

**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 Kristin Patterson at 774.6007 ext. 201 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 Carissa Morrison at 774.6007 ext. 300.

Thursday, September 22, 2022—5:30 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/82515658895?pwd=blpuUGRSWHgwWEYzdUVHYIB5Tm1WQT09>

Meeting ID: 825 1565 8895

Passcode: 808787

AGENDA

I. Call To Order

President will call meeting to order

II. Roll Call of Members

President will take roll

III. Presentations/Information/Reports

- i. **President's Report**—The President will provide information to the Board regarding matters pertaining to the FJA Board
- ii. **Director's Report**—The Executive Director will provide information to the Board regarding school matters

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.)

- a) Call to the Public

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.)

- a) Approval of Minutes dated 9/7/2022
- b) Approval of new hire: Classroom Aide Isabell Grace (funding Early Childhood Stabilization Grant and M & O)

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.)

- a) Discuss Long Term Building Projects

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 Board Applications for Tommi Drum, Roy DuPrez, Kim Shaw, and Julie Sokol

VIII. Announcements/Upcoming Events

1. September 22, 2022—Bonito Campus Picture Day
2. September 30, 2022—Cedar Campus Picture Day
3. October 3, 2022—Athletics Picture Day
4. October 5th—FJA Governing Board Meeting
5. October 10th-14th—Fall Break
6. October 19th and 20th—Parent-Teacher Conferences, Half Day/Early Dismissal
7. November 10, 2022—Make-Up Picture Day (Both Campuses)

IX. F.A.I.R. - Future Agenda Item Requests (Items requested by the Board Members to be placed on a future Agenda.)

1. 2021-2022 SY State Testing Results Update (Oct)
2. FY22 Annual Financial Review (Oct)
3. 2022-2023 SY Prop 301 Plan (Oct)
4. FY22 Fester and Chapman Audit
5. 2022-2023 SY Teacher Evaluation Tool (Oct/Nov)
6. Revise New Hire Classroom Aide Wage Schedule (Dec)

X. Adjournment

President adjourns meeting

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If any disabled person needs any type of accommodation, please notify Lori Langan at 774.6007 ext. 305 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 Carissa Morrison at 774.6007 ext. 300.

Wednesday, September 7, 2022—5:00 PM

The meeting will be held via Zoom at the following link:

<https://us02web.zoom.us/j/89761479482?pwd=VFN2RHJEa1UvKot2V2xiNWWhTeEp2UT09>

Meeting ID: 897 6147 9482

Passcode: 669683

MINUTES

I. Call To Order

Mr. Naleski called the meeting to order at 5:00 p.m.

II. Roll Call of Members

Mr. Naleski took roll.

Mr. Naleski	Present
Mrs. Neff	Present
Mrs. Saltzburg	Present
Mrs. Suda	Absent
Ms. Smith	Absent

Additionally, Dr. Carissa Morrison, Ms. Kristin Patterson, Ms. Cassie Wilson and a potential board member, Ms. Kim Shaw, were present.

III. Presentations/Information/Reports

- i. **President's Report**— No report this evening.

- ii. **Director's Report**—Dr. Morrison discussed revised budget and explained table detailing changes. Updated the board on a new hire for the SPED department. Updated the board on some new legislative changes.
- iii. **Organizational Chart Presentation**—Ms. Patterson discussed FJA's organizational chart.
- iv. **Financial Updates**—Ms. Wilson discussed financial documents and provided summary. She explained that the audit is ongoing and AFR will be presented at next board meeting for approval in October. Mrs. Saltzburg, Mr. Naleski, and Dr. Morrison thanked Cassie for her work and for creating a financials summary sheet.

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.)

- a) Call to the Public-No public comment.

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.)

- a) Approval of Minutes dated 8/3/2022-
- b) Approval of new hires: Classroom Aides Barbara Boznak and Environmental Literacy Coordinator (in partnership with NAU) Claire Asmussen

Mr. Naleski	Motioned to approve consent agenda items as written.
Mrs. Neff	Seconded
Mrs. Saltzburg	Aye
Mrs. Suda	Absent
Ms. Smith	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.)

- a) Discuss Long Term Building Projects- Mr. Naleski and Dr. Morrison met with Charter School Capital. Mrs. Langan found the group through the AZ Charter Conference. Mr. Naleski and Dr. Morrison were not sure if FJA will pursue. Dr. Morrison met with Justin DiNardi, FUSD's Facilities and Maintenance Superintendent.

