**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.

Wednesday, January 6th, 2021 4:30 PM The public can view/listen to the meeting via Zoom.

The Zoom link:

Join Zoom Meeting

<https://us02web.zoom.us/j/85755589366>

Meeting ID: 857 5558 9366

**Minutes**

**I. Call To Order**

Mr. Naleski called the meeting to order at 4:30 p.m.

**II. Roll Call of Members**

Mr. Naleski Took roll of Board Members

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| **Mr. Naleski** | **Present** |
| **Mrs. Suda** | **Present** |
| **Mr. Leest** | **Present** |
| **Dr. Hiebert** | **Present** |
| **Mr. Paine** | **Present** |
| **Mrs. O’Donnell** | **Absent** |
| **Mrs. Scott** | **Present** |

Additionally, Staff Members Mr. Drumm, Mr. Vest and Mrs. Langan were present

**III. Presentations/Information/Reports**

* + 1. **President’s Report** - The President will provide information to the Board regarding matters pertaining to the FJA Board.

1. Academic Culture – N/A
   * 1. **Director’s Report -** The Executive Director will provide information to the Board.
        1. Academic Feature – Mr. Drumm wanted to share with the board that this coming Monday the 11th we will be opening another on-site safe space classroom at the elementary school. We will be restructuring the grade levels in each of those classes.
        2. Enrollment Numbers- Mr. Drumm shared that our current numbers are 290 ADM.
     2. **Business Manager’s Report -** The Business Manager will give an update regarding any FJA financial matters.
        + 1. Profit & Loss Statement – Currently our numbers for both income and expenses should be running at around 58%. Total income is around 46% and Total Expense around 44.9%. Mrs. Langan will be requesting reimbursements for some of the Grants such as Title I, Title IV, IDEA B and the ESSER Grants. In December FJA paid out prop 301 monies to the teachers of around $40K.
          2. Balance Sheet – The net income is just over $41K
          3. Audit update – The audit was submitted and uploaded by Lorenzo, PLC on the due date of December 11th, 2020. We have received confirmation that the financial audit was received by Arizona State Board for Charter Schools. FJA’s financials are strong. Based on the request from the Auditors to follow their standards, Children’s house financials were combined with FJA’s this 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. Mr. Naleski asked if there was anyone who wanted to address the board. N/A

**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 Minutes dated December 2nd, 2020

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| Motioned- Dr. Hiebert | Made a motion to approve |
| Seconded – Mr. Paine | Seconded |
| Mr. Naleski | Aye |
| Mrs. Suda | Aye |
| Mr. Leest | Aye |
| Dr. Hiebert | Aye |
| Mr. Paine | Aye |
| Mrs. O’Donnell | Absent |
| Mrs. Scott | Aye |

**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 long term building projects – Mr. Naleski shared an update on a piece of property that he, Mr. Vest, Mr. Drumm and Mrs. Langan visited back before the holiday break. We are also looking at a piece of property tomorrow and will update as soon as possible.

**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 the update on Community Covid-19 numbers along with update on FJA preparation for potential re-opening. – Mr. Drumm shared an update on the Covid numbers for Coconino County. Coconino County is still in the Substantial range. We are nowhere near meeting the benchmarks for re-opening. Mr. Naleski asked about vaccinations for Teachers. Mr. Drumm shared that the information he has received thus far places Teachers in the 1-B category. His understanding is that once the county gets through category 1-A of issuing vaccinations than they will move to the 1-B category. Mrs. Suda mentioned the County is holding a PPE blitz and wanted to ensure that FJA is aware and takes advantage of the free items. Mr. Drumm shared that we received that information and have already submitted the requests/form to the County.
2. Discuss any updates on FJA re-opening plans. – We are continuing to communicate with Staff regarding the potential re-opening plan. We continue to look at ways to make employees feel safe should the benchmarks reach a level where we can re-open. FJA administration will continue to work on a plan to accommodate all of our staff and students.
3. Review and or Discuss with possible action for approval the hiring of a Project Manager to manage the Middle School relocation project. – Mr. Naleski shared that this has come up due to the amount of work that it is going to take, and it would be a good idea to hire someone to manage this project. This has already taken a great deal of time. Mr. Vest agreed with Mr. Drumm that we revive the Campus Relocation Team to create a final need and wants. Currently, the Board wants to continue to discuss and move to a future board meeting if necessary. Mr. Drumm also suggested that based on Mr. Paine’s feedback that it might be important to hire a development officer that can work on fundraising, etc. No vote currently

