**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, October 7th, 2020 4:30 PM The public can view/listen to the meeting via Zoom.

The Zoom link:

Join Zoom Meeting

<https://us02web.zoom.us/j/82020218284>

Meeting ID: 820 2021 8284

**Minutes**

**I. Call To Order**

Mr. Naleski called the meeting to order at 4:31 p.m.

**II. Roll Call of Members**

Mr. Naleski took roll.

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

 Additionally, Mr. Drumm, Mr. Vest and Mrs. Langan were present along with FJA staff and members of the community.

**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 shared that Kristin Patterson was recently named the Coconino County Teacher of the Year. Congratulations to Ms. Patterson and all her hard work. We are super proud to have her on our team. Thank you for your many years of service.
			2. Enrollment Numbers – Mr. Drumm shared that we are currently sitting at 318 students with an ADM of 291.5. We are holding steady with our enrollment.
		2. **Business Manager’s Report -** The Business Manager will give an update regarding any FJA financial matters.
			+ 1. Profit & Loss Statement – Mrs. Langan reviewed the Profit & Loss statement. We should be at approximately 33% in both income and expense. We are currently running at 23.2% of income goals and 22.9% of Expense budget. We will have two more payrolls running in the month of October.
				2. Balance Sheet – Mrs. Langan reviewed the Balance sheet with the Board. We currently have a net income of just over $7K. Mrs. Langan also reviewed current investment accounts, as the statements just came in today.

**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 read the Call to the Public requirements.
* Ms. Patterson shared a summary of her letter. She realizes that the Board has a difficult decision and knows that you will try to make the best decision that you can for the school. She shared that along with herself, there are several staff members, including herself, that are at risk. She does not feel like we can experiment with what we think will keep staff and students safe. She feels like the hybrid plan with M-Th Distance Learning and in person on Fridays would work.
* Elii Chapman added some science behind why we should maintain distance learning. She is concerned with the lack of proper ventilation in the middle school. Deciding without data would be irresponsible.
* Mr. Cola, no longer feels that it would be a good idea to return to school. Has included photos of the Bonito campus. He also is concerned of the ventilation at the Bonito campus. If we do return to in person, he requests that FJA supply sufficient masks for Staff and Students. He is also concerned about finding subs.
* Mrs. Henry shared that she loves working at the office at the Cedar campus. She believes that parents are just now getting the grasp of the on-line program and have commented on how well the teachers are doing. She feels that we are in a tricky situation with all the holidays coming up and the potential of opening and closing. We run the risk of more frustration with families. She feels that we are doing the right thing and going back before January is risky. No one wants to be in this situation or make the decisions that must be made. The staff is collaborating and working together. She feels that we need to listen to that and open in January.
* Jen Conway, She Teaches 1st/2nd so is coming from the younger side. She is not interested in having to try to keep masks on them. There are many changes that will have to be made to accommodate in person learning.
* Priscila Gutierrez, she read a letter from her doctor. She is in a high-risk category and recommends the patient to limit public gatherings. States that it would be impossible to go back to in person learning.
* Shawna Heinsius. Shared a summary of her letter that she submitted to the board. She feels that going back to in person learning would stress the situation even more. She agrees that the M-Th distance learning and a Friday get together might meet the social and emotional needs of our students.
* Jocelyn James – Thanks the Board for the opportunity to address he board. She has been with FJA for a while in different capacities. She has an adult son who is at great risk. She is not going to any gatherings and is being super careful. She feels that if families must sign a waiver, we should not be returning to school. She also agrees with Elii that we need more information on the ventilation at the middle school.
* Stevi Bax, wants to reiterate what all of her colleagues have stated. For anyone that is here attending, she wanted to point out the risk of possible quarantining if there are students/staff that test positive. She feels that it will be worse for students and teachers and families as far as their schoolwork is concerned.
* Jenny Scott, she submitted her letter to the board. She has heard all the comments to this point and appreciates all the teachers and the work that you have done. She loves FJA but has concern for her children. She feels that her kiddos really need to be in a classroom. Her youngest is in Kindergarten, but does not feel that she has the true experience of being a K. She sat in on the FUSD board last night an implores the board to consider the same criteria as FUSD has done.

**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 September 17th, 2020

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| Motion | Mr. Naleski moved to approve the minutes dated September 17th, 2020 |
| Second | Mrs. Suda |
| Mr. Naleski | Aye |
| Mrs. Suda | Aye |
| Dr. Hiebert | Aye |
| Mr. Leest | Aye |
| Mr. Paine | Aye |
| Mrs. O’Donnell | Absent |

**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 that now is not the best time however, we need to continue to look and should all be on the lookout.

**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. Review and/or discuss with possible action for approval of the FY20 AFR.