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 Board Applications for Tommi Drum, Roy DuPrez, Kim Shaw, and Julie Sokol- Mr. Naleski decided to table the discussion until more board members are represented in the decision of who to choose.
- 2) Discussion with possible action regarding resignation of Anna Chase

Mr. Naleski	Motioned to approve resignation for office employee Anna Chase
Mrs. Saltzburg	Seconded
Mrs. Neff	Aye
Mrs. Suda	Absent
Ms. Smith	Absent

- 3) Discussion with possible action regarding acceptance of Childcare Stabilization Grant (\$50,000) and corollary Workforce Amount Grant (\$58,500)

Mr. Naleski	Motioned to approve acceptance of Childcare Stabilization Grant (\$50,000) and corollary Workforce Amount Grant (\$58,500)
Mrs. Saltzburg	Seconded
Mrs. Neff	Aye
Mrs. Suda	Absent
Ms. Smith	Absent

- 4) Discussion with possible action regarding the FY23 Revised Budget #1

Dr. Morrison explained that the budget can be revised up to three times. The FJA Leadership Committee did not feel that it was appropriate to give a raise to teachers right now, but the team would like to use extra funds, if they exist at the end of the year, for a retention bonus. Dr. Morrison recommended that we move \$12,000 to operational repairs and maintenance instead of including it in our fixed expenses.

Mr. Naleski	Motioned to approve FY23 Revised Budget #1 with recommended changes including moving \$12,000 from "2600 Operations/Fixed Assets 0182" to "2600 Operations 6400 and 6600," with \$10,000 moved to 6400 and \$2,000 moved to 6600.
Mrs. Neff	Seconded
Mrs. Saltzburg	Aye
Mrs. Suda	Absent
Ms. Smith	Absent

- 5) Discussion with possible action regarding FJA Governing Board's Revised By-Laws

The Board requested to add bylaws future agenda items.

VIII. Announcements/Upcoming Events

1. September 9th—FJA Back-to-School BBQ
2. September 21st—Cedar Campus Celebrates International Peace Day
3. October 10th-14th—Fall Break
4. October 19th and 20th—Parent-Teacher Conferences, Half Day/Early Dismissal

IX. F.A.I.R. - Future Agenda Item Requests (Items requested by the Board Members to be placed on a future Agenda.)

1. 2021-2022 SY State Testing Results Update (Oct)
2. FY22 Annual Financial Review (Oct)
3. 2022-2023 SY Prop 301 Plan (Oct)
4. FY22 Fester and Chapman Audit
5. 2022-2023 SY Teacher Evaluation Tool (Oct/Nov)
6. Revise New Hire Classroom Aide Wage Schedule (Dec)

The Board requested to add the Safe Return to Learning Plan to future agenda items. The Board discussed having a separate meeting to evaluate the applications of prospective board members.

X. Adjournment

President adjourned the meeting at 6:01 p.m.

Flagstaff Junior Academy Board Application

Name (First and Last) *

Roy DuPrez

Email *

[REDACTED]

Phone *

[REDACTED]

Address *

[REDACTED]

Recent Background (Time in Flagstaff, occupation, personal interests, etc.) *

I've been the last 30 years in Flagstaff, moved here for college and stayed. I own and operate Back2Basics LLC and Beyond the Basics PLLC. Residential treatment centers for mental health and substance abuse, specifically for young adults.

Past Board and/or Community Service Experience *

Co founder of the Indigo Movement
President of the Onlife Foundation

Why do you want to be on the FJA School Board? What can you contribute to the FJA community? *

I've collaborated and worked as an employee for FJA early on in my professional career 2000-2006. My son is currently in 6th grade at FJA. I'd like to support FJA in any capacity that I can be of service to the FJA community, it's a special school. My professional strengths for assembling fund raisers, developing and reviewing policies and procedures, motivated to collaborate with other community members for a common goal, would hopefully be beneficial to the team.

This form was created inside of Flagstaff Junior Academy.

Google Forms

Resume for FJA

Roy DuPrez <rduprez@b2badventures.com>

Tue 8/23/2022 10:23 AM

To: Carissa Morrison <carissamorrison@fjademy.com>; jeromenaleski@gmail.com <jeromenaleski@gmail.com>

Hi Carissa,

I threw a resume from previous CVs. My apologies but I haven't turned in a resume in years. I think this might be relevant and hopefully beneficial for your ideal professional goals for a board member. I can provide more detail if needed.

