**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 14th, 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 5:31 p.m.

**II. Roll Call of Members**

Dr. Mellinger took roll. Mr. Leest, Mrs. Suda, Mr. Hiebert, Mr. Naleski, Mr. Firth and Dr. Eadens were present. Additionally, guest speaker Matt Haertzen was present. Mr. Drumm, Ms. Lanzetta and Mrs. Langan were also 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 – We are working with the administration on goal setting, where we are now and where we want to be. More info to come.
   * 1. **Director’s Report -** The Executive Director will provide information to the Board.
        1. FJA Academic Feature – Mr. Drumm shared information on our PBIS program. We have talked about this at board meetings in the past. This is our 3rd year utilizing this program. We can look back at the past two years and how we can improve the program. We have a part time PBIS coordinator position who creates and provides training to our employees. Last year we contracted with an organization with a consulting firm approved through the Department of Education, named KOI Education. We have put in place a PBIS rollout that was done consistently across all grade levels on Day 2 to share the expectations with our students. We are feeling positive on the direction this is going. We are collecting data that will continue to help us make improvements within the school and the PBIS program. This is a strong foundation in helping our school succeed academically. We will share at future board meetings information on the data that has been collected. We feel that the program is really starting to make traction within the school.
        2. Endowment Fund update – Mr. Haertzen – WT Wealth Management. This merger took place at the beginning of the year. This has been an exciting development for Four Peaks Wealth Management. They share the same client focus and common philosophy. The board chose to be as conservative as possible with the Endowment Fund, the performance in the Conservative portfolio in 2017 was up 6.96%, however, this year today the conservative fund is at -1.40%. Mr. Haertzen’s shared that at this point, the Endowment fund is down around 1.2% overall YTD and that his goal is to keep the returns above his fees while increasing the overall performance on this fund. He also spoke about where the markets go from here. We think positive equity returns through the rest of the year. Mr. Drumm asked if we should be looking at moving these funds? Should we as a Board be having these conversations. Mr. Haertzen, shared that for FJA to be successful whether conservative or aggressive we need to be willing to stay in it for the long haul.
     2. **Business Manager’s Report -** The Business Manager will give an update regarding any FJA financial matters.
        + 1. Profit and Loss – We did unexpectedly receive Forrest Fees for the first time in 2 years. This will help cushion our budget as we are anticipating it to be tight this year based on our current ADM.
          2. Balance Sheet – Current year net income is at $27K, we have some liabilities showing that are not actually owed. I will make those corrections by the next meeting.
          3. Final FY18 P&L – We ended the year in the positive with a net income of $95K. Additional funding was used to help pay for the move for the middle school that was not previously budgeted for.

**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 26th, 2018 – Mr. Firth made a motion to approve the minutes. Dr. Eadens seconded and all else were in favor.
2. Approval of Minutes dated July 2nd, 2018 - -Dr. Eadens made a motion to approve the minutes. Mr. Firth 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 – Mr. Drumm shared that there are no new developments. Mr. Leest asked if he felt that this new location is a good location to be in long term, etc. Mr. Drumm shared that the new location looks more professional and allows for better marketing and a better fit for the school. It does feel like the communication piece has improved within the school. It has been a much more comfortable environment for the staff and the kids.

**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 and or review with possible action for approval the recommendation to open an account “funds to be used for future purchases”. Mrs. Langan shared that this is something we have been discussing at admin meetings for a while. She reached out to our Accountant and he said absolutely, we can have money set aside for “future purchases”. There was much discussion around this topic from what type of account to have this money in to how it would be spent. Mrs. Suda suggested that we need to have a capital improvement plan for the next 5 to 10 years. We have scheduled to review again at a future meeting.
2. Discuss and or review with possible action for approval the revised New Hire Salary Schedule. The New Hire Salary Schedule had been created prior to the Red For ED increases and Dr. Mellinger suggested that we might need to make some changes based on those increases. We want to continue to stay competitive in Flagstaff. Unfortunately, other schools in the area have not revised theirs yet and have nothing to compare it to. We will review again at a later meeting.
3. Executive Session: N/A

**VIII.** **Adjournment**

Dr. Mellinger made a motion to adjourn the meeting at 7:38 p.m. Mr. Firth seconded the motion and all else were in favor.