

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

Board members in attendance; Sonja Burkhalter, Sean Sullivan, John Doskicz, Jeff Maurer, Kim Kalas and Tony Wolkowinsky. Also attending was Dulcie Ambrose, Hazel Willis and several FJA staff.

Tuesday, October 11, 2011 at 4:30 PM at FJA Middle School  
2301 N. 4<sup>th</sup> Street Flagstaff, Az. 86004

**I. Call To Order**

Sonja, Board President called meeting to order at 4:35 PM

**II. Roll Call of Members**

President took role, noting all board members present.

**III. Presentations/Information/Reports**

**Director's Report** – See attached emailed updates. Also Dulcie talked about marketing in the community and the possibility of U of Arizona holding weekend classes at our middle school campus. Clarification was requested re: allocated funds for markets/PR which Hazel provided.

Kim, along with Sean questioned Dulcie on her mileage reimbursements. The board would like Dulcie to keep a more thorough log including beginning and ending mileage for each day, along with her destination of each trip logged.

**Business Manager's Report** – Hazel Willis shared the profit and loss statement with the board. She pointed out that we are over budget this year by 4.25%; however our assets are up from last year at this time.

**FJA Board Committee Reports** – Strategic Action Plan Committee – Sean reported that there is a meeting scheduled for Wed. October 12, 2011 at 4:30 at the middle school.

School Development Committee Report – Jeff reported that he met with most of the staff along with John Doskicz. He shared staff concerns.

1. How they feel the board acts, reacts or no reaction.
2. Staff doesn't see a lot of communication between them and the board.
3. Staff feels there are misconceptions between both campuses.
4. They have questions regarding the methodology of teaching.
5. Middle school staff feels trepidation over increasing student count at the elementary, with the possibility of eliminating or dramatically changing the middle school.
5. They proposed adding a 9<sup>th</sup> grade.
6. They would like to see more middle school continuity.
7. They appointed Matt Clark as their liaison for faculty and school improvement committee.

Jeff has been researching several locations for possible relocation. He will prepare information to present at the November board meeting for board review. He will also email board members some information as he receives it.

**Staff Report** - Britton Shepardson gave a presentation on the new FJA website he has been working on. It should go live in a few weeks. Lindsay Creighton reported that the campus fundraiser is off to a great start. There was some concern/feedback re: being known as a Montessori based vs. experiential learning community.

**IV. Consent Agenda**

- 4.1 Approval of Minutes dated September 13, 2011.
- 4.2 Approval of FJA September 2011 expense vouchers
- 4.3 Approval of Children's House September 2011 expense vouchers
- 4.4 Approval of FJA Payroll cash requirements September 2011

4.5 Approval of ED Reimbursements  
Kim moved to approve consent agenda as presented.  
Sean seconded.  
No discussion.  
A vote was taken with all in favor. Motion carried.

## **V. Old Business**

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

Sonja asked if any members were interested in serving as board secretary. Jeff shared his interest.  
Sean moved to appoint Jeff as board secretary.  
Tony seconded.  
No discussion.  
A vote was taken with all in favor. Motion carried. Congratulations Jeff.

### **5.2 Discuss with possible action future school development.**

Jeff moved to remove agenda item 5.2  
Kim seconded.  
No discussion.  
A vote was taken with all in favor. Motion carried.

## **VI. New Business**

### **6.1 Discuss with possible action approval of FY11 Annual Financial Report.**

Hazel presented the AFR for board approval.  
Tony moved to approve the FY11 Annual Financial Report as presented.  
Jeff seconded.  
No discussion.  
A vote was taken with all in favor. Motion carried.

### **6.2 Discuss with possible action approval of FY11 Audit Report.**

Hazel reviewed the FY11 audit with the board noting a clean audit with NO deficiencies.  
Kim moved to accept audit as presented.  
Sean seconded.  
No discussion.  
A vote was taken with all in favor. Motion carried.

### **6.3 Discuss with possible action increasing FJA enrollment cap from 250 students.**

The board discussed the need to increase the current enrollment cap of 250 students allowing for growth for a future high school.  
Sonja moved to apply to the charter board to increase enrollment cap from 250 students to 500 students.  
Sean seconded.  
A vote was taken with all in favor. Motion carried.

