**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, December 2nd, 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/86317705078>

Meeting ID: 863 1770 5078

**Minutes**

**I. Call To Order**

Mr. Naleski called the meeting to order at 4:33 p.m.

**II. Roll Call of Members**

Mr. Naleski took roll of the Board Members .

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

Additionally, Mr. Drumm, Mr. Vest, Mrs. Langan and Board Candidate, Mrs. Scott 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
2. Mr. Naleski spoke about the hiring committee for the new Director for the 2020-2021 school year.
	* 1. **Director’s Report -** The Executive Director will provide information to the Board.
			1. Academic Feature- N/A
			2. Enrollment Numbers – Mr. Drumm shared current numbers. We have a current ADM of 289.
		2. **Business Manager’s Report -** The Business Manager will give an update regarding any FJA financial matters.
			+ 1. Profit & Loss Statement – At this point in the year we should be between 42% and 50% of income and expenses. We Would like to ask for a volunteer to send out a voice mail regarding the AZ Tax credit for 2020. Mr. Paine volunteered and would get with Mr. Drumm to record and schedule that message. We continue to request reimbursements for our Grants. We are not receiving any additional funding from the Childrens House unless we return to in person as we have no tuition coming in. Prop 301 will be paid out this month along with 2 payrolls. We are expecting a quote to have the fire alarm system upgraded and will update the board soon. We are also expecting to have to pay for a new Student Information System this year.
				2. Balance Sheet – we are currently sitting at $84K in net income but it is only the 2nd day of the month and we have 2 payrolls along with a prop 301 payout.

**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

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| --- | --- |
| Mr. Naleski | Moved to approve, Aye |
| Mrs. Suda | Seconded, Aye |
| Dr. Hiebert | Aye |
| Mr. Leest | Absent |
| Mr. Paine | Aye |
| Mrs. O’Donnell | Absent |

1. Approval of Minutes dated November 4th, 2020

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| --- | --- |
| Mr. Naleski | Moved to approve, Aye |
| Mrs. Suda | Aye |
| Dr. Hiebert | Aye |
| Mr. Leest | Absent |
| Mr. Paine | Seconded, 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. Drumm shared that he and Mr. Vest had met with Mr. Kuhn regarding a lease for next year. Mr. Drumm felt confident that we would be given a lease for next year. However, a year to year lease continues to put FJA in a tough spot and would recommend that we continue to make this a priority moving forward. It will be important to continue the search to find either a new building to lease or potential property to build on. Mr. Drumm recommends that when the board hires a new director the board takes this into consideration. This is not going to be an easy task. It would be wise to get a committee together again. Mr. Drumm suggested that we also consider hiring an individual to manage this relocation task to make significant progress.

**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 the current benchmarks. He also shared that he and Mr. Vest met with lead teachers and that we are looking at Cohorting by grade level. Additionally, the PBIS committee have revised the expectation matrix to meet safety protocols. He has also met with our Before and Aftercare Coordinator to discuss needs related returning to school and what that would look like. Mr. Drumm mentioned that it would be important to survey the parents to determine who would stay home and continue Distance Learning vs. those that want to come back to in person learning. We have talked about recording the lessons so that those at home would have access to the recording. Mr. Vest asked about accommodations for teachers. Mr. Drumm shared that we are working through that process with the attorney.
2. Review and or Discuss with possible action approving FJA covid-19 county benchmark data to continue in-person learning opportunities. – Not discussed at this meeting.

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

1. Board Candidate Interview. Mr. Naleski introduced Mrs. Scott and turned the floor over to her to share info about herself. She is currently a parent with FJA and has two students attending FJA. One in Kindergarten and one is 3rd grade. She works part time at NAU in the curriculum management area. She holds a Master’s in Applied Communication. She does not have Board Experience but has lots of volunteering experience. Mr. Paine said thank you to Mrs. Scott for being willing to join the board. Mr. Drumm asked what she would recommend to the hiring committee to look for when searching for a new Director. She felt that it is important for the candidate to have the same values as FJA. She does not feel that it is necessary for the candidate to be a parent, but it could be valuable. She also shared that she feels it is important to get the students back in school. She shared that she is open minded, but also feels that she could bring a new perspective to discussions regarding the current pandemic and whether to re-open the schools. Dr. Hiebert shared that he likes the relationship with NAU. Mrs. Suda asked what made her choose FJA for her kids. Mrs. Scott shared that they like the small class sizes as well as the numerous field trips that FJA takes. Mrs. Scott also asked for the board members to share a bit about why they are on the board and if they are an FJA parent.
2. Review and or discuss with possible action for approval of New Board Member.

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| Mr. Naleski | Made a motion to approve Mrs. Scott as a new Board member, Aye |
| Mrs. Suda | Seconded, Aye |
| Dr. Hiebert | Aye |
| Mr. Leest | Absent |
| Mr. Paine | Aye |
| Mrs. O’Donnell | Absent |

1. Executive Session: Did not move into executive session

 Legal Advice

 If needed, Board Candidate Discussion

**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 & f) from above?

**IX.** **Adjournment**

Mr. Naleski adjourned the meeting at 6:04 p.m.