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| Motioned | N/A |
| Seconded | N/A |
| Mr. Naleski | N/A |
| Mrs. Suda | N/A |
| Mr. Leest | N/A |
| Dr. Hiebert | N/A |
| Mr. Paine | N/A |
| Mrs. O’Donnell | N/A |
| Mrs. Scott | N/A |

1. Review and or Discuss with possible action for approval of restructuring the Director positions. – Mrs. Suda shared that as the hiring committee was reviewing the Executive Director position and job description. The suggestion was made that this be taken under review by the board. Mrs. Suda asked Mr. Drumm to provide his feedback. Mr. Drumm shared that he had had this similar conversation with the former Assistant Director, Gina Lanzetta. Mr. Drumm shared that a part of that conversation was that at the time, FJA was not in a position to hire a third director. If this is something that in the future FJA could afford to do, the Executive Director would then oversee the two campus’, but that there would be an administrator at each campus. The discussion was had that we are not in a position to restructure at this time. The recommendation is that we keep the job description as is and revisit in the future if necessary. Mrs. Suda shared that we also consider hiring a part time teacher and part time administrator. One that could be an opportunity for growth for a staff member. No vote currently.

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| Motioned | N/A |
| Seconded | N/A |
| Mr. Naleski | N/A |
| Mrs. Suda | N/A |
| Mr. Leest | N/A |
| Dr. Hiebert | N/A |
| Mr. Paine | N/A |
| Mrs. O’Donnell | N/A |
| Mrs. Scott | N/A |

1. Review and or Discuss with possible action for approval of moving the March board meeting from March 3rd to March 10th, 2021 to provide for time to make recommendations to the board of possible Executive Director candidates.

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| Motioned - Jerome | Motioned to approve moving the March Board meeting to Wednesday, March 10th, 2021 |
| Seconded- Mike | Seconded the motion |
| Mr. Naleski | Aye |
| Mrs. Suda | Aye |
| Mr. Leest | Absent |
| Dr. Hiebert | Aye |
| Mr. Paine | Aye |
| Mrs. O’Donnell | Absent |
| Mrs. Scott | Aye |

1. Review and or Discuss with possible action for approval of amendments for ASBCS. Mrs. Langan is working with the attorney to make the necessary amendments with Arizona State Board for Charter Schools. Waiting on further discussion. No vote needed at this time.

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| Motioned | N/A |
| Seconded | N/A |
| Mr. Naleski | N/A |
| Mrs. Suda | N/A |
| Mr. Leest | N/A |
| Dr. Hiebert | N/A |
| Mr. Paine | N/A |
| Mrs. O’Donnell | N/A |
| Mrs. Scott | N/A |

1. Review and or Discuss with possible action for approval of accepting the resignation of Board Member Suzy O’Donnell.

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| Motioned – Jerome Naleski | Made the motion to accept Mrs. O’Donnell’s resignation |
| Seconded – Mike Paine | Seconded |
| Mr. Naleski | Aye |
| Mrs. Suda | Aye |
| Mr. Leest | Absent |
| Dr. Hiebert | Aye |
| Mr. Paine | Aye |
| Mrs. O’Donnell | Absent |
| Mrs. Scott | Aye |

1. Executive Session: Legal Advice

**VIII. F.A.I.R. - Future Agenda Item Requests** ( Items requested by the Board Members to be placed on a future Agenda.)

1. Repeat of Letter (d & e) from above
2. Request info from Flag IT regarding our .com vs .edu
3. Climate Action plan – approving and adopting the plan
4. Further discussion regarding the plan for combining Childrens house with FJA financials. Work on Attorney

**IX.** **Adjournment**

Mr. Naleski adjourns meeting at 6:55 p.m.