Mrs. Langan reviewed the AFR. She had previously requested the assistance of Mrs. Suda to review the document who recommended some changes. Those changes have been made. The AFR covers in detail how FJA income and expenditures aligned with the Budget for last school year.

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| Motion | Mr. Naleski moved to approve the FY20 AFR as discussed |
| Second | Mr. Paine |
| Mr. Naleski | Aye |
| Mrs. Suda | Aye |
| Dr. Hiebert | Aye |
| Mr. Leest | Aye |
| Mr. Paine | Aye |
| Mrs. O’Donnell | Absent |

1. Review and/or discuss with possible action for approval of the Waiver, Release, and Assumption of Risk Form as a requirement to be completed and submitted by all families prior to a return to in-person instruction. – Mr. Drumm shared that there are some schools across Arizona that have chosen to go back in person or some sort of Hybrid model. Mr. Drumm asked our counsel if they recommend us requiring this be signed by families who will return to in person learning. Our attorneys did not have any recommendations regarding this, but Mr. Drumm feels that it is important to discuss tonight. Mr. Naleski asked if we could provide this as more of informational rather than must sign to return to school. Mr. Drumm is not suggesting that this be approved and given to all the families. He just wanted the board to be aware. Dr. Hiebert does not feel that this is a priority currently. Mr. Naleski agrees and feel that we need to agree on the criteria for returning to in person learning. Mrs. Suda does feel that we need to ensure that there are expectations set for families on coming to school when they have fevers/runny nose, etc. Mr. Leest agrees that it does provide a negative tone. He feels that it is something that should be brought back if we return to school. We are in uncharted territory currently. Mr. Paine feels that our counsel needs to state that this is a must. He feels that most things we sign in this format would have many holes. Mr. Naleski shared that he agrees that we have more pressing decisions to make. Members of the board decided to table this until we have criteria in place to re-open. When that happens, we can revisit. Made a motion to table the item for a possible future date.

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| Motion | Mr. Naleski made a motion to table for possible future discussion |
| Second | Mr. Paine |
| Mr. Naleski | Aye |
| Mrs. Suda | Aye |
| Dr. Hiebert | Aye |
| Mr. Leest | Aye |
| Mr. Paine | Aye |
| Mrs. O’Donnell | Absent |

1. Review and discuss the Parent Survey Results – Mr. Drumm shared the results of the parent survey that was sent out a couple of weeks ago. There was a lot of discussion around gaging our families with their comfort in returning to school. We had approximately 250 individuals complete the survey. Mr. Naleski made some notes regarding the 150 comments that were given from the families. 63 comments were against re-opening, 47 were for reopening and about the same for neutral response. Mr. Naleski asked that these be sent out to the families. Mr. Drumm shared that he was planning on sharing the results in the next newsletter. Mrs. Suda asked if there are trends by grade level. Mr. Drumm shared that he would try to dig into that to see if that was possible. Mr. Naleski shared that he spent more time looking at the comments and really felt that it was more weighted to not opening. Mr. Paine felt in reading the comments that FJA administration has done a great job and families trust that they will make the right decision. He felt that whatever decision is made there will be pervasive buy in. Mrs. Suda just wanted to say thank you to the parents taking the survey and providing well stated comments and appreciated what was said. There were many positive comments that were appreciated.
2. Review and discuss the most recent County Covid-19 data – Mr. Drumm shared the data. He shared that interpreting the data correctly has been a challenge. Not only from us, but from County or Arizona, etc. We have learned through this journey that we need to be careful and communicate a lot with governmental institutions. Additionally, we have had many conversations with Coconino County, and they have been very helpful. You can go to the Coconino County dashboard which will provide this data. We have been using the County Data as it is more recent data compared to the state data which has a significant lag time. Mr. Drumm reviewed the Arizona Department of Health Services came up with guidance to help Schools make decisions on if/when it is appropriate to re-open. He reviewed the 3 benchmarks again. Mr. Drumm shared that we are currently in the Substantial for number of cases, In the Moderate level for the second benchmark and Minimum for the third benchmark. Coconino County is currently at 179 cases per 100,000 which is in the substantial range. There is also specific information related to the Flagstaff. Mrs. Suda shared that the data from the state is different from what the County data is reporting. She suggested that we figure out why that is. Mr. Drumm shared that he will be meeting with the county tomorrow and will ask that question. Mrs. Suda asked if there could be swings from week to week. Mr. Drumm shared that it is his understanding that the county will retroactively complete this data. He stated that he feels that we should proceed with even more caution. Mr. Naleski shared that FUSD is using different numbers than these guidelines.

Mr. Naleski approved a quick 5-minute break. 6:15 p.m. to 6:20 p.m.

Mr. Drumm shared Data from the county.

