**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, March 1, 2023—5:30 PM**

**MINUTES**

Join Zoom Meeting  
<https://us02web.zoom.us/j/84938653587?pwd=WEdENWVhNXZKb3VoRWlQcUkyYmU0Zz09>

Meeting ID: 849 3865 3587  
Passcode: 340747

**I. Call To Order**

Mr. Naleski called the meeting to order at 5:30 p.m.

**II. Roll Call of Members**

Mr. Naleski took roll.

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| Mr. Naleski | Present, Left at 8:03 p.m. |
| Ms. Smith | Present |
| Mrs. Suda | Present |
| Mrs. Neff | Present, Left at 7:35 p.m. |
| Mrs. Saltzburg | Present |
| Ms. Shaw | Present, Joined at 5:59 p.m. |
| Mr. DuPrez | Absent |

Additionally, Dr. Carissa Morrison, Ms. Kristin Patterson, and Ms. Cassie Wilson 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 attended the ASBA (Arizona School Board Association) training course offered in Flagstaff. Mr. Naleski renewed our ASBA membership. Mr. Naleski shared that ASBA is available to review our bylaws for a fee of $500.
    2. **Director’s Report—**The Executive Director will provide information to the Board regarding school matters- Dr. Morrison discussed the lottery for new students and mentioned updating our KNAU ad to advertise enrollment and grade level openings. Dr. Morrison shared that Catalina was rescheduled for 8th graders in May. Dr. Morrison addressed the disruption from snow days and emailed our charter school representative to see if schools can appeal letter grades that rely on state testing if needed. The business manager position was posted on the FJA website and ADE website. Mr. Naleski suggested adding an item to the business manager description that encourages applicants to share project manager experience. Mrs. Suda volunteered to be on the interview committee for hiring the business manager. Dr. Morrison shared that Ms. Patterson is coordinating state testing for FJA students this spring.
    3. **Financial Report—**The Interim Business Manager will provide information to the Board regarding financial matters- Ms. Wilson shared that field trips are the big expenses in the coming months. Ms. Wilson shared that we have surpassed our projected ADM and is hopeful that we might have a little money leftover at the end of the school year. Ms. Wilson mentioned that the emergency connectivity grant we received was selected for a random audit. FJA also received a Fiscal Year 22 Audit Letter from Arizona State Board for Charter Schools (ASBCS) that requires us to address certain requirements. Mrs. Suda requested that Ms. Wilson get some more information to help the board determine ways that they can support. Ms. Wilson revised our Title 1 grant to provide some funding for teachers who are working directly with students who require English language support. Mr. Naleski thanked Mr. Wilson for the great work she had done stepping into the Business Manager role.

**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 2/1/2023

Mr. Naleski motioned to approve the consent agenda item as written. Ms. Smith seconded the motion to approve the consent agenda item as written.

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| Mr. Naleski | Aye |
| Ms. Smith | Aye |
| Mrs. Suda | Aye |
| Mrs. Neff | Aye |
| Mrs. Saltzburg | Aye |
| Ms. Shaw | Aye |
| Mr. DuPrez | 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, Dr. Morrison and Ms. Patterson met with architect, Adam Ciros, who provided a questionnaire that Dr. Morrison presented to staff. A meeting is scheduled gathering a sub-committee to compile results. Mr. Naleski has a pre-application meeting with the City of Flagstaff scheduled for next Friday, March 10. We applied with Charter School Development Corporation (CSDC) to get more information. CDSC can finance a building project and then schools can lease the property/building back from them and have an option to purchase. There is a property for sale on West Route 66 that would require some offsite development. Dr. Morrison contacted Northern Arizona Healthcare to get some more information about selling/leasing.

**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- Concentric is no longer pooled testing but can offer individual PCR testing for COVID. Dr. Morrison shared that the testing would take more time for classes and our office staff to run the pooled testing. We will have a higher standard of test with PCR. The Coconino County Health Department is still providing unlimited rapid tests that FJA could give to families.

Mr. Naleski motioned to remove pooled testing from the SY2022-2023 FJA Safe Return to In-Person Learning Plan. Ms. Smith seconded the motion to remove pooled testing from the SY2022-2023 FJA Safe Return to In-Person Learning Plan.

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| Mr. Naleski | Aye |
| Ms. Smith | Aye |
| Mrs. Suda | Aye |
| Mrs. Neff | Aye |
| Mrs. Saltzburg | Aye |
| Ms. Shaw | Aye |
| Mr. DuPrez | Absent |

1. Discussion with possible action regarding SY2023-2024 Preschool Registration Fees-

Mr. Naleski motioned to change the FJA activity fee of $150 for pre-K students to a registration fee of $125 for SY2023-2024. Mrs. Suda seconded the motion to change the FJA activity fee of $150 for pre-K students to a registration fee of $125 for SY2023-2024.

