**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, April 7th, 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/88983261809>

Meeting ID: 889 8326 1809

**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. Leest | Present |
| Dr. Hiebert | Present |
| Mr. Paine | Present |
| Mrs. Scott | Present |

Additionally, Mr. Drumm, Mr. Vest, Mrs. Langan and Mrs. Morrison 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 – Close up trip – Mr. Drumm shared that the Annual Trip has been scheduled for the end of the school year. This is an optional trip for the 7th and 8th graders. We have several families who are interested and committed to attend.
        2. Enrollment Numbers – Mr. Drumm shared that our projected ADM number for the fall is 308. Overall number is 327. We feel confident in these numbers for next school year.
        3. Update on School re-opening – The elementary campus opened on March 22nd, 2021 and the Middle School opened this past Monday April 5th, 2021. He feels that overall the re-openings have gone very well. Roughly 99% of students are doing a great job of following safety protocols. The great weather for the last couple of weeks has allowed many of the teachers to take their classes outside.
        4. Introduction of Dr. Carissa Morrison – Mr. Drumm introduced Mrs. Morrison and welcomed her to FJA. There was open discussion with Dr. Morrison and the Board. She is excited to join our community. She will be on campus this Friday and attending the all-staff meeting. She is looking forward to seeing the campus and meet the Teachers.
     2. **Business Manager’s Report -** The Business Manager will give an update regarding any FJA financial matters.
        + 1. Upcoming expenditures – Mrs. Langan shared upcoming large expenditures and more info on the ESSER II grant. A couple of large purchases include a new Chromebook cart and Chromebooks at over $15,000, additionally we had some maintenance work done on the HVAC systems and Ionizers installed. These invoices were over $6,700 combined.
          2. Financials – Per the Boards request, Mrs. Langan made some adjustments to the Profit and Loss statement to reflect the previous months income and expenditures. This will be provided moving forward and the board has asked to see year to Date P&L on a quarterly basis.
          3. Board Member Term updates – Mrs. Langan confirmed the onboarding dates of our current Board Members. We currently have 6 Members but will have a couple of Board Members stepping down in the coming months. Discussion was had regarding recruitment.

**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 March 10th, 2021

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| Mr. Naleski | Made a motion to approve the minutes |
| Mr. Paine | Seconded the motion to approve |
| Mr. Naleski | Aye |
| Mrs. Suda | Aye |
| Mr. Leest | Aye |
| Dr. Hiebert | Aye |
| Mr. Paine | Aye |
| 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 about the Campus relocation meeting. Depending on what we find, a chunk of money will be used for remodeling. He shared that we may need to spend some money to pay for Architectural design and begin applying our needs to a building that we find. Mr. Paine shared that we need to find an Architect that would be willing to do some rough drawings/designs for a school rather than a full set of plans. Lots of discussion regarding options for locations and the amount of money that we can spend. Many of the members will be reaching out to friends/co-workers who may be able to work on potential grants.

**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. Discussion and possible action regarding Childrens House and the DHS contract. Mrs. Langan updated the Board with the process of combining the Childrens House and FJA. She shared that this is not an easy process and that the license does not expire until January of 2023. Mrs. Langan recommends that we hold off for now and that the new Auditing Firm can help with this process. No vote necessary tonight but the board would like regular updates on the process.

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| Mr. Naleski |  |
| Mrs. Suda |  |
| Mr. Leest |  |
| Dr. Hiebert |  |
| Mr. Paine |  |
| Mrs. Scott |  |

1. Discussion and possible action regarding Fester and Chapman Auditor. Mr. Drumm shared that we are proposing a new Auditing Firm for the upcoming annual Financial Audit. We feel that Fester and Chapman better aligns with FJA’s needs.

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| Mr. Naleski | Made a motion to approve the Auditor Engagement letters for Fester and Chapman. |
| Mr. Paine | Seconded the motion |
| Mr. Naleski | Aye |
| Mrs. Suda | Aye |
| Mr. Leest | Absent – Had to leave the meeting early |
| Dr. Hiebert | Aye |
| Mr. Paine | Aye |
| Mrs. Scott | Aye |

1. Discussion and possible action regarding Administration Contracts.  The Board may vote to discuss this matter in executive session for personnel matters pursuant to A.R.S. Sec. 38-431.03(A)(1)

Did not need to move to Executive Session - Had discussion in open session.

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| Mr. Naleski | Made a motion to approve the recommended pay increase |
| Dr. Hiebert | Seconded the motion |
| Mr. Naleski | Aye |
| Mrs. Suda | Aye |
| Mr. Leest | Absent – had to leave the meeting early. |
| Dr. Hiebert | Aye |
| Mr. Paine | Aye |
| Mrs. Scott | Aye |

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

1. WT Wealth Management update
2. Dr. Hiebert Resignation
3. New Hire Starting Salary Guide – update(Lori)
4. Update on Potential Grant Writers

**IX.** **Adjournment**

Mr. Naleski adjourned the meeting at 7:17 p.m.