Thank you for your consideration,

Roy

Roy John DuPrez M.Ed

CEO/Founder Back2Basics Outdoor Adventures

CEO/Founder Beyond the Basics Therapy PLLC

[REDACTED]

www.back2basicsoutdooradventures.com

EDUCATION:

Northern Arizona University, Flagstaff, AZ

Masters in Bilingual and Multicultural Education

Bachelors of Science Secondary Education Bachelors of Science Spanish

Minor in Latin American History

La Universidad de Cuemavaca - Centro Bilingue

Fall 1996-Completed 350 hours of intensive Spanish classroom instruction, while immersed in Morelos, Mexico for 16 weeks

Fall 1997-Completed 350 hours of upper level Spanish classroom instruction, while immersed in Morelos, Mexico for 20 weeks

Fall 2000-Completed 6 university credit hours from U.N.I.T.E.R Morelos, Mexico.

Fall 2000-Completed thorough investigative study covering new president of Mexico, Vicente Fox Quesada, as well as receiving 6 university

credit hours from NAU while living in Mexico for three months.

PROFESSIONAL WORK EXPERIENCE:

Back2Basics Outdoor Adventures LLC

2010- Present

CEO/Founder

Beyond the Basics Therapeutic Clinics PLLC

2019 - present

CEO/Founder

Onlife Foundation

President/Executive

Flagstaff Junior Academy

Fall 2000 – summer 2006

Language/Culture/Geography/Culinary

Primary Instructor

Co-Founder of The Indigo Movement Inc

• January 2000- Present, co-founded The Indigo Movement Inc. A non-profit 501c-3, a, educational program dedicated to the pursuit of youth empowerment, that focuses on Music, Kung Fu, along with second language learning and cultural awareness.

Juntos Podemos: Language Program Director

• 2000-2003 Spanish teacher for Indigo Movement

• DeMiguel Elementary

• Knobs Elementary

• Kinsey Elementary

• Marshall Elementary

• Killip Elementary

• FJA elementary and middle school

• The Guidance Center.

The Guidance Center

• March 2002- 2004 Behavioral Health Supervisor for the Guidance Center's Adolescent rehabilitation unit.

COMMUNITY SERVICE:

- Provide an English instructional classroom for Spanish speaking individuals in the pursuit of English language acquisition 2007 - present
- Phase I Civilian Camp Director for D.E.F.Y. Drug Education For Youth, for the Sunnyside Neighborhood Association. 100 hours
- Completed second year term as an Americorps volunteer at the Sunnyside Weed and Seed Project, servicing the community as a Spanish translator for the neighborhood association. 900 hours
- Completed one year of service as an Americorps volunteer for Coconino County Career Center Services, serving as a summer youth camp facilitator and planner. 900 hour.

Languages:

Spanish/English/Bilingual

Skills and Certifications:

ICPI Level 4

Cranial Sacral Therapy

CPR/First Aid

SCUBA

Non Violent Communication

CPI

References:

Sonhee Weedn PHD

Forensic Psychologist

DRSonnee@AOL.com

415-883 7758

Terésa Bertsch

Medical Director


Northern Arizona Regional Behavioral Health Authority

928 853 1623

*Further references and letters of recommendation available upon request

Roy DuPrez M.Ed
Founder/CEO
Back2Basics Outdoor Adventures


www.back2basicsoutdooradventures.com


928.744.126 Fax

Flagstaff Junior Academy Board Application

Name (First and Last) *

Kim Shaw

Email *

[REDACTED]

Phone *

[REDACTED]

Address *

[REDACTED]

