**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 online and/or in the office of the Executive Director.

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 attorney(s) may participate in person, by telephone, or virtually.

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 by other technological means. If any disabled person needs any type of accommodation, please notify Kristin Patterson at 774.6007 ext. 201 at least seventy-two (72) hours prior to the time scheduled for the meeting.

**Monday, November 7, 2022—5:30 PM**

Join from PC, Mac, Linux, iOS or Android:

<https://us02web.zoom.us/j/82303094214?pwd=bjh5NVlKM2Y0ZllJd2RzZjZwL3d6UT09>

Meeting ID: 823 0309 4214
Passcode: 433663

**MINUTES**

**I. Call To Order**

Mr. Naleski called the meeting to order at 5:34 p.m.

**II. Roll Call of Members**

Mr. Naleski took roll.

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| Mr. Naleski | Present |
| Mrs. Neff | Present |
| Ms. Smith | Present |
| Mrs. Suda | Present |
| Mrs. Saltzburg | Present |

Additionally, Dr. Carissa Morrison, Ms. Kristin Patterson, Ms. Cassie Wilson and new board members, Ms. Kim Shaw and Mr. Roy DuPrez, 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- Mr. Naleski reminded board members to keep the first Wednesday of the month free for meetings and that the next meeting is December 7.
		2. **Director’s Report—**The Executive Director will provide information to the Board regarding school matters- Dr. Morrison mentioned that our school letter grade was published. We maintained our B and that we have gradually improved each year. She shared appreciation for students’ and staff’s hard work.
		3. **Financial Report—**Cassie Wilson will provide information to the Board regarding financial matters**-** Ms. Wilson provided financial report in advance of the meeting and was available to answer questions. Board members commented that they like the financial report because it provides a summary of updates and changes from the past month.

**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. Call to the Public- No public comment.

**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 10/13/2022

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| Mr. Naleski | Motioned to approve consent agenda items as written. |
| Mrs. Neff | Seconded |
| Mrs. Suda | Aye |
| Ms. Smith | Aye |
| Mrs. Saltzburg | 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.)

Discuss Long Term Building Projects- No new updates.

**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 with possible action regarding SY2022-2023 FJA’s Safe Return to In-Person Learning Plan- Dr. Morrison wanted to revisit our plan because we need to submit the plan to ADE soon. She said that some schools are moving away from pooled testing but that we still find positive cases with the 30-40 percent of our population testing. The Board decided to keep our plan as it is written.
2. Discussion with possible action regarding Executive Director Annual Goals- Dr. Morrison thanked Mrs. Saltzburg for helping with revising the wording on the introductory section of our board agenda. Dr. Morrison stated that many goals are continuations of last year’s goals, just with more specificity. She added that she is open to board direction and ideas for future goals.
3. Discussion with possible action regarding acceptance of FY22 Annual Audit- Dr. Morrison and Ms. Wilson shared that this is the second year FJA has used Fester and Chapman and that they are very helpful, responsive, and thorough. This year, we were able to resolve a material weakness from last year’s audit. There were a few other findings on the Legal Questionnaire regarding 45-day screeners and attendance (has to with the communication in our SIS system and ADE). We are going to do an internal mini audit in January to find anything that might be affecting the attendance component. Dr. Morrison thanked our office staff, Ms. Jeanne Hink, Ms. Natalie Ruggieri, and Ms. Adair Scantlebury, and Mr. Walsh for providing information for the audit.

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| Mr. Naleski | Motioned to accept the financial findings of the FY22 Annual Audit as presented. |
| Mrs. Saltzburg  | Seconded |
| Mrs. Neff | Aye |
| Mrs. Suda | Aye |
| Ms. Smith | Aye |

1. Discussion with possible action regarding assigning Cassie Wilson as Interim Business Manager through June 30, 2023 (The board may vote to convene in Executive Session pursuant to A.R.S. 38-431.03 (A)(1).

Mr. Naleski offered a huge thanks to Ms. Wilson for all her work to help with Business Manager duties. Dr. Morrison said the goal is to post the Business Manager position before spring break in hopes of filling the position by May to provide training time before officially starting July 1. Dr. Morrison commented on the effort Ms. Wilson has put into learning the position the past six months. Dr. Morrison summarized that she is asking the board to approve the change of position from Business Support to Interim Business Manager and increase Ms. Wilson’s hourly rate since she is handling many more duties than when she originally started (audit, AFR, etc.).

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| Mr. Naleski | Motioned to approve Ms. Wilson as the Interim Business Manager. |
| Ms. Smith | Seconded |
| Mrs. Neff | Aye |
| Mrs. Suda | Aye |
| Mrs. Saltzburg | Aye |

1. Discussion with possible action regarding FJA’s Governing Board Revised By-Laws- Mrs. Saltzburg has started to review the bylaws in a more detailed way and is comparing them to other charters in Flagstaff to see how similar/different they are. Mr. Naleski and Ms. Smith offered to discuss bylaw review with Mrs. Saltzburg before meeting in December. Dr. Morrison will supply bylaws to new board members.

**VIII. Announcements/Upcoming Events**

1. November 5, 2022—Girls on the Run 5K Celebration at 10 a.m., Buffalo Park
2. November 10, 2022—Make-Up Picture Day (Both Campuses)
3. November 11, 2022—Veterans Day, No School
4. November 21-25—Thanksgiving Break, No School
5. November 30—PTO meeting, 5:15 p.m., Cedar Campus
6. December 7—Governing Board Meeting, 5:30 p.m., Cedar Campus

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

1. 2022-2023 SY Teacher Evaluation Tool (Dec)
2. 2022-2023 SY Assistant Director Evaluation Framework (Dec)
3. 2022-2023 SY Assistant Director Annual Goals (Dec)
4. Revise FJA’s Governing Board Revised By-Laws (Dec)
5. Revise New Hire Classroom Aide Wage Schedule (Dec)
6. Revise Substitute Daily Rate Schedule (Dec)
7. Wealth Management Report (Jan)
8. 2023-2024 SY Calendar (Mar)
9. Teacher New Hire Starting Salary Guide for the 2023-2024 SY (Mar/Apr)

**X.** **Adjournment**

Mr. Naleski adjourns meeting at 6:41 p.m.