**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, November 4th, 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/86208618742>

Meeting ID: 862 0861 8742

**Minutes**

**I. Call To Order**

Mr. Naleski called the meeting to order at 4:32 p.m.

**II. Roll Call of Members**

Mr. Naleski took roll.

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

Additionally, Mr. Drumm, Mr. Vest, and Mrs. Langan were present. Mr. Haertzen and FJA’s attorney, Mr. Dollins attended part of the meeting.

**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 – N/A
        2. Enrollment Numbers – Mr. Drumm shared that our ADM is currently at 292. Our enrollment is holding steady!
        3. Share Distance Learning Survey Results – Mr. Drumm shared that the request was made to get feedback from our families. We did not have as many participants this time. We only had 58 participants. Families of those younger students did not participate in the survey; it was more of the older grades. Overall, over 50% shared that the DL was going as good as expected or better than expected. We have made several adjustments throughout the year and certainly many from this past springtime with Distance Learning. Mr. Vest made a good point that we are staring at being on-line for almost a year. Mr. Naleski shared that it was good to see that we are not the only ones who are still on-line. Mrs. O’Donnell asked what the results were on the other surveys and is a little concerned about the low number of responses. Mr. Drumm shared that we had roughly 150 responses that were related to opening. Mr. Naleski shared that it might be good and important for admin to continue to survey the parents regularly on how distance learning is going.
        4. Update Board on Local Charter re-opening plans – Mr. Drumm shared that it was requested that he share with the Board what other charter schools are doing. NPA is online until January and they created criteria like FJA. FALA is online through the holidays and approved their own metrics. Starr school, Haven Montessori. Basis is online, no return date announced. Peak school is online through December. Pine Forrest has a staggered re-entry approach. Mr. Naleski shared that we are not different from anyone else. Mrs. Suda asked about how students were doing academically. Mr. Vest shared that he meets with the upper grades regularly and they discuss this often. The topic came up as to whether it was okay to fail students. The requirements are strict this year compared to the spring. The teachers are working with students and parents who now realize that there are requirements that need to be met. Mrs. Suda asked about how the students did in the first quarter at the elementary. Mr. Drumm shared that overall, the teachers are pleased with how hard the elementary kids have worked, but there are concerns that there may be gaps in learning. You can only expect this age group to do so much per day.
        5. Wealth Management update with Mr. Haertzen – Mr. Haertzen shared that the market has been interesting recently and additionally with the election day yesterday. Large company stocks down 20% but bonds have done very well along with gold and precious metals. The market is always forward looking and beyond what is happening with the economy. Long term investment accounts are right on target. We have a nice balance in our portfolio. YTD we are up 3%. Mortgage rates are very low currently, which means that the CD are doing far better than expected. However, the challenges as we move forward is how do we reinvest and get a good ROI. As the CD’s mature, it will be difficult to get more than a quarter of a percent moving forward. Mr. Haertzen shared that the market really does not care who the president is. Markets have historically done better under Democratic presidents. Markets care more about policies etc.
     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 and loss statement with the board. We should be shooting for approximately 42% of budget with income and expenses. We were approved for the enrollment stability grant and should know by the end of the month what the award amount is. This will help pay for expenses related to the school closure and distance learning needs.
          2. Balance Sheet – We have a net income of just over $42K with 2 payrolls running this month. We are continuing to keep a close eye on income and expenses and will do the best we can to meet our budgeted net income by years end.

**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. 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 October 7th, 2020. Moved to a future agenda item – unable to vote on tonight.

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| Mr. Naleski | N/A |
| Mrs. Suda | N/A |
| Dr. Heibert | N/A |
| Mr. Paine | N/A |
| Mrs. O’Donnell | N/A |
| Mr. Leest | N/A |

**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 –

**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 a policy of how to accommodate employee staffing issues related to Covid-19. – Mr. Drumm shared that the idea is to continue to prepare for a return to in person instruction. We did a preliminary survey of employees and who would or would not return to work in person. We realize that this info is preliminary and as the issues related to Covid-19 are ever changing. Mr. Jeff Dollins, an FJA attorney, has joined us and introduced himself. Mr. Dollins shared info on the policy that was written for FJA. The policy is a guideline for the Board to use. We have very little guidance on how schools should go forward with ADA and how schools should proceed. Other than it is recommended that schools and employees work together. Having a compromised immune system is not a disability, nor is contracting Covid-19. Employees must be able to do the essential functions of their job. Mr. Dollins referenced essential functions of the job of a teacher to include being in the classroom in person, etc