Recent Background (Time in Flagstaff, occupation, personal interests, etc.) *

Our family returned to Flagstaff after living in Doha, Qatar for 3.5 years in 2016. I am a Project Advisor for TRIO Student Support Services at Coconino Community College and have been in my current role since 2017. It is my privilege to work with TRIO SSS Scholars and assist them to their academic goals. During my time at CCC I have served on numerous CCC committees: Wellness, Diversity, Retention, CARE Team (CCC's Behavioral Intervention Team). I was the chair of the Wellness committee for 2 years and an Institutional Representation for CCC for Arizona Women in Higher Education. I have recently been accepted into the Flagstaff Leadership Program for the class of 2023. Outside of work, our family loves to travel and play outside. On evenings and weekends, you can find me trail running, hiking, mountain biking, climbing, or paddle boarding with Matt, Adler, and our pup, Winston. When there is snow in the winter, I am on my cross-country skis! I grew up in Alaska and moved to Flagstaff to attend NAU 20 years ago. I did my student teaching at the FJA Middle School in 2006 and fell in love with the FJA community! Adler is our only kiddo, he is in first grade with Mrs. Cernohus. I also love to read and we are currently reading Harry Potter aloud at our house.

Past Board and/or Community Service Experience *

I was a founding member of Kinlani for Community, a service organization at the Kinlani Bordertown Dormitory. I was the staff advisor for NAU's Circle K International (the college version of Kiwanis), an NAU United Way Coordinator, and a Center for Progressive Leadership Fellow. Through my current position, I arrange multiple volunteer opportunities for CCC students each year and I am currently a member of WENA (Women Empowering Northern Arizona). I am hoping to have this as my first board experience.

Why do you want to be on the FJA School Board? What can you contribute to the FJA community? *

Educational access and equity are two of my life priorities. I have over 13 years of higher education access experience through my work in TRIO Student Support Services and Talent Search. While traditional higher education is not for every student, creating a school culture that allows for students to see their own potential and flourish towards their unique goals should be. The FJA vision of educating the whole child is also part of my educational philosophy and I want to be there to support FJA as it continues to be a leader in the public charter system in Flagstaff.

I have built strong ties within the Flagstaff community. I have heard that the school is looking for new ways to engage the community and I am hopeful that I can assist with this. This would be my first board experience and I am looking forward to learning from the other member of the board and from all the teaching staff.

Kimberly Shaw

KS

Objective

My passion and career has been dedicated to making an impact on future generations through access and equity.

Experience

TRIO Student Support Services, Coconino Community College

January 2017-Present

TRIO Project Advisor

Advyses Coconino Community College Student Support Services (SSS – a federally funded grant program) students from the following demographics: first-generation, low-income, and documented disabilities, as well as students from very diverse cultural and life experience backgrounds. SSS provides academic, career and financial aid advising to program participants, with a personal cohort of 50 students a year.

Collaborated with project writing the successful 2020-2025 SSS Grant Proposal that was funded in August 2020.

Manages a cohort of 65 students dealing with complex academic situations, understanding policy and procedure, and completion of forms and documents while adhering to federal regulations (OMB Circulars, EDGAR and TRIO Legislation). Monitors participants' progress within a particular educational program and formulates plans for student success. Assists Project Director in the development and implementation of policies and procedures for the program, including developing, monitoring and approving budgetary expenditures, allocating human and fiscal resources to the program and related activities.

Supervises 10-15 TRIO Tutors including hiring, training, scheduling, budgets, evaluations, and termination recommendations. Schedules individual tutoring appointments for tutors and students at an average of 55 hours per week. Manages College Learning and Reading Association (CRLA) certified tutoring programming, including all hiring, training and development and budgets.

During the COVID-19 pandemic, established an entirely new online tutoring program for TRIO students at CCC; including implementing all-online hiring and training processes. Maintained online tutoring program through Spring 2021. The program transitioned to both online and in person tutoring in Summer 21 moving forward.

Works cross-departmentally to develop strong partnerships and teams for greater student success. Developed and maintains a partnership for online job shadowing and financial literacy. Develops and maintains a Canvas Course for TRIO students; many additional services were added to the course during the COVID-19 pandemic, including virtual college tours and career exploration. Established a book loan program for TRIO SSS students that loans out approximately 45 books per semester. Works closely with faculty to obtain book donations.

Assisted with developing new retention goals for the college in Spring 21. Assisted with the submission of the NASNTI grant, summer 2021.

