approving the Prop 301 Reimbursement Policy – The Prop 301 performance compensation disbursement policy needs to be updated and modified using the Classroom Site Fund regulations. Schmidt discussed the following:
       1. How the Prop 301 payments were calculated and paid in past years.
       2. The Arizona regulation requirements for disbursement during the 2014-2015 school year.
       3. A draft of a new disbursement policy, and how that would be different than the last board approved disbursement policy.
       4. A timeline for how long it would take to update the Prop 301 policy, have it approved by 70% of teachers, and evaluate staff before the first payment could be made.
       5. Schmidt handed out copies of the current policy, a draft policy, a mock payment calculation, and a copy of the regulations for the board to review before the next meeting.
       6. Doskicz motioned to table discussion until the next meeting. Wolkowinsky seconded the motion, and all board members were in favor of the motion.
    2. Discuss with possible action approving a Kindergarten Scholarship Program. – FJA learned that FUSD has been waiving the all day kindergarten fee for their students. As a result, some parents have been reluctant to enroll kindergarten students at FJA if they have to pay an all day kindergarten fee of $300 per month. FJA proposed creating a Kindergarten scholarship program where parents can apply to have the $300 fee waived. Schmidt explained that the scholarship would not negatively impact the FJA revenues at this point in the year because we don’t have any first graders on the wait list. Having a scholarship student in a classroom would still result in a half day revenue for the child that would be lost if the spot was not filled at all. Schmidt suggested having five scholarships available this year since that is the number of spots that could be added in the new K-1-2 classroom without creating an unbalance of grades in the room. Firth motioned to approve the draft Kindergarten Scholarship policy for five students in the 2014-2015 school year. Bernasconi seconded the motion, and all board members were in favor.

**VIII.** **Adjournment**

Doskicz motioned to end the meeting at 7:24. Firth seconded the motion, and all board members were in favor of the motion.