**Flagstaff Junior Academy and Children's House**

**Board Meeting Minutes**

**Public Minutes**

**August 13, 2013 at 5:30 pm**

**306 West Cedar, Flagstaff, AZ 86004**

**Attendees**: John Doskicz (President), Sean Sullivan (Vice President), Tony Wolkowinsky (Member), Melissa Bernasconi (Member), Tony Hannigan (Member), Thomas Drumm (FJA Director), Chyenne Schmidt (FJA Business Manager)

**I. Call to Order**

President Doskicz called the meeting to order at 5:30.

**II. Roll Call of Members**

President Doskicz took role. All members were present with the exception of Jeff Maurer.

**III. Call to the Public**

There were no Public Members present at the meeting.

**IV. Presentations/Information/Reports**

* President's Report - The Board has received one applicant for a new member, Scott Nichols. Nichols will be present for the September meeting.
* Director's Report -
* There are approximately 135 students enrolled at the Middle School campus, and 155 at the Cedar campus.
* The back to school picnic was a success. The staff met parents, and FJA received positive feedback about the school and parents. Next year FJA could consider renting a tent or coordinating with FUSD for the use of the gymnasium in case the weather is rainy during the event.
* The Middle School Open House was August 12th from 5:30-7 pm. About 50 or 60 parents came to the orientation. The event included a welcome, introduction, and an opportunity for parents to attend each of their child's classes for ten minutes at a time. This was the first of this type of orientation, and it was successful.
* The Cedar campus will be having an Open House on August 14th. Teachers will meet parents in their classrooms, and Mr. Drumm will visit each room. an Open House on August 14th.a of orientation and was successful. each of their child's classes for ten minut
* Middle School Bars – Bernasconi noted the Middle School campus bars located at the ends of hallways and on some pods are visually unappealing. The board identified three different options that would remove the need for the bars if space or funds were available:
  + Combining both campuses at the Middle School if space were available.
  + Replacing the bars with doors.
  + Start a High School at the Middle School if space were available.
* Business Manager’s Report – Hazel Willis is contracting with FJA to provide additional financial support and training to the new Business Manager (Chyenne Schmidt) over the next few weeks. Ms. Willis created the following handouts for the Board:
  + FJA balance sheet and bank account activity for the month of July.
  + Children’s House balance sheet and bank account activity for the month of July.
  + July payroll information.
  + FJA Profit and Loss, Budget vs Actual statement for the month of July.

The Board did not have follow up questions about the handouts during the meeting.

**V. Consent Agenda**

The Board approved the meeting minutes for the July 30, 2013 meeting.

**VI. Old Business**

The Board did not have old business items to discuss.

**VII. New Business**

1. Office Manager Job Description – The Board reviewed the proposed job description and approved adding the description to the FJA Policies and Procedures. FJA will also work on updating and adding all job descriptions to the Policies and Procedures.
   1. The Board noted that the Office Manager incumbent may need to take formal first aid or CPR training if the need for administering first aid were ever to arise.
2. Office Manager Contract – The Office Manager position has been working on an hourly basis since July 1, 2013. The Board reviewed a contract starting August 15th to change the position to a salary basis. The Board approved the contract with one revision to add that the contract include a “For Convenience” clause.
   1. The Board will consider reviewing the FJA Policies and Procedures to align the probationary timeline in the policies to the For Convenience clause in the contracts after soliciting legal advice.
3. Personnel Issues – The Board entered into Executive Session for approximately 10 minutes.
4. SchoolMaster – The Board asked for a current status of the new attendance system, SchoolMaster. The system has been installed and is being used at both campuses to enter attendance.
5. Assistant Executive Director Position – The Board asked for a status of the vacant Assistant Executive Director position. Previously the Middle School taught a combined English and Social Studies class. In order to break these two areas into separate classes, FJA elected to hire a new teacher at the Middle School rather than fill the Assistant Executive Director position.
6. Field Trip Fingerprinting Documentation – The Board noted that the Field Trip documentation requirement was included in the paperwork that was sent home with students at the beginning of the school year. The Field Trip paperwork may need to be followed up with a reminder that fingerprinting is a requirement for volunteers who are interested in driving or chaperoning other students.
7. Professional Development Allowance – The Board noted that the professional development allowances in the current year contracts may not be in align with the FJA Policies and Procedures. The Board will consider aligning these amounts during the next contract negotiation cycle. The Board may also consider changing the allowance to a schedule where higher allowances are provided in initial years while incumbents are learning and training in their new positions.

**VII. Adjournment**

The President adjourned the meeting at 6:26 pm.