Wellness Committee Chair 2018 and 2019, member of Diversity Committee 2018-present, Retention Committee and Arizona Women in Higher Education institutional representative. FIT 103 Instructor. Nominee for 2019 Employee of the Year. CARE Team member- CCC's Behavioral Intervention Team 2020-2021, 2021-2022 Academic Years. Winner- Learning Leader Award 2021, Lancaster Leadership

Tutoring Services, Coconino Community College

January 2021- August 2021

Interim Tutoring Supervisor

In addition to Project Advisor for TRIO SSS, supervised, hired, trained eighteen tutoring staff for our fully online program in the Spring of 2021 and partially in person tutoring for Summer 2021. Prepared utilization report for Fall 2020, Spring 2021 and Summer 2021 and experiences substantial growth in tutoring utilization. Worked closely with Marketing team and faculty increase visibility of tutoring. Created a partnership with the Adult Education program and tutoring to provide direct tutoring services to GED and Adult Education students. Developed a pilot program with in the English department to embed a tutor in ENG 101 courses for Spring 2021 semester. Submitted College Learning and Reading Association (CRLA) Level I proposal reapplication in May 2021. Provided necessary tutoring related data for the submission of the NASNTI grant.

CrossFit Vert, Flagstaff, Arizona

August 2017-March 2020

Kids Coach, Coach

CrossFit Level 1 Instructor, CrossFit Kids Instructor, CrossFit Olympic Lifting Instructor

Crossfit Oryx, Doha, Qatar

February 2014- July 2016

Head Female Coach

CrossFit Level 1 Instructor, CrossFit Kids Instructor, CrossFit Olympic Lifting Instructor

Assisted with the development and marketing of CrossFit affiliate in Qatar. Worked daily with athletes from varying international locales. Developed relationships with Qatari local businesses to expand gym. Managed classes of 5-20 athletes, ran introductory courses, curriculum development, developed CrossFit Kids program at CrossFit Oryx. Created and managed CrossFit competitions in Qatar.

Talent Search, Northern Arizona University

July 2007-March 2013

Program Coordinator, Senior

Performed duties of Program Coordinator position with additional administrative and supervision including website management, grant writing, budgeting, employee supervision and annual performance reporting. Planned and supervised a weeklong summer out of state college tour for students and staff each year. Wrote and received the Arizona College Access Challenge Grant for the Nizhoni Academy in 2010 and received a renewal in 2013. Developed science, advising and service learning curriculum for the Nizhoni Academy, a five-week summer enrichment program on the NAU campus, targeting Native American high school students. Science curriculum utilized Blackboard Learn for supplemental coursework. Developed new programmatic changes to the Nizhoni Academy and re-instituted the Nizhoni Foundation for greater funding for the program.

Developed and maintained TS Policy and Procedure Manual. Aided in the development of the AmeriCorps VISTA program (2009) for outreach to rural target sites. Presented "First In the Family" at NAU Orientation. Assisted in writing Talent Search Grant, re-awarded for 5 years in July 2011.

Assisted in hiring and training for all staff of NAU Talent Search, Nizhoni Academy and Educational Opportunities Centers. Presented monthly for the Northern Arizona College Resource Center on various college readiness topics. Wrote letters of recommendation for students on a yearly basis, including 9 Gates Millennium Scholars. Individually worked with up to 60 senior participants yearly on college applications, financial aid and scholarship applications. Maintained updated knowledge of financial aid legislation and processes. Gave presentations to approximately 300 high school and middle school students yearly on various academic

and career needs ranging from financial aid to study skills. Maintained and grew positive relationships with diverse staff at 8 high and middle school sites. Collaborated with AZ Earn to Learn and Expect More Arizona.

Talent Search, Northern Arizona University

January 2007-July 2007

Program Coordinator

Worked with low-income and first-generation potential college students from the culturally diverse area of Northern Arizona. Talent Search (TS) is a federally funded TRIO program. Gave presentations to approximately 300 high school and middle school students yearly on various academic and career needs ranging from financial aid to study skills.

Learning Assistance Center, Northern Arizona University

August 2005-December 2006

Graduate Assistant

Responsibilities included recruiting, interviewing, hiring, scheduling, supervising, evaluating and training of tutors and desk workers. Was the contact person between departments and faculty. Provided other assistance to the director of the Learning Assistance Center. Supervised the AZTutor Program during fall 2006. Provided assistance with reporting and presentation to university, orientation and events; worked with Student Readiness Inventory, use of LOUIE (PeopleSoft) and Degree Progress Reports; tutored Biology and Chemistry and study skills, including financial literacy, worked with Supplemental Instruction (SI) program, correspondence with faculty; administrative and organizational duties; maintenance of website and calendar.

