**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 Chyenne Schmidt at 774.6007 ext. 11 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 Chyenne Schmidt at 774.6007 ext. 11.

Tuesday, September 13, 2016 5:30 PM at FJA Middle School

755 North Bonito Street, Flagstaff, AZ 86001

**MINUTES**

**I. Call To Order**

Mr. Firth called the meeting to order at 5:47 p.m.

**II. Roll Call of Members**

Mr. Firth and Heidi Henderson were both present. Glenn Leest joined via conference call. Additionally Gina Lanzetta, Lori Langan and Daniel Eadens were present.

**III. Presentations/Information/Reports**

* + 1. **President’s Report** - Mr. Firth received an application from Dan Eadens to become part of the board. We will place his application on the Agenda for next month’s meeting.
    2. **Director’s Report -** The Executive Director will provide information to the Board.

1. Enrollment numbers – Ms. Lanzetta shared the latest update at the bottom. ADM is 291. Our budget is based on 280 students so at this point we are ahead.
2. Grant Update – Ms. Lanzetta shared that, Ms. Chapman, wrote a grant for a greenhouse and received it. You may have seen the greenhouse out front of the school. We also just found out that we were awarded $6,000 for the ACF grant which is only part of what was requested. We requested $23,000.00 Mr. Firth asked if there was any feedback. We have not at this point received feedback. Ms. Lanzetta has also re-applied for the state tutoring grant money and we were again awarded $5400 for the fall semester. We are having difficulty finding tutors that can work during the school day. Heidi asked about how the time of tutoring worked. Ms. Lanzetta shared that it cannot be done during any structured class time. Ms. Lanzetta also shared that we are still waiting on the Title 1 Grant money. They have assured us that we can begin with 90% of what we had last year. We use title 1 primarily for tutoring and professional development. We will also have a preliminary audit in October and the final audit next April for Title 1.
3. SPED Directors Institute – Ms. Lanzetta shared that Mr. Drumm and Ms. Paez are attending the SPED Directors Institute in Phoenix. We are happy to have Ms. Paez as part of our team. This is a great opportunity to learn more about her position and make some good connections. Ms. Paez has never been a “SPED Director”, however has much experience in the field through teaching and through DES.
4. New Van – We are excited to have a new Van with awesome graphics. The whole staff loves having the option of using the van if necessary. It is a 15 passenger van. There has been a lot of safety training that has been done to prepare everyone. We have AAA as well as a gas card, etc. Each driver had to provide AZ Drivers license as well as driving record.
5. Garden Grant – Bonito Campus – Be sure to check out the greenhouse the next time you are at the Bonito Campus.
6. Catholic School – Ms. Lanzetta shared that the Catholic school downtown sale had fallen through. Mr. Drumm, Ms. Lanzetta and Ms. Langan went to look at the building and we were very pleasantly surprised. It would not, however, fit both the elementary and the middle school initially. They are asking $5.2 million for the property. Overall, the school is in pretty decent shape. Would need some cosmetic things done such as new flooring and some paint. The next steps would be to meet with the Diocese in Phoenix to see if they are willing to negotiate terms, etc. $5.2 million is a big stretch for a small charter school such as ours. But we got the feeling that the Diocese might be more willing to work with us as a school rather than a commercial builder. We will keep you updated.
7. Endowment Fund – Mr. Drumm and Ms. Lanzetta went to an ACF meeting and learned that they also do an Endowment Fund. They learned that what might work best for FJA is to put money into a reserve fund. This way we are able to take the money out if necessary. The contact did say that she could attend a board meeting to provide more information. Would we like her to come to the next board meeting and also compare the previous proposal? The members would like for that to happen and Mr. Leest confirmed that it would be okay to share the proposal provided by his employer. Additionally we would give Four Peaks Wealth Management an opportunity to review and compare the proposal from ACF.
   * 1. **Business Manager’s Report -** The Business Manager will give an update regarding any FJA financial matters.
        + 1. Profit and Loss – Mrs. Langan pointed out that based on where we are in the year, we should be approximately 21% of our budget. Mrs. Langan shared some line items that were over that bench mark and details as to why. Mrs. Langan shared that we have received 2 of our Equalization payments this year. One was short due to an error made by the state. This happened to all Charter schools in AZ. We received another payment to make up for that shortage. Currently our advertising budget is at aoubt 41% due to some extra spending we had to do to fill some of our SPED positions. Additionally we are over 100% in legal fees due to the OCR complaint. This will be something we will continue to monitor and if we need to revise it come spring we can. We are still waiting on our Title 1 budget to be announced as well as start receiving funding. Our expenses overall have been at a minimum so far this year as we spent a lot of money before the fiscal year end since we had an excess last year. We are sitting at a Net Income of over $48,000 with a budget of over $235k.
          2. Balance Sheet – As mentioned we are over $48K in Net Income and our Mortgage is right around $157K remaining.

**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. Mr. Dan Eadens said that he was pleased to be here and looking forward to potentially joining the board. Mr. Firth asked that Mrs. Langan send out his application and info to the board so that they can review prior to the next 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 Public Minutes dated June 28th, 2016
2. Approval of Public Minutes dated July 14th, 2016
3. Approval of Public Minutes dated August 23rd, 2016

Mr. Firth made a motion to approve all of the Agenda items. Mrs. Henderson 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.)

**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 with possible action special education student policy revisions(Non-Discrimination Policy). This policy is based on the recommendation from the Office of Civil rights. The recommendations were taken in to account by our Attorneys and written from there. The question was raised, How has this changed from the previous policy? Ms. Lanzetta shared that the old policy was very old and this is likely very different. Mr. Firth asked about step three under Hearing and appeals process and was concerned about the open meeting.

Mr. Firth would like to make a motion to approve the documents in its entirety, however would like clarification on the open meeting in Step Three under Hearing and Appeals Process and that we also get clarification on whether or not the board should have legal representation there. Mr. Leest seconded the motion and all else were in favor.

1. Discuss with possible action to approve the Van Policies. Ms. Lanzetta shared that this is what was given to all of the employees for Safety while using the van. We are asking for approval because we would like to add it to the P&Ps.

Mr. Firth made a motion to approve the Van Procedures with the following changes…Change bullet point number 2 to address the need to send a meeting request through the shared calendar for the VAN. Also, add in that the van is not to be used under the influence of alc0hol and certainly not with any fire arms. Heidi Seconded the motion and all else were in favor.

**VIII.** **Adjournment**

Mr. Firth made a motion to adjourn the meeting at 7:43 p.m. Heidi seconded the motion and all else were in favor.