**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 9, 2014 5:30 PM at FJA Elementary School

306 West Cedar, Flagstaff, AZ 86001

**Minutes**

**I. Call To Order**

Doskicz called the meeting to order at 5:35.

**II. Roll Call of Members**

John Doskicz, Tony Wolkowinsky, and Todd Firth were present. Thomas Drumm, Chyenne Schmidt, and several members of the public were present.

**III. Presentations/Information/Reports**

* + 1. **President’s Report** - Doskicz did not have any information to present.
    2. **Director’s Report -** 
       1. Ski Team – FJA will be collaborating with the FAST program to create a ski team at FJA. The ski team will ski at Snow Bowl during the ski season, and students will take a half day each Wednesday to participate. Students will also ski on Friday afternoons when school is not in session. Some items to note about the ski team:
          1. Students will be required to make up any work that is missed during their Wednesday absences. Students must meet academic eligibility, and parent buy in should ensure students are held academically accountable.
          2. The ski team is a growing interest in Flagstaff, and it will align with the Middle School’s interest in experiential learning.
          3. The ski team may interest more students in enrolling at FJA.
          4. FAST would take on the liability for the ski team
          5. Parents would transport the students to Snow Bowl.
          6. Teachers would have to do extra paperwork and planning for students participating; however, the teachers are willing to take on that responsibility for this program.
       2. Nationwide 457 Plan – FJA has signed up for a 457 retirement plan with Nationwide Trust Company. Employees can make pre tax contributions to a retirement plan, and there is no financial impact for FJA.
       3. Enrollment – FJA currently has 283 students enrolled in grades K-8, and FJA has an ADM of 275. Most of the new students this month were added in kindergarten and first grade. FJA continues to have spots available in most grades.
       4. Board retreat –
          1. September 19 – The board will be having a visioning retreat from 1:30 to 4:00. Topics include the plan for future years, needed board skills, gaps, etc.
          2. October 25 – Board retreat will be facilitated by Michelle Diamond from Diamond Financial Solutions. Diamond will facilitate from 9-1, and Kellie Peterson from Mangum, Wall, Stoops, and Warden will present at 1.
    3. **Business Manager’s Report –** 
       - 1. FJA has a deficit at the end of August of just over $105,000. August revenue was low because the estimated student count at the beginning of the year was only 262. The revenue will increase with our higher student count. August expenses were also low, and the deficit only increased by $500 this month. If FJA continues to stick to the budget approved in summer, FJA will be on track by the end of the year.
         2. Next month after the second Before and After Care monthly payment cycle, we will be able to present the Children’s House contract to the Board for approval.
         3. Schmidt has created a budget tutorial so that the Board can have an understanding of the different types of activity that is posted in the Profit and Loss statement. Schmidt will present this to the board at the 9/19 board retreat.

**IV.** **Call To The Public**

There were no public comments.

**V.** **Consent Agenda**

1. Approval of Public Minutes dated August 12, 2014 – Doskicz made a motion to approve the minutes. Firth seconded the motion, and all board members were in favor of the motion.

**VI. Old Business**

1. Discuss with possible action approving revisions to the Policies and Procedures. – After presenting the Board approved Policies and Procedures to staff in mid August, staff identified two corrections:
   1. Cedar campus staff hours should be revised to 7:45 to 12:45 on Fridays.
   2. Salary schedule steps should reflect years of service in conjunction with adequate performance evaluations.

Firth made a motion to approve the Policies and Procedures with the two revisions. Wolkowinsky seconded the motion, and all members were in favor of the motion.

1. Discuss with possible action approving additional kindergarten scholarships. – Last month the Board approved five kindergarten scholarships for students who could not afford the full day kindergarten tuition. The scholarships were approved so that FJA could remain competitive with FUSD who does not charge for full day kindergarten, and so that FJA could increase revenue with by adding new kindergarten students.
   1. FJA granted all five kindergarten scholarships during the month of August.
   2. FJA could potentially use up to a maximum of five more scholarships, if scholarships were only used for students who were not already paying for full day kindergarten.
   3. The Board discussed how future scholarship applications could be reviewed more objectively.
   4. The Board discussed how any further scholarship decisions may set a precedent for future school years.
   5. The board discussed the difficulties the Children’s House faces in retaining four years olds in kindergarten spots when FUSD is offering free all day kindergarten.
   6. The board discussed how not having as many kindergarten spots impacts our first grade class sizes.
   7. The board discussed the benefits of having kindergarten scholarships that did not impact FJA finances, compared to kindergarten scholarships that would cause FJA to subsidize the kindergarten costs.
   8. The board discussed whether the kindergarten scholarship application process should be revamped to include information about the scholarship at kindergarten registration, application deadlines, a lottery process, and income eligibility guidelines.
   9. The board discussed how FJA may be able to offer free or subsidized daycare for all kindergarteners in future years.
   10. Drumm and Schmidt will put together more information for the board to review at the 9/19 board retreat.

**VII. New Business**

1. Discuss with possible action the resignation of Melissa Bernasconi - Doskicz made a motion to approve Bernasconi’s resignation. Firth seconded the motion, and all board members were in favor of the motion.
   * 1. Discuss with possible action approving the Declaration of Curricular and Instructional Alignment – FJA has developed a written curriculum for grades kindergarten through fourth grade. Because of funding issues, FJA has not been able to work on a written curriculum for fifth through eighth grades. FJA would like the Middle School curriculum to have a foundation in experiential learning, but these curriculums can be very expensive to purchase. In the interim the Middle School teachers have received common core training, and they use the Arizona Career Ready Standards.
        + 1. Wolkowinsky noted that the Board should have written curriculum documentation before signing ADE’s Declaration of Curricular and Instructional Alignment form.
          2. Because the K-4 curriculum took over 100 man hours to develop, Wolkowinsky suggested that FJA develop an abbreviated working document that Middle School teachers can refer to in the interim.
          3. FJA will prepare a Middle School curriculum document for the board’s review at the October meeting.
     2. Discuss with possible action approving the Prop 301 Reimbursement Policy – The Prop 301 teacher performance pay plan must be board approved, as well as approved by 70% of the teachers eligible to receive the performance pay. The Prop 301 funding is defined by statute, and the Board can only define the criteria for pay to teachers under the performance pay funding. Board discussion included the following items:
        + 1. Teachers were informed at the beginning of the year that there would be a change in Prop 301 performance pay criteria.
          2. Including letter grade as a performance measure would create a team aspect to the plan, and it would not penalize teachers who have a higher percentage of lower performing students in their classroom.
          3. The letter grade system was adopted in the 2010-2011 school year. In the past four years FJA earned a B three times and a C one time. FJA’s math score performance is a large factor in the B grade, and FJA is initiating several measures to improve math scores.
          4. In the past FJA has worked to educate the whole child, and FJA will continue to do so. However, there will be an emphasis on working to be an A school.
          5. The School Letter Grade and Special School Projects categories have the potential to not be compensated equitably if the tasks were paid by project rather than by hours of work. The consensus appeared to be that staff would be asked to note how many hours a task took to complete. The hours staff identified would be accumulated to create a single dollar amount per hour for all tasks turned in for those categories.
          6. The School Letter Grade and Special School Projects categories could be paid in June rather than twice per year to avoid valuing staff hours on projects at different rates each semester.

Doskicz made a motion to approve the Prop 301 performance pay plan as presented, with the technical details of disbursement dates and hours versus project to be decided by staff. Wolkowinsky seconded his motion, and all board members were in favor.

**VIII.** **Adjournment**

Doskicz motioned to adjourn the meeting at 7:23. Firth seconded the motion, and all board members were in favor of adjournment.