Flagstaff Junior Academy, Flagstaff, Arizona

August 2006-December 2006

Student Teacher

Teaching 7th and 8th grade Science and Health to a diverse group of Flagstaff students.

Four Corners Upward Bound Math and Science

June 2006

Science Instructor

Worked with a diverse group of students to improve their science knowledge, test taking skills and critical reading abilities. Taught 9th-11th grade students who were low income and first generation.

Learning Assistance Center, Northern Arizona University

2004-2005

Tutor

Level III College Learning and Reading Association Certified Chemistry and Biology Tutor.

Education

Northern Arizona University

2005-2006

M. Ed Secondary Science Education with Certification,
with Distinction

Northern Arizona University

2002-2005

B.S. Environmental Sciences with Biology emphasis and Chemistry minor,
Cum Laude

CrossFit Level 1 Certificate

2013, 2018

Skills

Extensive experience and high comfort level working with diverse populations of individuals

Organized, task oriented, and strong ability to perform under high pressure environments

Strong communication, writing, and presentation skills

Working knowledge of various word and data processing applications (Word Perfect, Microsoft Office NT, 2000, XP), including MS Excel, PowerPoint, Access; extensive experience with Windows and Mac OS X; knowledge of PeopleSoft LOUIE, TutorTrac, and Blackboard Learn. Knowledge of Canvas, Banner, and Student Access

Experience with common computer applications such as Adobe Creative Cloud including Photoshop and PDF Maker

Familiarity with website management

Passionate team member

Volunteer Work

Flagstaff Leadership Program Participant

Class of 2023

Flagstaff based Issues-oriented leadership program developed to expose class members to local issues and the people involved.

Coordinator for Kinlani for Community

Fall 2010- 2013

A service organization at Flagstaff Dormitory, a high school residential dormitory for Native American youth. Kinlani for Community volunteers for service projects around the Flagstaff community, as well as fundraising for a river trip with a local non-profit rafting company. The program initially began as a Talent Search project.

Center for Progressive Leadership Fellow

Class of 2012

Leadership program developed for community leaders to enhance the skills in networks to advance effective change in their communities.

Staff Advisor for NAU Chapter of Circle K International

2007- 2012

United Way Coordinator, NAU United Way Campaign

Fall 2009-2012

NAU Foundation Scholarship Reader

Spring 2011-2013



Professional Organizations

Arizona Women In Higher Education (AWHE)

Member 2008-2013, 2017-2021

Presenter- 2008 AWHE Conference "Positive Mentorship for Rising Women Professionals"
Institutional Representative 2018/2019

College Reading and Learning Association (CRLA)

Member 2017-Present

Western Association of Educational Opportunity Personnel (WESTOP)

Member 2007-2013, 2017-Present

Presenter- 2008 WESTOP Annual Conference "Talent Search In the 21st Century"

NASPA Student Affairs Administrators In Higher Education (NASPA)

Member 2009-2013

Presenter- 2009 National NASPA Conference "What's In your Toolkit?: Developing Innovative Mentor/Mentee Relationships with Women in Higher Education"

Program Reviewer for 2010 Conference

References

Available upon request

Flagstaff Junior Academy Board Application

Name (First and Last) *

Julie Sokol

Email *

[REDACTED]

Phone *

[REDACTED]

Address *

[REDACTED]

Recent Background (Time In Flagstaff, occupation, personal interests, etc.) *

6 years In Flagstaff with a 1 year hiatus in Bozeman, MT. Relocated here from Austin, TX for the smaller community and access to outdoors. Employed by NAU and extensive history within the hospitality, sales and marketing, and events industry. Hobbies include gardening, hiking, travel and exploring NAZ with my husband (Ron, employed by US Forest Service, married 11 years), and son (Forest, 5 years old in the Children's House).

Past Board and/or Community Service Experience *

Fund Development Committee, Annual Gala Presenting Chair for TreeFolks (urban reforestation in Austin, TX); Beautification and Public Art Commissioner, City of Flagstaff (ended term early due to relocation to Bozeman, MT)

Why do you want to be on the FJA School Board? What can you contribute to the FJA community? *

I am looking for opportunities to engage with the community that is helping to raise my child in a meaningful way. I hope my life experiences and personal interests might be of use to the governing board, as well as continuing to support the FJA PTO. This ideally supports the larger group, as well as serving my personal interest in engaging with a team that is actively seeking to make a positive impact and engage my creativity and drive.

