

**MINUTES OF REGULAR PUBLIC MEETING AND EXECUTIVE SESSION
OF THE GOVERNING BOARD
OF FLAGSTAFF JUNIOR ACADEMY & CHILDREN'S HOUSE**

Tuesday, January 10, 2012 at 4:30PM at FJA Middle School
2301 N. 4th Street Flagstaff, AZ 86004

Those in attendance: Sonja Burkhalter, Sean Sullivan, Kim Kalas, Tony Wolkowinsky, John Doskicz, Jeff Maurer, Dulcie Ambrose, Hazel Willis and many FJA staff along with a few FJA parents.

Call To Order

Sonja called the meeting to order at 4:34pm.

II. Roll Call of Members

Sonja took roll with all members present.

III. Presentations/Information/Reports

Director's Report – Dulcie updated the board on the current status of the new website. She included in her board emails comments from parents regarding the site. She told the board she plans to compensate Britton thru a Prop 301 stipend for his website design and maintenance. Stipend will amount to \$2,000 – 1,000 for revamping the website and \$1,000 for adding updates. Kim asked if that amount was acceptable for Britton as she noted he had initially been promised \$3,000 for creating and maintaining the website. Britton and Dulcie indicated that \$2,000 was acceptable. After being questioned, Dulcie assured the board that Prop 301 monies were appropriate to use for this purpose. Dulcie will take the responsibility of setting a deadline of the February board meeting to have all staff bios and pictures updated on the new website. Kim also shared her concern of rebranding FJA to an Experiential school instead of Montessori. The board discussed the possibility of a future agenda item to discuss the branding of FJA. Dulcie submitted her mileage log for board review and discussion. Dulcie would like to get with the School Development Committee and visit a property for sale at 823 N. San Francisco.

Business Manager's Report – Hazel reviewed with the board her snapshot of current finances. She made herself available to board members to sit and visit with her about any financial questions they might have. She also said she would be willing to give a board presentation in the future during a work session. Hazel also informed the board of Gina Austin's transfer to the middle school. Whitney is training Gina to replace her once she has her baby.

FJA Board Committee Reports –

Strategic Action Plan Committee Report

The Strategic Action Plan will be on the board agenda for review and approval at the February board meeting. The committee suggested it to then be reviewed quarterly by the board and administration. John and Sean agreed to meet with Dulcie to review the proposed plan prior to board presentation. Dulcie will then ask them to come to a staff meeting to discuss the approved plan and answer any questions.

School Development Committee Report

There have been no meetings or reports since the Board directed Dulcie to take the lead on the direction of the school. The rest of the committee agreed to meet with Dulcie again to discuss future school development opportunities.

IV. 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.)

- 4.1 Approval of Minutes dated November 8, November 15, 2011.
- 4.2 Approval of FJA November /December 2011 expense vouchers.
- 4.3 Approval of Children's House November/December 2011 expense vouchers.
- 4.4 Approval of FJA Payroll cash requirements November/December 2011.

4.5 Approval of ED Reimbursements.

4.6 Approval of Minutes dated September 21, November 7 & 14, 2011 from School Development Committee.

Sean moved to approve the consent agenda as presented.

Jeff seconded.

Hazel noted that the November Executive minutes are not included as they have not been made available for review.

A vote was taken with all in favor of approval. Motion carried

V. Call To The Public

Tony Cola suggested that Sean Sullivan work with Britton on FJA's website. He feels there is negativity on the part of Kim Kalas and cited her feedback about the school's website that was sent to Dulcie which he felt was very negative, past situations involving her son and her son's class from a few years ago and an email Kim sent to teachers last year. He feels that Kim has a vendetta against Dulcie and hoped that she would step down from the board for those reasons and since she has been a past FJA employee and it is in violation of FJA by-laws.

Carrie Nicklason said she feels the board is focusing on irrelevant items and the focus should be on the children. She further stated she sees bias and negativity amongst one another.

Shannon Guerrero thanked the board for placing public comment in the middle of the agenda. She had four comments.

1. She shared her concern over lack of Arizona funding to schools. With money limited she was concerned to see an attorney at the last board meeting for three hours. Is this a good way to be spending FJA's money?

2. She recognizes the board has many important decisions ahead of them. She asks that they be proactive not reactive. She feels the need for the board to define FJA.

