

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

Tuesday, September 13, 2011 4:30 PM at FJA Middle School  
2301 N. 4<sup>th</sup> Street Flagstaff, Az. 86004

Those in attendance: Sonja Burkhalter, Tony Wolkowinsky, Jeff Maurer, Sean Sullivan and Kim Kalas. Also attending were Dulcie Ambrose, Hazel Willis and several staff members.

**I. Call To Order**

President will call meeting to order at 4:33 pm.

**II. Roll Call of Members**

President taking roll noting John Doskicz absent.

**III. Call To The Public** - No public comment.

**IV. Presentations/Information/Reports**

**Director's Report** - Dulcie gave the board her Goals and Objectives for 2012. She and the hiring committee had interviews for Business Manager last week. Future interviews are scheduled for next week as well.

She is revamping teacher evaluation forms this year. The staff have all been given the newly revised Policies and procedures.

She has received several bids for recreating our FJA website. She has also met with local radio stations and the Flagstaff Airport, for marketing FJA.

**Business Manager's Report** – Hazel presented her financial report. She included comparisons to last year's Balance sheet. She also had current enrollment numbers with projections for next year.

**FJA Board Committee Reports** – Strategic Action Plan Committee Report / School Development Committee Report  
No committees met this past month.

**Staff Report** - Dr. Britton Shepardson introduced himself to the board as the new middle school math instructor. He noted the major strength as he sees it at the middle school is the well rounded staff. They are in daily Communication and coming together on a Cardboard Islands simulation with the concept of unifying classroom curriculum throughout the campus.

**V. Consent Agenda**

5.1 Approval of Minutes dated August 27, 2011.

5.3 Approval of FJA August 2011 expense vouchers

5.4 Approval of Children's House August 2011 expense vouchers

5.5 Approval of FJA Payroll cash requirements August 2011

5.6 Approval of ED Reimbursements

Sean moved to approve 5.1, 5.3, 5.4 and 5.5 excluding 5.6 to discuss later.

Kim seconded.

No Discussion. A vote was taken with all in favor. Motion carried.

Sean moved to approve 5.6

Tony seconded.

Sean questioned the expense for Dulcie's reimbursement. It was shown in the check register but he thought the Board did not receive documentation. Hazel told the board that they did receive at the last meeting and also approved it.

A vote was taken with all in favor of approving 5.6. Motion carried.

## **VI. Old Business**

### **6.1 Discuss with possible action FJA Marketing.**

**It was discussed if Sean should recuse himself from the website update discussion. It was decided that he could stay and answer any questions if the board were to have them. However if a vote was to take place he would recuse himself since his company submitted a bid.**

Dulcie received 3 bids for website update. She also shared Lindsay Creighton's interest in developing and maintaining the website with assistance from Britton Shepardson. She will have a presentation ready for the next board meeting in October. Dulcie and Hazel have seen what she is working on and are in favor of the idea of someone on campus who can readily update the site. Dulcie also questioned the need for board approval on her decisions with marketing.

The board also discussed the benefits of advertising at the airport, on local radio stations and at Harkins. Kim suggested free radio time by doing interviews.

## **VII. New Business**

### **7.1 Discuss with possible action contracted services with Northland Rural Therapy Assoc. for Occupational Services for special need students.**

Sean moved to approve contracted services with Northland Rural Therapy Association.

Tony seconded.

No discussion.

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

### **7.2 Discuss with possible action nomination and election of FJA Board Secretary.**

Kim moved to table nomination.

Tony seconded.

The board discussed the fact that Jeff and John are still waiting for charter board approval.

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

### **7.3 Discuss with possible action contracts with FJA Children's House for 2011-2012.**

Tony moved to approve contracts with FJA Children's House.

Kim seconded.

No discussion.

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

### **7.4 Discuss with possible action future school development for 2012-2013.**

Hazel included in the board packet class projections for next year if they were to go with 3 first and second grade classrooms, 3 third and fourth grade classrooms and 5-8 at the middle school site. The board discussed the need to further seek options, including staff input. The school development committee will meet prior to next month's board meeting. Staff is invited. A new email account will be set up for the board to receive emails. Staff with suggestions are encouraged to submit them through email so the board president can share them with the other board members and the committee. The public comment agenda item will also be put at the end of next month's agenda so comments can be made after agenda items are discussed.

## **VIII. Adjournment**

Kim moved to adjourn the meeting at 5:38 pm.

Sean seconded.

No discussion.

A vote was taken with all in favor. Motion carried. Meeting adjourned at 5:38pm.

Next Board meeting will be Tuesday, October 11, 2011 at 4:30 at the middle school.