### **6.4 Discuss with possible action adding grades to FJA charter.**

The board discussed adding grades to the current charter which is now at K-8. They have an established school development committee which is pursuing the possibility of relocating the middle school, and adding grades to eventually become a K-12 charter school.  
Sonja moved to apply to the charter board to add grades 9-12 to our current charter.  
Tony seconded.  
A vote was taken with all in favor. Motion carried.

### **6.5 Discuss with possible action hours/days/pay for Business Manager in training.**

Hazel informed the board that there are two very qualified candidates who she along with the interview committee would like to recommend for employment. She would like the first candidate to start training once a week beginning in January, becoming full time the 2<sup>nd</sup> of April, 2012. She would be the new business manager. The second candidate would begin full time in January, in training with Whitney for the middle school office. She would then become the new office manager once Whitney leaves in February. Hazel Will add an agenda item for the next board meeting to further discuss with possible board action.

### **6.6 Discuss with possible action creation of committee for financial policies.**

Hazel prepared a policy with procedures that she follows daily. Kim said that she would like to take on the task of creating the final financial policy to present to the board for approval.

## **VII. Call To The Public**

J.D. O'Reilly thanked John and Jeff for becoming new board members. He stated that FJA has an exceptional staff and he is thankful to be a part of them.

Tony Cola voiced his concerns. He feels the board has different agendas than the staff. He doesn't feel that the board works effectively as a team. He says that FJA has been talking about adding a high school for at least 4 years but nothing has ever happened. He feels it is hard to run a Montessori classroom when only a small amount of students started out in Montessori. He has lost faith in the board due to the turnover of board members. He feels the \$75. Reimbursement for staff expenses is nominal.

Kim responded that currently we are an awesome board that is committed to working together effectively and that approximately 5 years ago there was discussion of adding a high school, however administration wasn't supportive of this idea. Dulcie and Hazel didn't think the school had sufficient resources to expand.

Kristine Downard spoke in place of Britton Shepardson. She is an employee as well as a mom. She feels there is a lack of communication between the board and the parents. She would like to see an improvement in that area. She also would like to see more parents at the board meetings. Jeff stated he personally invited 5 parents to attend the board meeting and non of them were in attendance.

Kim said that the board had decided at the last meeting that this board meeting would set the public comment at the end of the meeting allowing staff to have a voice. She said that the board cannot legally talk to parents as a board member outside of board meetings. Agendas are posted, emailed in newsletters and on our website. We confirmed that board meetings are consistently held on the second Tuesday of each month. Parents generally only show up at board meetings if they are unhappy. Sonja added clarification that personal relationships decrease a board member's ability to be objective, a perception of bias is created, as well as dual relationships, and finally it disrupts the flow of authority of Dulcie, as the administrator.

Sonja said she feels the current board has a commitment to seeking out and hearing from everyone at the school. She agrees that it will take time to build trust with the new board. The board is committed to building that trust.

Jake McQuaid feels there has been a lot of miscommunication among the staff, board and administration. He would like to see open communication. He feels there is a fear factor for speaking up against the administration. He feels his character and integrity have been in question. He has not felt supported when he was trying to get a high school started. He has a lot of information he has accumulated that he feels might be helpful to the board in starting a high school.

Kim said she understood what he was saying, however no one has or will ever get fired for speaking up. At the board retreat prior to the start of school, the board discussed the process in addressing issues with staff, parents and administration. They discussed addressing the specific individual you have the issue with, not talking it around with everyone.

Dulcie said she has to have a thick skin to be an administrator to take what was being said without it crushing her. The perception that speaking up will risk your job is totally false.

## **VIII. Adjournment**

Kim moved to adjourn the meeting at 7:13pm.

Tony seconded.

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

Next meeting will be Tuesday, November 8, 2011 at 4:30 at the middle school.

A tentative meeting is also scheduled for Tuesday, November 15, 2011 at 4:30 at the middle school.

