**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, August 13th, 2019 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 5:37 p.m.

**II. Roll Call of Members**

Dr. Mellinger took roll. Mr. Leest, Mr. Naleski, and Mrs. Suda were present. Additionally, Mr. Drumm, Mr. Vest and Mrs. Langan were present along with 3 potential new board members.

**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 – A sub-committee will be meeting on August 20th, where Brandi Suda will give an update at next months meeting.
   * 1. **Director’s Report -** The Executive Director will provide information to the Board.
        1. FJA Academic Feature – Next month Mr. Drumm will share the AZ Merit results
        2. Update on enrollment numbers for the fall – Mr. Drumm shared that our total enrollment is 306 students. Our projected enrollment was higher than what we had start school this year. We did make our annual calls this summer, so the actual start was not what we were expecting. We are working on doing some advertising to hopefully help draw in some additional students to fill any open seats. We are open to suggestions from the board.
        3. Introduction of new Assistant Director – Mr. Drumm wanted to formally welcome and introduce Mr. Stefan Vest. Mr. Vest shared his background with the Board. He shared that he is excited to be a part of the FJA team and to work with the Middle School Students. Mr. Vest shared that the first week of school has gone well.
     2. **Business Manager’s Report -** The Business Manager will give an update regarding any FJA financial matters.
        + 1. Profit and Loss – Mrs. Langan shared that August 1st we received our first equalization payment. Additionally, the first Children’s House payment has been made. We have purchased banners for both campus’ addressing the need for parents to pay their activity fees. The Elementary campus has seen an increase if parents inquiring as to whether or not they made their payment. A suggestion was made to send and email out to all families addressing the need for parents to pay their students activity fees. Mrs. Langan shared that we are very early on in the school year, so there are not any issues with the budget thus far.
          2. Balance Sheet – Mrs. Langan shared that we are currently sitting at a net income of $34K, however we have a payroll running this week. Additionally, she shared that all of the reconciliations have been done so the accounts are current.

**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 June 11th, 2019

Dr. Mellinger – Seconded

Dr. Heibert – absent

Mr. Naleski – Moved to approve

Mr. Leest – aye

Mrs. Suda – not present at this meeting

1. Approval of Minutes dated June 18th, 2019

Dr. Mellinger – moved to approve

Dr. Heibert – absent

Mr. Naleski – seconded

Mr. Leest – aye

Mrs. Suda – aye

1. Approval of Minutes dated June 28th, 2019

Dr. Mellinger – moved to approve

Dr. Heibert – absent

Mr. Naleski – seconded

Mr. Leest – aye

Mrs. Suda – not present at this meeting

1. Approval of Minutes dated August 2nd, 2019

Dr. Mellinger – moved to approve

Dr. Heibert – absent

Mr. Naleski – seconded

Mr. Leest – aye

Mrs. Suda - aye

**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 – N/A

**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 of New Board Members.

Mrs. Elizabeth Foley shared a little bit about herself with the board and why she would like to join the board.

Ms. Suzy O’Donnell shared a little bit about herself and why she would like to join the board.

Mr. Mike Paine shared a little bit about himself and why he would like to join the board.

Dr. Mellinger shared that she appreciates all three’s willingness to be a part of the board and is excited about the expertise that each bring to the board and to the school.

Dr. Mellinger – aye

Dr. Heibert – absent

Mr. Naleski – Nominated Elizabeth Foley as a new board member.

Mr. Leest – aye

Mrs. Suda – Seconded

Dr. Mellinger – Nominated Mike Paine as a new board member.

Dr. Heibert – absent

Mr. Naleski – Seconded

Mr. Leest – aye

Mrs. Suda – aye

Dr. Mellinger – Nominated Suzy O’Donnell as a new board member.

Dr. Heibert – absent

Mr. Naleski – Seconded

Mr. Leest – aye

Mrs. Suda - aye

1. Review and or discuss with possible action for approval of the Election of New officers.

The board recommended that this discussion be tabled till next month so that all board members are able to give some thought to the officer roles.

1. Review and or discuss with possible action for approval of Dr. Mellinger’s resignation from the board.

Dr. Mellinger – abstain

Dr. Heibert – aye

Mr. Naleski – Mr. Naleski made a motion to approve Dr. Mellinger’s resignation effective September 30th, 2019

Mr. Leest – aye

Mrs. Suda – Seconded

1. Review and or discuss with possible action for approval of the new Assistant Director’s contract.

The board has stated that they have previously reviewed the Assistant Director’s contract, so no vote is needed.

1. Review and or discuss with possible action for approval of notice of Mr. Naleski’s board role regarding property purchase.

Mr. Naleski shared that he is not actually representing FJA, he is just giving advise to FJA. He wanted to disclose this to the board and that he will not be receiving any compensation.

Dr. Mellinger – Made a motion to approve Mr. Naleski’s advisory position on this matter in which he will receive no compensation for this advice.

Dr. Heibert – absent

Mr. Naleski – abstain

Mr. Leest – aye

Mrs. Suda – aye

1. Executive Session – Personnel and Middle School Needs

Entered executive session at 6:40 p.m.

Exited executive session at 7:27 p.m.

**VIII.** **Adjournment**

Dr. Mellinger adjourned the meeting at 7:27 p.m.