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

**Board Meeting Minutes**

**Public Minutes**

**September 10, 2013 at 5:30 pm**

**755 N. Bonito, Flagstaff, AZ 86001**

**Attendees**: John Doskicz (President), Sean Sullivan (Vice President), Tony Wolkowinsky (Member), Melissa Bernasconi (Member), Franklin Hoover (Attorney), Stevi Bax (Teacher), Scott Nichols (Board Member Applicant), Thomas Drumm (FJA Director), Chyenne Schmidt (FJA Business Manager)

**I. Call to Order**

President Doskicz called the meeting to order at 5:35.

**II. Roll Call of Members**

President Doskicz took role. All members were present with the exception of Tony Hannigan.

**III. Call to the Public**

There were no Public Members present at the meeting.

**IV. Presentations/Information/Reports**

1. President's Report – The President did not have any news to report.
2. Director's Report –
	1. Website –
		1. The IT Vendor recommended scrapping FJA’s current website rather than updating the existing website.
		2. Researching additional opinions from other vendors, including Flagstaff IT and Sean Sullivan.
	2. Board Meetings – Meetings will be alternated between the Elementary and Middle School campuses, and the meetings will begin at 5:30.
	3. Move on When Reading Letter
		1. New Arizona law requires that children who are far below in reading will be retained in third grade.
		2. FJA has identified a small number of students who may be affected by this law.
		3. FJA has organized a committee that will put interventions in place for the children, work with parents of affected children, and communicate with all parents well before third grade begins.
		4. There are IUP and ELL exceptions to this law.
		5. School Board will also need to approve curriculum in the future.
3. Business Manager’s Report –
	1. For the period July 1 through August 31, FJA expenses exceeded revenues by $116,000. During the last four years FJA expenses have exceeded revenues by a range of $69,000-125,000 for the same time period. There are several reasons why expenses are high this year:
		1. Teachers received salary increases
		2. Medical costs increased by two to three percent
		3. The Middle School monthly lease amount increased by $2,000
	2. FJA will be focusing on decreasing discretionary spending and costs that are not fixed.
	3. FJA will be researching potential revenue sources such as recruiting for new students, renting facilities, offering additional before and after care programs, and fundraising.
	4. FJA will also monitor expenses from vendors whose bills have been increasing over the past year such as Ms. Hazel’s FineEd and Flagstaff Computer Specialists.

**V. Consent Agenda**

The Board approved the meeting minutes for the August 13, 2013 meeting. The September 3 meeting minutes will be considered for approval at the next meeting.

**VI. Old Business**

The Board did not have old business items to discuss.

**VII. New Business**

1. Legal Counsel –The Board entered into executive session to discuss Legal matters.
2. Board Member Resignations
	1. Sean Sullivan is resigning as the Board Vice President effective September 10, 2013 at 11:59pm.
	2. Jeff Maurer submitted a letter stating that he would not be renewing his term effective September 1, 2013.
	3. The Board accepted the resignation of both members.
3. Board Member Application – Scott Nichols
	1. Nichols provided a background on his interest in the Board and his professional background. These included the following:
		1. He has children attending FJA, and he would like to be more involved at FJA.
		2. He is an institutional veterinary at Northern Arizona University. specializing in research, regulatory compliance, and several committees.
		3. He works with Veteran’s Affairs in a research program that marries dogs to veterans with Post Traumatic Stress Syndrome. This program requires Nichols to travel, but the traveling will not conflict with board meetings.
		4. Nichols has grant writing and fundraising experience.
		5. He has been working with Mr. Cola at the Middle School to start an Ugly Bug contest where students will see results of their finds through an electron microscope, and may have the opportunity to take a field trip of the facility with the electron microscope.
	2. Sullivan asked Nichols his impression of the FJA Board. Nichols answered that everything can be improved, and he is interested in joining the board to help. He communicated that he could help maximize communication. Sullivan asked if Nichols has any open meeting law experience, and Nichols answered yes.
	3. The Board motioned and seconded adding Nichols as a Board member.
4. Fundraising
	1. Fundraising packet was created by the Fundraising Committee (FC) and it focuses on identifying goals, how to raise money, and how to get a committee started.
	2. Parent Teacher Group (PTG)
		1. Usually raises $1,500 to 2,000 during the school year.
		2. Selects a different activity to fund each school year.
		3. Purchased Mastermind training for teachers in the previous school year.
	3. FC
		1. Started coordinating with the PTG during the previous school year.
		2. Becoming established enough to expand into different topic areas. FC would like to have a group that works on events, a group that works on projects (like Box Tops), and a group that identifies grant opportunities.
	4. Fundraising ideas
		1. Revamping FJA website to move the PayPal donation button to the front of the website.
		2. Encouraging businesses to make tax donations.
		3. Participating in the Walmart school supply drive.
		4. Renting out school facilities.
		5. Sponsoring summer camps.
		6. Identifying grant ideas and working with the school staff who would apply for the grants.
		7. Earmarking fundraising for certain school activities.
			1. Earmarked funds should always maintain a caveat that states extra funds can be deposited into the General Fund.
			2. Any earmarks should be coordinated with the Executive Director to verify need.
			3. Activities can be recorded by type of fund raising event in FJA accounting records if necessary.
		8. Considering a website fundraising factory.
		9. Collecting recyclables that can be turned in for funds such as ink cartridges, cell phones, etc.
		10. Adding a box top drop off at the Middle School campus.
		11. After event FC should meet to determine the success of the event.
	5. Executive Director will contact the FC on a monthly basis to coordinate activities.

**VII. Adjournment**

The President adjourned the meeting at 7:30 pm.