**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 8, 2015 5:30 PM at FJA Elementary School Campus

306 W Cedar Ave, Flagstaff, AZ 86001

**Minutes**

**I. Call To Order**

Mr. Firth called the meeting to order at 5:35 p.m.

**II. Roll Call of Members**

Mr. Firth took role. The following members were present Kirsten Mellinger, Shawn Thomas, Heidi Henderson . Additionally Mr. Drumm, Ms. Lanzetta and Ms. Langan were present.

**III. Presentations/Information/Reports**

* + 1. **President’s Report** - At this time, Mr. Firth has nothing to report.
    2. **Director’s Report -** 
       1. Enrollment update – As of today, we down total ADM by 1.5 students. We have lost a few students and also gained a few students. In looking over our student database we discovered that we had a few students who were in the system but were not students. The 8.25 info was a bit over stated. Firth asked for a clarification question. Generally speaking we are still in very good shape. Our budget is based on 280 students. Kirsten asked a clarification question about the population is on ADM. Shawn asked about going forward if we would expect more movement. Tom stated that we are not expecting much more movement. Any other questions on enrollment.
       2. Update on FJA’s grant proposal to the Flagstaff Community Foundation – Gina was the author I would like her to share the good news. Gina said that she found out this week that we were approved for the grant and are getting the full amount. The plan right now is to send the 6th graders to the camp Colton trip and have moved the 7th graders to the Catalina trip. We are shifting and have started preplanning those trips. Shawn asked a clarification questions about who was going where. Tom shared that there will be one year where some students will get to go to both and shared some fun additional programs coming up. Todd asked about the 5th graders and any planning on a big trip for them? Tom shared that there is not anything scheduled. Gina shared that we will have to do some sort of completion form to complete. Nice job Gina! Todd asked about planning for the future grant money and the questions that were raised. We should consider buying the gear instead of renting the gear. Some students had gear, but many didn’t and we had to rally to get the stuff that was needed. The gear could be used for many of the trips that we have.
       3. Scholarships on hold – Last month the board approved the Kindergarten scholarships. Tom met with someone from DES who reached out to us and got a financial education on the funding that is available to families to help pay for Tuition, etc. They have funding available. Tom thought it would be a good idea to have the families go through DES prior to being able to apply for our scholarship. If they are not eligible, then they could apply through us. Shawn asked if they would fund both Pre-K and K? Tom responded by stating yes. Todd asked if they would cover the half of the kindergarten funding that the state doesn’t pay for. This is not on the agenda as an item to be approved, but would like to get permission to send out the email. Agreement that it would still be in the spirit of what we were trying to do. Kirsten suggested that we really nail down what we are offering before we have the Kindergarten open house and that we have a process in place. Shawn asked if we know how long the process is for DES. Todd suggested that we state that for the past two years the board has approved scholarships and that there is funding available from DES. Shawn would like us to follow up with DES and find out what their time line is. Todd requested for the next meeting, approval of the 16/17 scholarship and include that in the discussion. This way we can come back and actually go with an action. Tom asked if there were Any other questions?
       4. AIMS Science results- Tom shared with everyone the Aims science results. As you know, aims science is only taken by 4th grade and 8th grade. This is just aims results and not AZ merit, those are not released by the state yet. Tom reviewed the report. 4th grade did exceptionally well with 88%, eighth grade scores dipped a little bit, but still above the average. We discovered that several 8th graders sandbagged the test. We met with the teachers about ways to address that in the future and the importance of these tests. Gina spoke about some feedback from parents about not enough science and the teachers are trying to do a better job of getting more science. Gina shared that you can see by the results this is having an impact. Tom asked how many say the article in the paper this weekend about AZ Merit. Feedback from teachers and students that it is much more challenging. We are already aligning our curriculum to AZ Merit so over the years we should see better results. Todd asked if there was some way to show Mean, median, etc. so that the students parents could help promote these tests. Parents need to help get the students mentally ready.
       5. CRT Meeting update – The first Campus Relocation Meeting was held this past week. We had a couple of parent attend. One is a city planner and one is a realtor. We met for about an hour and talked about what our vision and goals are. As you all know we are on a year to year lease. We had a lot of good discussion and a lot of good take away. The city planner is going to come up with an action plan. The parent volunteer has some contacts in the lending field and land, etc. Todd provided some clarification on the time line and not to include one when we are in the planning stages and that everyone needs to be on the same page. Gina shared that we learned about some potential lenders to seek out and potential options of areas. The ball park of what we are looking for is approximately 10 to 12 thousand square feet plus a possible gym. The meeting was really eye opening and gave hope to additional options. Todd asked if we can have on the agenda an open conversation about this process. Tom said he would reach out to the others that were on the CRT meeting.
       6. K Open house – October 2nd – Barbara and Marie are hosting their annual Kindergarten open house from 8:15 to 9:30 a.m.
       7. PBIS update – we rolled this out at the very beginning of the school year. We didn’t formerly have a system in place for keeping track of students’ behaviors. Needless to say, teachers have seen a lot of positive behavior in students and were positive about the changes that have been made since the rollout. We are not seeing a steady flow of students like we were seeing last year and in previous years. Gina shared also that we have seen a reduction at this campus also. This has helped the teachers take the discipline back in the classroom. Has been very positive behavior changes. It helps to be clear across all grade levels and specials. We are having additional training with the specials to make certain that we are all using the same wording, etc. We took the time in the first two weeks of classes to teach and model the expectations.
    3. **Business Manager’s Report -** The Business Manager will give an update regarding any FJA financial matters.
       1. Profit and Loss – The Budget number have now been input in QB and now we can see a comparison of Actual vs. Budget. At this point each category should not be more than 25% by the end of September. A couple of categories that I am keeping an eye on are the certified teacher salaries as well as the SPED Teacher salaries. For Certified we are looking at potentially going over by$8K and a potential overage of $16K for SPED Teachers. I will do some more research on the SPED salaries. These are a couple that we will keep a close eye on but may need to make some adjustments in the spring when we look at revising the budget. Other than that everything else is in line.
       2. Balance sheets - We are looking really solid financially. Todd and Kirsten asked that in the future we send out check register from Quick books so that they can look at it prior to the meeting. Tom raised a question about what would be a healthy number to have in the bank. Todd recommended that we ask the auditor and Michelle from Diamond Financial and maybe even the lawyer.

