**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 12th, 2017 5:30 PM at FJA Elementary School

306 W Cedar Avenue, Flagstaff, AZ 86001

**Minutes**

**I. Call To Order**

Mr. Firth called the meeting to order at 5:38 p.m.

**II. Roll Call of Members**

Mr. Firth took role and Mrs. Mellinger, Dr Eadens, and Mr. Leest were present. Additionally Mr. Drumm, Ms. Lanzetta and Mrs. Langan were present.

**III. Presentations/Information/Reports**

* + 1. **President’s Report** - Mr. Firth made it official that Heidi Henderson resigned from the board.
    2. **Director’s Report -** The Executive Director will provide information to the Board.
       1. Enrollment numbers – Mr. Drumm shared that our ADM is 294 as of today and total enrollment is 323. This is the highest enrollment that we have ever had. Mr. Firth asked if staff had made any comments as to whether or not they are feeling it this year with the higher enrollment? Mr. Drumm shared that he felt that it was really balanced. We have worked through growing pains and feels that teachers are really comfortable.
       2. AzMerit 2017 results – Mr. Drumm shared a document with AZ merit spring results. Dr. Eadens asked if these results had been shared with the teachers yet? Mr. Drumm shared that they had been shared and that they are working on ideas of where we have strengths and weaknesses and how we can make improvements where necessary. One of the areas that we are working on is training on the Galileo software program so they can better utilize the program to help our students. Last year was the first year that we had 8th graders taking the Algebra test. We feel that we need to identify something that will incentivize the older students. In the last few years these scores have not impacted the FJA school letter grade. In the future it will impact our school letter grade. We have already scheduled some additional training with all of the Math teachers.
       3. Shindig update – Mr. Drumm shared that we have decided not to do the Shindig this year and give everyone a chance to rest. Additionally, to give the vendors a rest from being asked to donate. We will plan on having the event in the Winter/Spring of 2019.
       4. Information from Daniel Eadens on charter school loan opportunity <http://tucson.com/news/local/education/arizona-awards-controversial-loan-guarantees-to-privately-owned-charter-schools/article_be4eea93-70d3-55b0-a968-ac1949002a67.html> - Mr. Drumm shared an article about charter school loan opportunities. Dr. Eadens shared that it is for public charter schools as well as private charters. It is for either expansion or purchase. From what he understands that the interest rates are super low for paying the loan back. There are some restrictions such as being “A” rated academically.
       5. NAU grant research team update – Gina is working on a target area to focus on with the Keens(SP?) grant. Dr. Eadens shared that the team has the parameters and once the grants become available, he will submit for Grant opportunities.
       6. AZ Community Foundation Grant Update – Ms. Lanzetta shared that this was the 3rd year that we applied for funding. Last year we were funded $6K for the GCY trips, however, this year we were only granted $3K for the GCY trips. Mr. Leest asked how many man hours go into this. Ms. Lanzetta shared that it is a long process such as attending their training, writing the grant and going to the interview.
       7. IDEA Basic – Ms. Lanzetta shared that she has applied for grant funding from IDEA which helps to off-set SPED Services. Additionally, she is working on the Title I and Title II federal grants, however, the approvals and funds have not been released.
    3. **Business Manager’s Report -** The Business Manager will give an update regarding any FJA financial matters.
       - 1. Profit and Loss – At this point we should be looking at a baseline of approximately 25% in both income and expenses. Our equalization payments are only at 17% because we don’t get a payment until August. We will receive 2 payments in June. Nothing stands out as unusual in either income or expenses at this point. We have really strong enrollment numbers so I feel really good about where we are at currently. Some clarifying questions were asked about line items. Overall we are off to a very strong year!
         2. Balance Sheet – Our net income is currently at over $41K which is over 4,000% of our budgeted goal. This number will continue to ebb and flow until around January when we should start to see a more consistent Net Income. Again, we are off to a very strong 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. No Public in attendance.

**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 Public Minutes dated June 13th , 2017 – Adopted Budget – Mr. Firth made a motion to approve. Dr. Eadens seconded the motion and all else were in favor.
2. Approval of Public Minutes dated June 13th, 2017 – Mr. Firth made a motion to approve. 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 with possible action for approval the Vendor Selection for investments. – Mr. Firth shared that Mr. Drumm had some concern with utilizing Four Peaks Wealth Management with Mr. Leest being on the board. However, FJA has done its due diligence by Mr. Leest recusing himself from any votes and that Mr. Haertzen will be managing the funds. Additionally, we have reached out to the Attorney to make certain that this process and the decisions made are legal and ethical. Mr. Firth shared that the goal has changed from being able to fund a school/new building to helping fund field trips or items for the students which will lower the need for fundraising. Dr. Eadens made a motion to add changing the Financial P&P be updated to reflect that FJA funds can be invested in a low volatility conservative portfolio. Mr. Firth seconded the motion and all else were in favor. Additionally, please invite Mr. Haertzen to the next meeting to review investment options.
2. Discuss with possible action finding a development officer – Nothing to discuss – Table for next meeting.
3. Long Term Building projects - Table for next meeting.

**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. Executive board nominations and elections – Mr. Firth shared that our VP has resigned and he would like to step down as the President, but would like to remain on the board. Mrs. Mellinger said that she would step up to the Position. Dr. Eadens has nominated Mrs. Mellinger as the President of the Board. Mr. Leest seconded the motion and all else were in favor. Mr. Firth made a motion to nominate Dr. Eadens as Vice President. Mrs. Mellinger seconded the motion and all else were in favor. Mrs. Mellinger made a motion to nominate Todd Firth as Treasurer. Glen Leest seconded the motion and all else were in favor. Mrs. Mellinger made a motion to nominate Glen Leest as Secretary. Dr. Eadens seconded the motion and all else were in favor.
2. Discussion- recruitment of new board members – Mr. Firth shared that we need to be actively looking for more members. So if you know of anyone who is looking to serve and can support our mission, please speak to them about the possibility of joining the board.
3. Discuss with possible action to update the P&P’s. – Mr. Drumm shared that we did review the P&P’s back in May/June. Through the Audit, the auditor shared that the M&O portion of Prop 301 is growing and needs to be spent. Mr. Drumm shared that one of the ways that we can do that is by updating the amount of the Stipend issued to clubs and that they should be equal to that of athletic stipends. Dr. Eadens made a motion to update the P&Ps to reflect that club stipends be increased to $1,000.00. Mr. Leest seconded the motion and all else were in favor.
4. FJA Parent Survey – Ms. Lanzetta shared that we do a parent survey every other year. So the plan is to do one this year. It will be sent out in approximately March. Please let Gina know of any questions that you may have that you would like added to the survey.

**VIII.** **Adjournment**

Mr. Firth adjourned the meeting at 8:14 p.m. Mrs. Mellinger seconded the motion and all else were in favor.