**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.

**Wednesday December 7, 2022—5:30 PM**

**MINUTES**

Join Zoom Meeting
<https://us02web.zoom.us/j/82506317993?pwd=SENwQjJ2M1I3TjVmM1Q0bDRsRVJGUT09>

Meeting ID: 825 0631 7993
Passcode: 095398

**I. Call To Order**

Mr. Naleski called the meeting to order at 5:33 p.m.

**II. Roll Call of Members**

Mr. Naleski took roll.

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

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- No report this month.
		2. **Director’s Report—**The Executive Director will provide information to the Board regarding school matters- Dr. Morrison summarized her report by saying that she is looking forward to our enrollment season starting in January. Dr. Morrison shared that we use banners, Daily Sun, more frequent ads on KNAU, social media and rely on work of mouth from current families to advertise. Dr. Morrison stated that she will refine our Open House contact sheet/survey and give families a few minutes to complete before classroom sessions begin.
		3. **Financial Report—**The Interim Business Manager will provide information to the Board regarding financial matters- Ms. Wilson stated that our average daily membership (ADM) is built on 290 students, but current ADM is 302 so there is no need to revise our budget for this school year. Ms. Wilson said that our Cedar campus Jog a Thon raised $6,380 from about a hundred students. Ms. Wilson also mentioned that there are some grant payments, reimbursements, and benefits payments in this month’s financial report.
		4. **Presentation—**The Assistant Director will present Annual Goals- Ms. Patterson presented her Annual Goals which included goals focused on data programs, facilities, PBIS, Title 1 Tutoring, and supporting the Executive Director’s goals. Dr. Morrison thanked Ms. Patterson for sharing goals with the board.

**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 present.

**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 11/7/2022
				2. Approval of resignation of Office Manager Jeanne Hink
				3. Approval of new hire: Classroom Aide Danielle Ridgell-Perry

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

Discuss Long Term Building Projects- Mr. Naleski provided an overview of the services that Charter School Capital (CSC) offers. He would like to start the discussion of FJA future goals including where the school will be in 5 years or 10 years and what future enrollment might look like. CSC offers an option for financing or CSC can purchase the property and FJA can complete a lease to own agreement. Mr. Naleski mentioned that there is a meeting set up next Wednesday, December 14th with FUSD to discuss lease agreement for the Bonito campus for the 2023-2024 SY.

**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- No changes required.
2. Discussion with possible action regarding the Executive Director Evaluation Framework.- Presented without additional questions.
3. Discussion with possible action for approval of the Assistant Director Evaluation Framework. - Presented without additional questions.
4. Discussion with possible action for approval of the Teacher Evaluation Framework. -Framework was developed with input from Leadership Committee. Teacher representatives decided on collective evaluation for all teachers including electives.

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| Mr. Naleski | Motioned to approve Teacher and both Directors’ Evaluation Framework as written. |
| Ms. Smith | Seconded |
| Mrs. Saltzburg | Aye |
| Mrs. Suda | Aye |
| Mrs. Neff | Absent |

1. Discussion with possible action for approval of the New Hire Classroom Aide Schedule. -Dr. Morrison wanted to continue to honor the qualifications of our aides. Mrs. Suda clarified that the new wage scale gives everybody a $1.30 raise.

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| Mr. Naleski | Motioned to approve the New Hire Classroom Aide Schedule. |
| Ms. Smith | Seconded |
| Mrs. Saltzburg | Aye |
| Mrs. Suda | Aye |
| Mrs. Neff | Absent |

1. Discussion with possible action for approval of the Classroom Aide increases to match the Salary Schedule effective Jan 1, 2023.

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| Ms. Smith | Motioned to approve the Classroom Aide increases to match the Salary Schedule effective Jan. 1, 2023. |
| Mrs. Suda | Seconded |
| Mrs. Saltzburg | Aye |
| Mr. Naleski | Aye |
| Mrs. Neff | Absent |

1. Discussion with possible action regarding Substitute Daily Rate Schedule. Substitute daily rate schedule.- Dr. Morrison explained that the current substitute teacher rate is $120 for a full day and $65 for a half day. Dr. Morrison proposed to increase the rate to $135 and half day to $75 to address the minimum wage increase and stay competitive with other schools in Flagstaff. Ms. Patterson mentioned that FJA has great people on the current sub list.

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| Mr. Naleski | Motioned to approve the Substitute Daily Rate Schedule as proposed from the former amount to the current amount. |
| Ms. Smith | Seconded |
| Mrs. Saltzburg | Aye |
| Mrs. Suda | Aye |
| Mrs. Neff | Absent |

1. Discussion with possible action regarding FJA’s Governing Board Revised By-Laws.- Mrs. Saltzburg provided the bylaw document with suggested edits. Mrs. Saltzburg hopes that the board can use the edited bylaws as a starting point for discussion. The board plans to review the edits and continue the discussion at the next board meeting in January.

**VIII. Announcements/Upcoming Events**

1. December 8th—PTG Parents’ Night Out, 5-8 p.m.
2. December 11th-13th—Bonito Book Fair

*Brandi and Jerome have birthdays on Dec. 11.*

1. December 13th—Bonito Winter Arts Showcase and Chili Fundraiser, 5-7 p.m.
2. December 19th-30th—Winter Break
3. January 4th—FJA Governing Board Meeting, 5:30 p.m.
4. January 16th—No School, MLK Jr. Day
5. January 25th—Cedar Campus Open House, 6 p.m.
6. January 26th—Bonito Campus Open House, 6 p.m.
7. **Jan. 30th and 31st: Kendama Mindfulness Assemblies and Programming:***"Empowering Mindfulness, Growth Mindset and Social Emotional Learning Through Play with Kendama"*

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

1. Wealth Management Report (Jan)
2. Revise FJA’s Governing Board Revised By-Laws (Jan)
3. Renewal of Bonito Lease (Jan/Feb)
4. 2023-2024 SY Calendar (Mar)
5. Executive Director Evaluation (Mar)
6. Teacher New Hire Starting Salary Guide for the 2023-2024 SY (Mar/Apr)

**X.** **Adjournment**

 Mr. Naleski adjourned the meeting at 7:08 p.m.