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| Motion | Mrs. Suda motioned to move into executive Session for Legal Advice at 5:25 p.m. |
| Seconded | Mr. Paine |
| Mr. Naleski | Aye |
| Mrs. Suda | Aye |
| Dr. Heibert | Aye |
| Mr. Paine | Aye |
| Mrs. O’Donnell | Aye |
| Mr. Leest | Absent |

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| Motion | Motioned to move out of executive session from Legal Advice at 6:06 p.m. |
| Seconded | Mrs. Suda |
| Mr. Naleski | Aye |
| Mrs. Suda | Aye |
| Dr. Heibert | Aye |
| Mr. Paine | Absent – Left meeting early |
| Mrs. O’Donnell | Aye |
| Mr. Leest | Absent |

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| Motion | Mr. Naleski Moved to approve and add to policies and procedures and that the language be added: the request may not be approved if it creates Undue Financial Hardship on the school. Additionally, the understanding that revisions may be made at future meetings. |
| Seconded | Mrs. Suda |
| Mr. Naleski | Aye |
| Mrs. Suda | Aye |
| Dr. Heibert | Aye |
| Mr. Paine | Absent – left meeting early |
| Mrs. O’Donnell | Aye |
| Mr. Leest | Absent |

1. Discuss the update on Community Covid-19 numbers along with update on FJA preparation for potential re-opening. – Mr. Drumm shared the most recent report on Coconino County. He also discussed schools in Coconino County. Mr. Drumm moved to discussing re-opening. We are waiting on sending out communication to families to determine what students would return to in person verses those that will continue with Distance Learning. We have begun to look at cohorting. This will be quite different, and we are having conversations with the Teachers who feel this will be a lot of work but is the right thing to do. Working in cohorts will minimize contamination between cohorts and when a student tests positive it would only impact that cohort rather than the entire school. We have also reached out to Pueblo Mechanical who visited both campuses to look at the HVAC system. We are waiting on a quote to make some changes and potential updates to the HVAC system. One of the things that they recommended were to change the filters and change the settings to a manual setting. Mr. Drumm shared that we are working with our PBIS committee to make some necessary changes to the Pillar of Safety that are impacted by Covid. Now that we realize that we will most likely be cohorting, we can begin working on schedules. Staggering times for drop off, recess, pick up etc. The real big piece is how do we serve families who chose to continue Distance Learning. If we open our doors and 30% of the population decides to stay home, how do we continue to serve those students and families. How do we avoid overwhelming the teachers and still serve our entire population? We will need to know with detailed certainty who choses to stay home and who wants to be in person. Our families will have to chose one or the other. Mr. Naleski asked about when this plan would be ready? Mr. Drumm shared that we would have a plan in place prior to the holiday break.
2. Review and/or Discuss with possible action for approval writing a letter to the FUSD board regarding maintenance/facilities issues at the Bonito campus. Mr. Drumm shared that this came up at the last meeting and is not sure that this needs to happen this week. He was able to contact the District and received an HVAC report which was shared with the Board. Both FUSD and FJA had Pueblo Mechanical come to do an inspection. Both technicians came up with slightly different results. We are working through those with Mr. Kuhn. Mr. Drumm shared that if in a couple of weeks if we are struggling with getting things completed, he would write a letter to the FUSD board and ask that the FJA board members sign it. He suggested that no action be taken at this time. Mr. Naleski agreed. – No action was taken tonight

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| Mr. Naleski | N/A |
| Mrs. Suda | N/A |
| Dr. Heibert | N/A |
| Mr. Paine | N/A |
| Mrs. O’Donnell | N/A |
| Mr. Leest | N/A |

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| Motion | Mr. Naleski Made a motion to Move to Executive Session to discuss Personnel item at 7:52 p.m. |
| Seconded | Mrs. Suda |
| Mr. Naleski | Aye |
| Mrs. Suda | Aye |
| Dr. Heibert | Aye |
| Mr. Paine | Absent – left meeting early |
| Mrs. O’Donnell | Aye |
| Mr. Leest | Absent |

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| Motion | Mr. Naleski Made a Motion to Move out of Executive Session 8:06 p.m. |
| Second | Mrs. Suda |
| Mr. Naleski | Aye |
| Mrs. Suda | Aye |
| Dr. Heibert | Aye |
| Mr. Paine | Absent – left meeting early |
| Mrs. O’Donnell | Aye |
| Mr. Leest | Absent |

Personnel – Please see above

Legal Advice - Please see above

**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 (e) from above.
2. Move approving of 10/7 minutes to the next meeting. Mr. Paine had to leave the meeting early and Mrs. O’Donnell was absent for the 10/7/20 meeting and unable to approve.
3. Audit approval – If Audit is ready, please add

**IX.** **Adjournment**

Mr. Naleski adjourned the meeting at 8:09 p.m.