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| Mr. Naleski | Aye |
| Ms. Smith | Aye |
| Mrs. Suda | Aye |
| Mrs. Neff | Aye |
| Mrs. Saltzburg | Aye |
| Ms. Shaw | Aye |
| Mr. DuPrez | Absent |

1. Discussion with possible action regarding SY2023-2024 Before and AfterCare Hourly Rates- Ms. Wilson provided operating cost information that the Board Requested last meeting. Mrs. Shaw suggested charging a little more for Before and After Care but offer some discounted rates for families who qualify. Mrs. Suda suggested pulling annual income statements. Ms. Wilson is going to provide projections so that the board can decide on rates. The board will continue discussion of Before and Aftercare hourly rates at next month’s board meeting.
2. Discussion with possible action regarding Renewal of Bonito Lease

Mr. Naleski motioned to approve the renewal of the Bonito campus lease. Ms. Smith seconded the renewal of the Bonito campus lease.

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| Mr. Naleski | Aye |
| Ms. Smith | Aye |
| Mrs. Suda | Aye |
| Mrs. Neff | Aye |
| Mrs. Saltzburg | Aye |
| Ms. Shaw | Aye |
| Mr. DuPrez | Absent |

1. Discussion with possible action regarding SY2023-2024 School Calendar-Dr. Morrison summarized the changes to an A and B option of the SY2023-2024 calendar. The staff chose option A which follows the traditional break schedule for FJA. Option B of the schedule includes the same winter break as FUSD. Dr. Morrison said that she will add a section to the calendar that will explain the snow day allotment to families.

Mrs. Neff motioned to accept option A for the SY2023-2023 School Calendar. Ms. Smith seconded the motion to accept option A for the SY2023-2023 School Calendar.

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| Mr. Naleski | Nay |
| Ms. Smith | Aye |
| Mrs. Suda | Aye |
| Mrs. Neff | Aye |
| Mrs. Saltzburg | Aye |
| Ms. Shaw | Aye |
| Mr. DuPrez | Absent |

1. Discussion with possible action regarding the resignation of Board Member Stephanie Smith, effective July 21, 2023.

Mr. Naleski motioned to acknowledge the intent of board member Ms. Smith to not to seek reappointment at the end of her current term effective July 30,2023. Ms. Smith seconded the motion to acknowledge the intent of board member Ms. Smith to not to seek reappointment at the end of her current term effective July 30,2023.

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| Mr. Naleski | Aye |
| Ms. Smith | Aye |
| Mrs. Suda | Aye |
| Mrs. Saltzburg | Aye |
| Ms. Shaw | Aye |
| Mrs. Neff | Absent |
| Mr. DuPrez | Absent |

1. Discussion with possible action regarding the resignation of Board Member Brandi Suda, effective July 21, 2023.

Mr. Naleski motioned to accept the resignation of board member Mrs. Suda effective July 30, 2023. Ms. Smith seconded the motion to accept the resignation of board member Mrs. Suda effective July 30, 2023

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| Mr. Naleski | Aye |
| Ms. Smith | Aye |
| Mrs. Suda | Abstained |
| Mrs. Saltzburg | Aye |
| Ms. Shaw | Aye |
| Mrs. Neff | Absent |
| Mr. DuPrez | Absent |

1. Discussion with possible action regarding the FY22 Audit Letter from ASBCS

Mr. Naleski motioned that the audit letter from ASBCS was reviewed by the FJA governing board. Mrs. Shaw seconded the motion that the audit letter from ASBCS was reviewed by the FJA governing board.

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| Mr. Naleski | Aye |
| Ms. Smith | Aye |
| Mrs. Suda | Aye |
| Mrs. Saltzburg | Aye |
| Ms. Shaw | Aye |
| Mrs. Neff | Absent |
| Mr. DuPrez | Absent |

\*A break was taken from 7:50-7:58 p.m.

1. Discussion with possible action regarding FJA’s Governing Board Revised By-Laws

Ms. Smith motioned to adopt the FJA’s Governing Board Revised By-Laws to include chronological order at the end. Ms. Suda seconded the motion to adopt the FJA’s Governing Board Revised By-Laws to include chronological order at the end.

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| Ms. Smith | Aye |
| Mrs. Suda | Aye |
| Mrs. Saltzburg | Aye |
| Ms. Shaw | Aye |
| Mr. Naleski | Absent |
| Mrs. Neff | Absent |
| Mr. DuPrez | Absent |

1. Discussion with possible action regarding Executive Director’s Evaluation. The Governing Board may vote to enter into Executive Session pursuant to A.R.S. 38-431.03 (A)(1)-. FJA governing board decided to postpone to the future. The board had to postpone because Mr. Naleski had all the documents needed for the evaluation but had to leave the meeting.

**VIII. Announcements/Upcoming Events**

1. Mar. 1st—First-Round Lottery for New Students Begins
2. Mar. 13th -Mar. 17th—Spring Break, No School
3. Apr. 5th—FJA Governing Board Meeting, 5:30 p.m. at 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. 2023-2024 Teacher New Hire Starting Salary Guide (Apr)
2. 2023-2024 Returning Teacher Contracts (Apr)
3. Executive Director Contract (Apr)
4. Assistant Director Contract (Apr)
5. Support Staff Paid Leave (May)
6. Approve Full-Time Business Manager (May)
7. Before and Aftercare Rates (April)

The board also requested the addition of the following items to the FAIR agenda for next meeting:

* Executive Director Evaluation- The board decided to have a special meeting on March 23 at 5:30 p.m.

**X.** **Adjournment**

Mrs. Suda adjourned the meeting at 8:20 p.m.