3. She applauded the board for cleaning up and enforcing the FJA Policies and Procedures and bylaws. She encouraged them to remember that their role is not to make the daily decision of the school thru micro-managing.

4. She apologized for Kim's current situation as a board member. She sat on the board when Kim was appointed and stated that if she had been more familiar with the by-laws, Kim never would have been appointed. She encouraged the board to not change the bylaws to keep Kim on the board, but adhere to what the bylaws state.

Britton Shepardson shared his frustration with acquiring content to create and maintain FJA's website. He feels the administration and board need to be clear on their expectations of him. He discussed the branding of the school and how he feels the board needs to give him some direction about branding the school. He feels the middle school has a clear game plan but the board doesn't.

Kristie Downard gave her time to **Tony Cola** to speak. Tony feels the school development committee has let the staff down by not having any meetings. Teachers have deadline, students have deadlines. The Board should set and adhere to deadline. Let's work together for the kids.

Mark Despain shared his concern with the possibility of moving 6th grade to the middle school. He feels the behavioral and physical difference between 6th, 7th and 8th will make it difficult. He does agree that most schools are now going to 6th, 7th, and 8th due to common core standards and funding. He would like to see a 9th grade added and a new campus in 2013. He sees moving 6th grade as a Band-Aid to the current location problem. Mark also stated that if the board considers having past employees serve on the board, he hoped he might be considered as a candidate.

Kristin Patterson gave her time to **Marty Heilman** to speak. Marty feels no one would be happy with having the 6th grade at the middle school. He also feels FJA is losing families because we don't offer a high school.

VI. Old Business

6.1 Discuss with possible action school development presentation from the ED.

Dulcie presented her proposal to move the 6th grade next year to the middle school. This would create three 1st and 2nd grade classrooms, two 3rd and 4th grade classrooms and one 5th grade classroom on Cedar campus, along with The Children's House. She doesn't generally support this, however feels it would be the best solution. She has received teacher support on this proposal.

Kim expressed concern about segregating the 6th graders at the middle school and segregating the 5th graders at the elementary school because of the social impact on the students, and went on to say that the school was moving away from its Montessori roots.

Tony also stated that he didn't like the option of moving the 6th graders to the middle school.

A lengthy conversation ensued. The board acknowledges this is a big decision and the effect it will have on not only the staff but FJA families. Board members shared their comments and concerns. The board along with administration and attending staff members talked thru different possibilities. The following situations were discussed:

1. Stay status quo

2. Move the 6th grade to the middle school.

3. Move the 5th and 6th grades to the middle school.

4. Stay status quo until confirmation from Charter Board on adding a 9th grade. If approved keep grades the same at the Cedar campus and add a 9th grade at the middle school location.

The board requested Dulcie to go back to the staff for further discussion and input on moving the 5th and 6th grade classes to the middle school in 2012-2013. The board realizes this would only be for one year. A larger facility will need to be in place for the fall of 2013-2014 to accommodate FJA's continuing students. A special board meeting will be held on Thursday, January 19, 2012 at 6:00 am on Cedar Campus. At this time the board's intent is to discuss and approve what Dulcie proposes.

6.2 Discuss with possible action ED's mileage reimbursement.

Sean questioned Dulcie's mileage log, stating that she was to have kept a mileage log until the next board meeting per the Nov 15th meeting minutes, Dulcie went by what was asked during the Nov 8th meeting's request to provide two weeks of data. Kim noted that the board still was not getting the information they requested. Tony would like to resolve this agenda item and move on. The board discussed setting an average amount of mileage reimbursement per week.

Tony moved to approve 18 miles per day as reimbursement.

Kim seconded.

No further discussion.

A vote was taken with all in favor. Motion carried.

6.3 Discuss with possible action communication action plan between Board and ED.

Dulcie told the board of her concerns on the "Areas of Mutual Concerns and Expectations Action Plan" presented to her. She never heard that it would be called an "Action Plan". She said by calling it an Action Plan it implies a very serious matter and possibly not what it was intended to be.

One board member had not received a copy of the plan to review due to his lack of email access. Those that did have a copy noticed that they were not all the same. Kim apologized as she had a draft with Patrice with Sonja's additions and revisions and thought she might have emailed out different drafts.