The Arizona Department of Health Services (ADHS) recommends the following benchmarks for policymakers to make decisions about returning to an in-person model of instruction:

* *Decline in cases* ***or*** *less than 100 cases per 100,000 individuals for two consecutive weeks.*
* *Two consecutive weeks with percent positivity below 7%.*
* *Two consecutive weeks with hospital visits for COVID-like illnesses (CLI) in the region below 10%. (CLI data is not available by jurisdiction and will be displayed at the Coconino County level).*

Neither FUSD or Flagstaff Charters meet the minimum Benchmarks for cases per 100,000 or the percent positivity rate as of 9/26/2020 reported on 10/2/2020

1. Review and or Discuss with possible action for approval of the re-opening criteria recommended by Administration – Mr. Drumm reviewed the plan and shared that he and Mr. Vest worked on this together. He also proposed that we should also keep in mind that we should also consider continue to provide distance learning through the end of the calendar year. Mr. Vest shared his agreeance. He does not believe that pivoting back and forth from Distance Learning to in person would be good. He also shared that other charter boards have not made their decisions. He does not know what, if any, impact the FUSD decision will have on their own decision. He feels strongly that it should be a consideration of the board to continue distance learning through the rest of the calendar year. Mr. Vest also addressed the concerns placed regarding ventilation at the Bonito campus. As many of you know, we lease the building at Bonito from FUSD and we have attempted since this summer to get a response from FUSD on an inspection. We have moved forward ourselves to have a company come to both campuses and inspect the ventilation systems and provide recommendations on what can be done to provide a safe environment for our staff and students. Mrs. Suda asked if we should send a letter to the FUSD board to share our concerns with the lack of response. Mr. Drumm shared that to be clear, he did get responses, but was told they are working on it. Mr. Drumm also shared with the members of the community that we are always on the lookout for a building or property as the goal is to eventually move out of the Bonito Campus. Mr. Naleski asked for more of a background for the changes. Mr. Drumm shared that at the last board meeting there were Members who felt like the initial criteria suggested could never be met. Mr. Drumm shared that he feels that we should use the County Data rather than the State data. Mr. Paine wanted to make sure that everyone is on the same page regarding the weekly reporting has a week lag time. Mrs. Suda asked a clarifying question regarding a phased model. Mr. Drumm shared that we would plan to return 100% after two weeks of meeting the criteria. We do not feel like a hybrid model is doable for FJA and does not feel like a phase in model would work for FJA based on our size. Mrs. Suda asked to hear about the hybrid models that were suggested and why they would not work so that staff and members of the public knows that all options have been considered and vetted.

Mr. Drumm also shared some other things to consider. One of the considerations is should the criteria be met, and there is only one week prior to the Holiday break in December, they would recommend that we not open but wait until after the break. He again reiterated that the Board should also consider not opening in person until the end of the calendar year. Mr. Vest also shared that if this is approved, there should be contingencies in place that the ventilation issue at the Bonito campus be resolved. Mr. Vest shared that he as a parent and administrator, he understands all the different views. He does recommend that the board consider staying closed through the end of the second quarter as well. He also does not believe that we should rule out the phased re-entry and should consider giving the Teachers an opportunity to return to the school to prepare their classrooms for return.

Mr. Drumm also shared what FJA is currently doing to provide an in person environment. We do have 2 safe space programs. Additionally, we do have weekly P.E. wellness classes, Guitar classes, several clubs, special Education services and counselling sessions along with others to help provide some social and emotional services to our students.

Mr. Paine thanked the administration for their time and effort in putting together this proposal. This is such a difficult decision and realizes that the journey has been a rigorous one. He feels like it is in keeping with a safe approach and is indicative of getting back to school which is a priority.

Dr. Hiebert, also commends Mr. Drumm and Mr. Stefan for their work on this document. He feels comfortable accepting these criteria. He also feels that teaching in the classroom is the best way to go, but what kind of risk are we willing to take. As we heard from several teachers tonight who do not feel comfortable coming back to in person. Given the time of year that we are in with holidays, vacations, and cold/flu season there is even greater risk. He feels that the decision should be held off to Q3 for in person learning.

Mr. Leest shared that he likes the updated criteria. Knowing that the old criteria was almost impossible to achieve and would be in support of moving forward with what was proposed.

Mr. Naleski asked for clarification on Benchmark #1 and the fewer than 50 cases per 100,000.

Mr. Drumm asked if the 2 weeks of meeting the criteria? Mrs. Suda shared that she wants to make sure that we are doing the right thing for the teachers. She supports the 2 weeks if we give time for Teachers to come back prior to returning students which would be a slight phased model.

Mr. Naleski feels that it might not be strict enough. However, but does feel like he would agree to them.

Mrs. Suda, asked if admin has discussed how to accommodate staff who are unable to return to in person learning. Mr. Drumm shared that they have discussed and are having a difficult time trying to figure this out.