**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.)

Steve Cernohous introduced himself. He stated that he is working on finalizing the grant money from Gore. Steve gave more specifics on how we can get the grant money.

**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. Todd asked for us to review the minutes so that we can move forward with the Approval of Minutes dated August 25, 2015. Kirsten made a motion to approve the minutes and Todd Seconded the motion. All else 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.)

No old Business.

**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. Discussion with possible action approving a Sexuality Education curriculum as part of Wellness program. Tom met with Ben Jefferies, feels that it is more appropriately called “Healthy Relations” curriculum. Ben made contact with Northland Family Health Center. Everyone should have a brochure. Their program would entail 5 sessions and would only be used in the 7th and 8th graders. Tom shared what the 5 sessions are called. It will be 5 hours over the course of 5 weeks. Kirsten asked how often. Todd asked when it would start. Tom shared that it would start in October. Kirsten asked a clarification question on the classes. A lot of the classes are around sexual violence, but what about sex education. Shawn asked if Northland Family Help center could customize the classes and have more info on the Birds and the Bees. We might need a 10 week curriculum since this is the first time that we are introducing this program. Kirsten said that it is odd to talk about abnormal sexual relations before we even talk about normal sexual relations. Tom said that he would have Ben Jefferies go back to them and see what they can come up with.

**VIII.** **Adjournment**

Mr. Firth motions to adjourn tonight’s meeting, Kirsten seconds the motion. All else in favor. Meeting ended at 7:02 p.m.