John moved to table this agenda item for the special meeting next week.

Tony seconded.

Kim will email the board and administration the correct draft copy for review.

A vote was taken with all in favor of motion. Motion carried.

VII. New Business

7.1 Discuss with possible action calendar change reflecting Snow Days, No School on December 2, and December 13, 2011.

John expressed concern that Dulcie had been telling people that the reason FJA had school on January 2nd, which was a state and federal holiday, was that was a board approved calendar. John further stated that it had been up to the administration to present the board with a recommended calendar. Hazel stated that the board had been given options, but Sean noted that the only three options presented to the board for approval by the administration all had school scheduled on January 2nd. Dulcie stated that having school on a holiday had never happened before, but Kim reminded her that it had happened within the past six years by again having school on January 2nd and also having school on an observed Veteran's Day which caused complaints.

Kim moved to approve the change in the calendar to reflect snow days.

Sean seconded.

No further discussion.

A vote was taken with all in favor. Motion carried.

7.2 Discuss with possible action approval of FJA Financial Policy.

Due to time constraints Kim suggested this be moved to February's meeting.

Kim moved to table this agenda item for February's board meeting.

Sean seconded.

No further discussion.

A vote was taken with all in favor of tabling agenda item until February's regular board meeting. Motion carried.

7.3 Discuss with possible action contracting services for a consultant regarding adding high school grades.

John moved to table this agenda item to February's board meeting.

Jeff seconded.

The board discussed the reason to delay. They want confirmation from the Charter board that adding high school grades was approved.

A vote was taken with all in favor of tabling agenda item until February's regular board meeting. Motion carried.

7.4 Discuss with possible action FJA policy regarding past employees as board members.

Kim gave a background of substituting for a teacher for a half a day when his wife had a baby and filling in for Hazel when she was ill for half a day at FJA. She also asked if the other board members thought she should step down, she would do so, but asked that the members consider only the by-law issue and not her past discontent about an incident regarding her son and his medical issue that Tony Cola had made public that evening. She then recused herself from discussion.

Sonja informed the board that she had met with legal for advice. Patrice felt that if the board did have a concern about this issue, Kim's employment hours should have been brought up to the board at the time of her appointment and not now. Further Patrice did not really believe that the spirit of the bylaw related to Kim's situation. Patrice gave recommended board options to resolve this issue.

1. The board could interpret the bylaws (policy) to not include Kim's situation where she worked a total of 8 hours over 6 years ago.
2. The Board could vote to change the by-laws.
3. The board could vote to remove Kim off the board due to violation of FJA bylaws.

The board had a lengthy discussion on the interpretation of the bylaws and what is written in black and white. John, Jeff and Tony felt that what was written as bylaws should be enforced and respected and not up to them to try to interpret otherwise. Sonja and Sean felt that the bylaws should not apply to Kim as they interpreted it. Tony said "it is what it is". It was discussed following the letter of policy now and revisiting the law at a future time. Sonja asked if they should take a vote, but Kim told the board that she would submit her letter of resignation for board acceptance at the next board meeting.

7.5 Discuss with possible action confirming financial information provided to the Board in their monthly board packet from the Business Manager.

Hazel asked the board if they were happy with the information she uploaded to Google documents as well as their hard copy board packets. Sonja would like to see any significant variances from the usual. Sean stated that there was no excel spreadsheets, with an expandable memo section, uploaded. Other board members had not viewed them online. Hazel asked Sean to stop by the office and she would show him the excel file. Hazel will continue to make the board packet available on Google docs as well as a hard copy.

7.6 Discuss with possible action Executive Director's Evaluation Committee.

Sean, John and Jeff volunteered to serve on Dulcie's evaluation committee. Dulcie expressed concern about Sean being on the evaluation committee since he had been on the committee previously. It was pointed out that there is no set policy about which or how many board members participate in the evaluation committee or how the evaluation is conducted.

Kim moved to appoint Sean, Jeff and John to the Executive Director's Evaluation Committee.

Tony seconded.

A vote was taken with all in favor. Motion carried.

VIII. Adjournment

Kim moved to adjourn the meeting at 8:23pm.

Sean seconded.

A vote was taken with all in favor. Motion carried.