**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, September 10th, 2019 5:30 PM at FJA Elementary School

306 W Cedar Avenue, Flagstaff, AZ 86001

**Minutes**

**I. Call To Order**

Mr. Naleski called the meeting to order at 5:30 p.m.

**II. Roll Call of Members**

Mr. Naleski took roll. Mr. Leest, Dr. Heibert, Dr. Mellinger, Mrs. Suda, Ms. O’Donnell, and Mr. Paine were present. Additionally, Mr. Drumm, Mr. Vest, Mrs. Langan, Mr. Firth and Mr. Haertzen were 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 – Mrs. Suda shared that the committee met last month. The committee spoke about the fact that the Title I funding this year is about half of what it was last year. The discussion was about how we make the most impact with the fact that we are needing to target the priority students. Az Merit scores were reviewed and lists of the lowest performing students to impact first. Mr. Drumm and Mr. Vest have also had discussions with the teachers to additionally help identify those students who will have the most impact. Additionally, our afterschool program has set aside days of the week for the students are focused on homework for 1st, 2nd, 3rd and 4th graders. In the past, one topic that came up was integrating more diverse curriculum. Mr. Drumm has reached out to a professor at NAU. She will first do a needs assessment and use that information to create a training for the staff and create an action plan with the staff.
   * 1. **Director’s Report -** The Executive Director will provide information to the Board.
        1. FJA Academic Feature – Mr. Drumm shared information about our PBIS program. We are now to the point where we are really starting to see the payoff academically. We started the program 3 years ago. One of the goals with PBIS was to improve academic achievement. The end of the second year is when we began collecting data. FJA has seen a reduction of ODR which equates to less time that the student has been taken away from learning/education. The process is working, and we are seeing a positive correlation between the program and the AZ Merit testing results.
        2. Update on enrollment numbers for the fall – Mr. Drumm shared current enrollment numbers. We do have some new students starting tomorrow and Thursday. We have a current ADM of 279.5. The FJA budget was built on 286 so we are working hard to close the gap. We have already begun working on marketing efforts to get the word out about FJA. The goal is to find an intern to help with the Facebook and the website.
        3. AZ Merit results – Mr. Drumm shared AZ merit results from last year and have been speaking with the teachers and staff about the results. We spoke about how we look at more meaningful data to determine how well our students have done or are doing. Although Galileo is a useful tool for us at a school, we still need to focus on setting goals based on the information from AZ Merit because that is what our School Letter grade is based on. A discussion has been made to suggest that the teachers have a laser like focus on Galileo to help move the numbers on AZ Merit.
        4. Mr. Haertzen to provide an update on state of the Charles Schwab accounts – Mr. Haertzen shared an update on our portfolio. Market review the market has seen a solid performance thus far. The Long-term investment account’s performance is close to Target. Overall, this account is up 12.24% in the first 8 months of the year, this helps to offset the poor performance in the 4th quarter of 2018. The Enhanced Cash Account portfolio has an overall performance of 3.2%.
     2. **Business Manager’s Report -** The Business Manager will give an update regarding any FJA financial matters.
        + 1. Profit and Loss – Mrs. Langan suggested that we send out a reminder from a board member about paying activity fees as well as the opportunity to make a tax credit donation to the school. We should be looking at numbers of around 25% year to date. We are early in the year, but most everything is on target.
          2. Balance Sheet – We have just over 24K in net income at this point in the year but will have another payroll run this week.
          3. Update on FY19 AFR – Mrs. Langan shared that the file has not been uploaded to ADE’s website for her to complete. She reached out to Finance and was told that the file would be ready sometime middle of September. However, the AFR is due to be approved and uploaded back to ADE by October 15th. We may need to call a special meeting to review and approve.
          4. Mr. Firth to give update on interview with the Auditor – Mr. Firth shared details on his interview with the Auditor, Mr. Anthony Lorenzo. Mr. Lorenzo shared that he was very pleased with Mrs. Langan and the process of the Audit. A couple of suggestions that Mr. Lorenzo made were with regards to processes in place to protect the organization as well as Mrs. Langan. He suggested that a process be put in place with regards to writing checks to include a checks and balance. Mr. Paine suggested and stated that he would reach out to a former company to share their process that we could adopt after we have received the Management letter from the Auditor later this year.

**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.)

1. n/a

**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 August 13th, 2019

Dr. Mellinger – made a motion to approve

Dr. Heibert – Aye

Mr. Naleski – Aye

Mr. Leest – Aye

Mrs. Suda - Seconded

1. Approval of Minutes dated August 30th, 2019

Dr. Mellinger – Aye

Dr. Heibert – Seconded

Mr. Naleski – made a motion to approve

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 – Fundraising opportunities for the Middle School Campus.

Mr. Naleski also shared information on a new parcel of land off Plaza Way. The parcel is 1.71 acres. This info was sent to us from Loven Contracting. The board has suggested that we obtain more information on what FJA would qualify for before moving forward on purchasing a property. The board has requested that this information be added to the next board meeting.

Mr. Drumm and Mr. Naleski are meeting with Mr. Kuhn from FUSD to try and get more information about the Middle School.

**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 update on P&P’s.-

Mr. Drumm shared the current employee dress code how it is written today. He and Mr. Vest have fielded some questions from staff regarding the dress code and have shared that it is vague and slightly unfair. Mr. Drumm and Mr. Vest put together a more detailed Dress Code and are looking to the board to make suggestions and adopt the new dress code. Dr. Mellinger made mention that this really is a management decision and not a governance decision. Mr. Drumm shared that it is being brought to the board so that the Policies and Procedures can be updated.

Dr. Mellinger – Seconded

Dr. Heibert – Aye

Mr. Naleski – Moved to approve the updated Dress Code as written

Mr. Leest – Aye

Mrs. Suda - Aye

1. Executive Session –

**VIII.** **Adjournment**

Mr. Naleski adjourned the meeting at 8:15 p.m.