**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 11th, 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 5:32 p.m.

**II. Roll Call of Members**

Dr. Mellinger took roll. Mr. Leest, Dr. Eadens, Mr. Firth, Mr. Naleski, Mr. Heibert and Mrs. Suda were present. Additionally, Mr. Drumm, Ms. Lanzetta and Mrs. Langan 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 – Hoping to address the Quality Standards that administration and Dr. Mellinger have been working on. The plan is to discuss at an upcoming Board Meeting. A reminder that the board training will be at the middle school this coming Thursday, the 13th.
	* 1. **Director’s Report -** The Executive Director will provide information to the Board.
			1. FJA Academic Feature – Ms. Lanzetta shared an ongoing project through Move On When Reading. It is a state law that if students don’t pass AZ Merit reading in 3rd grade, they do not move on to 4th grade. We receive funding through the state to provide programs to help with this. We have a local artist come in, Mr. Matthew Hall, who sings with the students and helps them to write a book. At the end of the sessions, Mr. Hall publishes a book with all of the kids writings that each student receives a copy of. We also receive funding through Title I, to provide Tutoring for our students who need the extra help.
			2. Enrollment #’s – Mr. Drumm shared that our current enrollment is 312. Total ADM is 283.5. Administration meets weekly to fill any open spots.
			3. Parent info night – Mr. Drumm wanted to share a quick update on our Parent Info nights. We hold every Fall at both campuses. Turnout was very good at the Bonito campus and lower than typical in the elementary campus. Overall, both events went well and were very positive.
			4. Back to School BBQ – The BBQ was a great event and a wonderful turnout. It was a great way to promote the community at FJA.
			5. Update on Capital Improvement Plan – Mr. Drumm shared that we are in the process of putting a plan together to share at future board meeting(s).
		2. **Business Manager’s Report -** The Business Manager will give an update regarding any FJA financial matters.
			+ 1. Profit and Loss – Currently we should be at approximately 25% of both income and expenses.
				2. Balance Sheet – I have made corrections to the Liability line items, the payable accounts are now in line with where they should be. We currently have a net income of over $80K.

**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 August 14th, 2018 – Mr. Naleski made a motion to approve and Dr. Eadens 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 – This is a standing item. Mr. Drumm contacted FUSD to renew the lease, Mr. Kune requested that they meet in January of 2019 to discuss further.

**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”. This discussion has been combined with Letter L below. Mrs. Langan shared that Administration had discussed to have funds available to use for things like Capital Improvement or new equipment, etc. Mrs. Langan contacted our Auditor about this and he said that many Non-Profit organizations do have an account dedicated for this purpose. Questions were raised around how much we thought we wanted to put into that account. The suggestion was made that we put at least $100K into the account or even close the Chase savings and checking and use that money which would be around $106K. We reviewed the Wealth Management proposal of a higher yield investment. Dr. Mellinger suggested that the simple way to do this is to move the Chase accounts into the Wealth Management. Mrs. Suda suggested that we contact Wells Fargo and asked them to raise the rate on the Money Market account. We are shopping around, saying what can you do for us? Dr. Mellinger asked what others think about taking the Chase Accounts and pull money out of the Wells Fargo Money Market account to equal to the $250K recommended by the Wealth Management. Dr. Mellinger asked a clarifying question that this investment would be principle guaranteed? Mr. Leest said that they were. Dr. Mellinger Made a motion to move the Chase check of $5,012.93 and the Chase High Yield Savings account of $100,998.97 along with $145,000 from the Wells Fargo Money Market into the Proposed Wealth Management CDs/Money Market Funds. The total is $251,011.90 and the intention that we will discuss at a future meeting how to dedicate these funds. The goal is to get from the Money market low interest rate of under .05% to the estimated yield of 2.24%. The intention of this fund would be to have money set aside for a capital improvement fund, emergency fund and internal teacher grant program. Dr. Eadens seconded the motion and all else were in favor. Mr. Leest abstained from the vote.
2. Discuss and or review with possible action for approval proposal for Moving the Chase accounts to higher interest rate account through Wealth Management. Discussion and a motion was made above in letter K.
3. Discuss and or review with possible action for approval adding more money to the Endowment Fund. Mr. Firth suggested that this discussion be tabled for a future discussion until after we have completed a Capital Improvement Plan.
4. Discuss and or review with possible action for approval the FY18 Annual Financial Review. Mrs. Langan reviewed the AFR and FY18 end of year P&L. The AFR is required by the state to be completed and updated by October 15th. Mr. Firth made a motion to approve the FY18 AFR. Dr. Eadens seconded the motion and all else were in favor.
5. Executive Session: N/A

**VIII.** **Adjournment**

Dr. Mellinger adjourned the meeting at 7:32 p.m.