Mr. Paine shared that he is willing to commit to these criteria and at the same time state that we will not reopen school until at least January. It does not seem like a good idea to move to return based on these criteria before the end of the calendar year. If the benchmarks are being met and we are really set to move to re-open in January.

Mrs. Suda shared a thought that as we are moving forward, and we are putting 2 ½ more months into distance learning that we add more space for safe space. She also shared that the added opportunities, such as guitar and P.E., are wonderful but there are some inadequacies in those that can participate. She would like to encourage Admin to consider ways to include more students.

The CDC defines community spread as follows:

**Minimal community spread:** Evidence of isolated cases or limited community transmission, case investigations underway; no evidence of exposure in large communal setting

**Moderate Community Spread:** Sustained transmission with high likelihood or confirmed exposure within communal settings and potential for rapid increase in cases

**Substantial Community Spread:** Large scale, controlled community transmission, including communal settings (e.g., schools, workplaces)



Remain in Distance Learning

FJA should remain in its current distance-learning format until the following criteria are met:

Fully Reopen at 100% Capacity

* For FJA to Fully Reopen at 100% capacity, all three ADHS benchmarks will achieve Minimal status for 2 consecutive weeks, OR Moderate for benchmark 1, *and <50 cases/100,000*, and Minimal for benchmarks 2 & 3 for two consecutive weeks.

FJA will refer to the Coconino County data to make this determination instead of the ADHS dashboard data, due to the delay in the compilation and publication of the ADHS data.

Typically, Coconino County releases the weekly report and associated data each Friday; therefore, if it is determined on a Friday that the County has reached Minimal status in all 3 categories for two consecutive weeks, FJA administration will notify all FJA stakeholders on Friday of its decision to fully reopen at 100% capacity the following Monday.

Mr. Drumm also shared the 5 different Hybrid models that were discussed with staff.

**Hybrid Option #1**

With Hybrid Option #1, teachers would be assigned to teach either in-person, or online. Students in each grade level would be divided into 4 groups (A,B,C, or D). During in-person instructional days students would not be allowed to use Chromebooks (they are all checked out) while at school. Teachers assigned to in-person teaching would not be responsible for any Zoom classes or managing Buzz courses. Teachers assigned to Zoom/online instruction would not teach students in-person, but instead would teach Zoom classes and manage Buzz.

**Hybrid Option #2**

With Hybrid Option #2, teachers would be required to work from campus unless they have medical documentation that states they cannot or should not. Each homeroom would be divided into 2 groups (A & B groups).

**Positives:**

* The biggest advantage of this model is getting each child on campus for at least 1 day per week for social-emotional learning

**Negatives:**

* Students potentially have less face-to-face/direct instruction time with teachers, compared to FJA’s current distance-learning model
* **Hybrid Option #3**
* Essentially, option 3 would mean that FJA would continue with its current distance learning plan as it stands now Monday-Thursdays. However, on Fridays this option would have students on-campus every Friday for “Experiential Day.” Experiential Day could include activities, walking field trips, lessons, and community building. Students would be divided into 2 groups (Groups A & B), and alternate every Friday.
* **Hybrid Option #4**
* This option would have Children’s House, K/1st, and 1st/2nd classrooms teach in-person classes in the following format.
* **Hybrid Option #5**
* This option would be similar to Option #4, however we would have 1 of the 4 lead teachers teach online only to accommodate the students who choose NOT to return to FJA for in-person courses for the remainder of the school year. In this hybrid option, we would eliminate online and Zoom classes for Groups A & B completely.

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| Motion | Mr. Naleski Made a motion to adopt the re-opening criteria on the status of the 3 different benchmarks. Minimal level of benchmark 2 and 3 and moderate level for benchmark 1 and less than 50 cases per 100,000, with a return to in person learning on January 4th, 2021. Clarification that the decision will be made in December if these levels are met for the 2 weeks.  |
| Second | Dr. Hiebert |
| Mr. Naleski | Aye |
| Mrs. Suda | Aye |
| Dr. Hiebert | Aye |
| Mr. Leest | Aye |
| Mr. Paine | Aye |
| Mrs. O’Donnell | Absent |

Mr. Naleski requested a quick 5-minute break 8:05 p.m. to 8:10 p.m.

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

1. Invite Wealth Management to the next meeting – requesting a condensed version. 10 or 15 minutes with a few minutes for Q&A
2. Discuss the details of how to accommodate teachers who are unable to come back to school. Possibly come up with a policy.
3. Directors report, to share data how on-line learning is going for our students. Are children progressing, etc. How do the teachers feel about how they are connecting with their students and families?
4. Compile data on other charters and what they are doing for the rest of the school year.
5. Add to the next 2 meetings: update to board and Community Re-opening plans

**IX.** **Adjournment**

Mr. Naleski adjourned the meeting at 8:50 p.m.