This form was created inside of Flagstaff Junior Academy.

Google Forms

Julie Sokol

EMPLOYMENT

Institute for Tribal Environmental Professionals, Northern Arizona University

October 2021 - Present Events Coordinator, Sr. Flagstaff, AZ

The Estate Yountville Hotel Villagio & Vintage House, 192 rooms, 22 acres, 55,000 sq ft

July - October 2021 Task Force Group Sales Yountville, CA

Kimpton Armory Hotel & Music Hall, 121 rooms, 8,000 sq ft

November 2019-July 2020 Pre-Opening Director of Sales and Marketing Bozeman, MT

Third hire, responsible for creation of all marketing, budget and business plan documents.
Responsible for hiring, onboarding and training for sales, catering and banquet positions.
Establish community relationships and parlay into mutually beneficial, lasting partnerships.
Actively sell across markets and manage guest experience through opening delays.

KNAU, National Public Radio Affiliate, Northern Arizona University

March 2019-November 2019 Underwriting & Community Outreach Manager Flagstaff, AZ

Created new position to incorporate community outreach in addition to public radio underwriting sales.

Define SOPs and training documents, create reporting documents and develop CRM database.
Develop and identify new partnerships to leverage funding towards non-profit partners, while aligning and engaging new corporate clients.

L'Auberge de Sedona and Orchards Inn, 88 and 70 rooms, 5,000 sq ft

October 2018-March 2019 Director of Sales Sedona, AZ

Tasked with optimizing a formerly independent property since inception, with implementation of SOPs, structure, reporting and creation of BI tools through two management changeovers.
Stabilize department, balance inequitable social catering business with corporate segment; implement strategy and training on sales process.

Direct capital expense campaign for Catering/Banquet CGS inventory, banquet equipment, case goods etc.

Monetize equipment in upsell programming, reevaluate pricing, packages and rates.

Negotiate balance between ownership, through management acquisition and high turnover.

Kimpton Amara Resort & Spa, 100 rooms, 5,000 sq ft

May 2016-October 2018 Associate Director of Sales Sedona, AZ

Responsible for setting annual group and banquet budget, as well as business/marketing plan.
Proficient in Expense, Labor Management, Budgeting and Interpreting Financials. Actively sell all markets, plan and execute bi monthly, regional sales calls. Collaboratively design, cost and build catering menus; train and implement with team. Organize employee recognition events; design and implement appreciation activity for hourly and salaried staff; property P+C liaison driving positive working relationships within the team. Property leader, member of Executive

Kimpton University certified Journey Leadership Academy Trainer.

White Lodging Services

Westin Austin Downtown, 366 rooms, 19,000 sq ft

June 2015-April 2016

Senior Sales Manager

Austin, Tx

Chairman's Club award winner 2015 H2.

Pre-opening sales responsible for East Coast groups in all markets and Texas Associations, 45+ on peak.

Property opened in July 2015; support training, directives and establishing SOPs.

Mentor junior sales manager and group rooms coordinator in formal program.

Austin Marriott South, 211 rooms, 18,626 sq ft

June 2014-June 2015

Senior Sales Manager

Austin, Tx

Finished 2014 H2 at 135% of room revenue goal, 148% room night goal and 209% of catering goal and finished Platinum.

Chairman's Club award winner 2014 H2 and 2015 H1.

ESS scores moved from red to green, finishing #34 of 359 properties from July 1-YE 2014.

Assist with coaching, counseling, and mentoring the team in order to effectively develop these individuals for internal promotions.

Focus on share shifting accounts from comp set by utilizing relationships and rapport.

Wyndham Garden Hotel, 210 rooms, 11,000 sq ft

January 2012-June 2014

Senior Sales Manager

Austin, Tx

Work closely with the management and sales team to develop and implement an effective marketing plan.

Aggressively solicit, confirm and coordinate group sales in SMERF, government, corporate and association markets.

Increased YOY group rooms revenue by 13% in first year.

Increased banquet revenue by \$100,000.00+ YOY in first year.

Actively participate in calculating groups rooms and banquets budget for 2013 and 2014.

Hire and train Express Sales Manager and Convention Services Managers.

Ah La Cart

September 2011-December 2013

Co-Owner

Austin, Tx

Actively solicit new business via public relations, external marketing and maintaining a positive social media presence.

