

**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 in the office of the Executive Director. The Board may vote to convene in Executive Session, which will not be open to the public, to discuss certain matters, as indicated on the agenda. These matters are marked by an asterisk (*). 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 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 telephonically.

If any disabled person needs any type of accommodation, please notify Hazel Willis at 774.6007 ext. 11 at least seventy-two (72) hours prior to the time scheduled for the meeting. Copies of the Board packet of information (except for any documents which are to be considered in an executive session) are available by contacting Hazel Willis at 774.6007 ext. 11.

Tuesday, October 8, 2013 5:30 PM at FJA Elementary School
306 W. Cedar Avenue, Flagstaff, AZ 86001

AGENDA

I. Call To Order

The President called the meeting to order at 5:33pm.

II. Roll Call of Members

Board Members John Doskicz, Melissa Bernasconi, and Anthony Hannigan were present. Scot Nichols, Thomas Drumm, and Chyenne Schmidt also attended the meeting.

III. Call To The Public

There were no public members present.

IV. Presentations/Information/Reports

i) President's Report -

- (1) Newspaper article on FJA mountain biking field trip - There was a front page newspaper article on 10/8/13 about the FJA mountain biking trip to the Grand Canyon. The article was well done and a good communication for FJA.
- (2) Scoreboard Control -FJA does not have access to the scoreboard in the Middle School Gym. Drumm will follow up with Bob Kuhn about access to the scoreboard.

- (3) Go Daddy Board Email Address – Doskicz asked about the status of the board email account. Schmidt will follow up to see if the email has been maintained and if it is posted on the FJA website.
- ii) **Director’s Report -**
- (1) Fall Festival – Fall Festival will be held at the Middle School Gym this year. The venue was changed from the Elementary school to involve students and faculty from both campuses and to encourage a larger turnout at the event.
 - (2) Fundraising Committee – The Fundraising Committee held their first meeting on October 2nd. The Committee will meet the first Wednesday of every month.
 - (3) Fundraising Coordinator – FJA is recruiting for a volunteer part-time position to help identify, coordinate, and monitor fundraising opportunities. Currently, FJA has received two to three interested applicants, and interviews should be held during the next few weeks.
- iii) **Business Manager’s Report –**
- (1) Profit and Loss Statements – FJA continues to have a deficit. This deficit should be recouped as the year progresses from the Children’s House Contract payments, the second June ADE payment, and continued budgetary restrictions. A better projection of ADE Equalization revenue will be available in winter after FJA’s 100th day. Once the Equalization payment stabilizes, FJA can provide a much more accurate projection for the FY14 ending balance.
 - (2) Check Register – The Board would like to receive an email version of the check register on a monthly basis.
 - (3) Financial Controls – The Board discussed whether they would like to approve expenditures over a certain dollar threshold. Schmidt explained the current process of expenditure approval. All bills and deposits are reviewed by Schmidt and approved by Drumm. Checks can be signed by Drumm or Schmidt, but all documents are reviewed by both. Schmidt and Drumm have implemented Wells Fargo’s CEO program, and both have access to all of the online banking features. Additionally, the Board reviews the checks register and profit and loss statements on a monthly basis.

V. Consent Agenda

- i) The Board approved the minutes dated September 3, 2013 and September 10, 2013 with the following revisions:
 - September 3 – Note Bernasconi made the motion and Doskicz seconded the motion.
 - September 3 – Remove the salary reference.

VI. Old Business

There were no agenda items.

VII. New Business

- i) **Discuss with possible action Board Officers appointments.**
 - (1) The Board discussed whether there were job descriptions, hierarchies, or procedures for the board roles. Doskicz planned to put together documentation to

provide to the other board members on position responsibilities and charter board requirements.

- (2) Bernasconi made a motion to nominate Doskicz as President and Hannigan seconded the motion.
- (3) Bernasconi made a motion to nominate Hannigan as Vice President and Doskicz seconded the motion.

ii) Discuss with possible action the approval of the FY13 Annual Financial Statements.

- (1) Michelle Diamond from Diamond Financial Solutions prepared the FY13 Annual Financial Report. Diamond wanted FJA to be aware of two items:
 - (a) FJA had a loss for the first time in the years since Diamond Financial Solutions prepared the report.
 - (b) FJA's SPED expenses have increased significantly, and this is an item to note because the expectation is that FJA maintain the level of spending each year. Also, this may not be the case if students were to unenroll. FJA may also want to research SPED grants for schools with increasing SPED populations.
 - (i) Drumm and Schmidt will research this issue further to ensure SPED budgeting reflects the school's needs.
- (2) Doskicz motioned to approve the Annual Financial Report and Bernasconi seconded the motion.

iii) Discuss with possible action the revised/updated FJA Policies and Procedures.

- (1) The Board discussed the proposed changes to the policies and procedures
- (2) Doskicz stated that the Salary Schedule needs to be updated to reflect the salary/contract amounts approved for this school year.
- (3) Bernasconi stated that she would like the grievance process to be researched to determine whether board involvement can become a part of the process.
- (4) The Board discussed how the revised policies and procedures would be implemented. The Board discussed if the policies like salary and hourly rates would be for all employees or just new employees. The policies would need to clearly state what action the Board would take.
- (5) The policies and procedures will continue to be a work in progress for a few months, and the Board may approve the policies in two versions if additionally items were noted once the procedures were approved.
- (6) The Board took no action on approving the updated policies and procedures.

iv) Discuss with possible action the Children's House Contract.

- (1) The Children's House contract is approved by the Board on an annual basis. Historically the contract utilizes the Children's House revenue to reimburse FJA for some of the payroll costs for Children's House employees. The current contract may leave Children's House with a large surplus, and FJA will have incurred additional Children's House expenses. The Board is interested in modifying the contract to increase the reimbursement to FJA in a future meeting.

VIII. Adjournment

President adjourned the meeting at 7:03 pm.