Create menus based on client needs and budget restrictions.

Create and implement policies/procedures, budget, food cost and schedule.

EDUCATION

University of Houston - Conrad N. Hilton College, Class of 2009 Houston, TX BS Hotel and Restaurant Management

Software

Flagstaff Junior Academy Board Application

Name (First and Last) *

Tommi Drum

Email *

tommidrum@gmail.com

Phone *

9702176394

Address *

10605 Haleys Way Flagstaff AZ 86004

Recent Background (Time in Flagstaff, occupation, personal interests, etc.) *

I moved to Flagstaff from northern Virginia in the summer of 2016 after working as a Special Education teacher for five years. I was also a Special Education teacher at DeMiguel elementary school in Flagstaff until we left to be a full time stay at home parent after the birth of my second child. In the time since I have enjoyed rooting my family in the Flagstaff community and exploring the wealth of cultural and natural resources in the area. My personal interests mostly revolve around creating the best foundation possible for my children to learn, development and flourish into happy healthy individuals. This includes maintaining structure and routines in our family's daily life, as well as creating enriching experiences by including the kids in basic home projects such as maintaining chickens and a garden or replacing a water heater or dishwasher. Beyond maintaining a household and raising children I particular enjoy physical activity of all kinds, such as hiking, biking, and yoga.

Past Board and/or Community Service Experience *

From January 2019 until March of 2020 I served as a program coordinator for a local chapter of a national nonprofit organization called Steve's Club, now called Forging Youth Resilience. It's mission is to empower young people to build physical and mental strength for life by providing access to a network of community-based fitness programs and mentorship.

Why do you want to be on the FJA School Board? What can you contribute to the FJA community? *

I would like to be on the FJA board in order to serve the FJA family, and to demonstrate to my children a commitment to both education and our community.

This form was created inside of Flagstaff Junior Academy.



TOMMI DRUM

10605 Haleys Way, Flagstaff, AZ, 86004 / Phone: (970) 217-6394 / Email: tommidrum@gmail.com

Experience

Stay at home parent (December 2016- present) Flagstaff, AZ

Flagstaff Unified School District (August 2016 – December 2016) Flagstaff, AZ

Special Education Teacher

- Elementary behavior supports classroom teacher, grades 3-6
- IEP and BIP case manager for as many as seven students concurrently
- Responsible for all lesson planning and curriculum instruction

Fairfax County Public Schools (August 2010- June 2016) Fairfax, VA

Special Education Teacher

- Science Department Chairperson for Burke School, attend county wide chair meetings and lead collaboration and cooperation among Burke science department teachers
- IEP and BIP case manager for as many as seven students concurrently
- Member of positive behavior support team
- Animal Care/ garden club electives teacher

CARE International (April 2010-August 2010) Washington, DC

Face to Face Recruiter

- Communicated with diverse group of people to recruit long-term committed donors for CARE's international humanitarian programs

SRA International (September 2009-April 2010) Arlington, VA

Human Capital Business Operation Specialist

- Provided logistical support for alternative dispute processes
- Drafted material for a public participation resource guide
- Wrote alternative dispute resolution case studies

ISky September (December 2008-May 2009) Takoma Park, MD

Field and Outreach Fellow

- Organized two-day leadership summit on climate policy and issue advocacy for community organizers
- Managed member relations through, training, community outreach, and rapid response solutions

Anchorage School District (Spring 2008) Anchorage, AK

Substitute Teacher

- Eight weeks of substitute teaching, including two weeks in an elementary special education classroom

Global Majority (2006-2007) Monterey, CA

Education and Training Volunteer

- Completed teacher training program and taught six seminars for at-risk high school students on interest-based negotiation and non-violent conflict resolution skills

Education and Training

George Mason University Fairfax, VA
MA in Special Education 2012

Monterey Institute of International Studies Monterey, CA
MA in International Policy Studies, Specialization in Conflict and the Environment, 2007

TOMMI DRUM

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International Institute of Mediation and Conflict Resolution
Certificate in Negotiation and Conflict Resolution, 2006

Nicosia, Cyprus

The American University in Cairo, Arabic Language Institute
Certificate in Intensive Colloquial and Modern Standard Arabic, 2005

Cairo, Egypt

Colorado State University
B.A. in Economics, Minor in Philosophy, 2003

Fort Collins, CO