

**UNAPPROVED MINUTES OF THE AGENDA OF THE**  
**THE BOARD OF TRUSTEES**  
**OF FLAGSTAFF ARTS & LEADERSHIP ACADEMY, INC.**  
**Revised 08/15/2017 @ 3:13 pm**

Pursuant to A.R.S. 38-431.02, notice is hereby given to the members of the Board of Trustees of Flagstaff Arts & Leadership Academy, Inc. and to the general public that the board will hold a meeting open to the public on **Wednesday, August 16, 2017 at 5:00 pm. at 3401 N. Ft Valley Road, Flagstaff, Az 86001, Room #4.** The Board of Trustees may consider any item on this agenda in any order and at any time during the meeting. Pursuant to A.R.S. § 38-431.4, members of the Board of Trustees may participate either in person or by telephone, video or internet conferencing speakerphone or other technological devices.

"The Board may vote to hold an executive session for the purpose of obtaining legal advice from the Board's attorney on any matter listed on the agenda pursuant to A.R.S. § 38-431.03(A)(3)."

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting Ms. Deidre Crawley, Dean of the Academy at 928-779-7223. Requests should be made as early as possible to arrange the accommodation.

Materials for the Board of Trustees Meeting are available on our website homepage in the NEWS section. Materials are also available for public inspection at Flagstaff Arts & Leadership Academy, Inc., 3401 N. Ft. Valley Road, Flagstaff, AZ.

**Our mission is to provide a transformative educational experience by developing leadership and cultivating academic excellence in the arts, sciences, and humanities. The individual growth of each student is supported and animated through our nurturing educational community.**

**I. Call To Order . Judy Jordan called the meeting to order at 5:06PM.**

**II. Roll Call**

- A. Dr. Laura Umphrey, President; present
- B. Judy Jordan, Vice President; present
- C. Heather Pierce, Secretary; absent
- D. Eli Cohen, Treasurer; present
- E. Scott Perelstein; present
- F. Dr. Sharon Gorman; present

**A quorum has been established.**

**III. Approval of Agenda**

**Scott moved to approve the agenda. Eli seconded. All were in favor. The motion carried.**

**IV. Call to the Public**

"This is the time for the public to comment. Members of the Board may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. § 38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date."

Visitors to the meeting were Leslie Baker, Susan Fox and Betsy Hamill.

V. **Summary of Current Events** - Items to be heard only; the Board will not propose, discuss, or take legal action during the meeting unless the specific matter is properly noticed for legal action.

A. Board Members

Judy reported that she was pleased with the Board presentation to the teachers and staff.

B. Executive Director (ED)

Larry reported that he appreciated the board presentation to teachers and staff. Larry is working on the teacher evaluation system. He has been working with students to get them their passwords to use their FALA e-mail. He would like to increase access points for WiFi so there is more coverage for students and faculty.

Larry reported that there were parts of registration that he observed that will help them run it better for next year. He has learned about the schedule and how the space impacts course offerings.

Larry reported that he is establishing a relationship with the Flagstaff Chamber of Commerce. He believes this relationship will help with publicity with the school.

C. Dean of Academy (DA)

Deidre reported that she is pleased with the new staff hires. She has been observing them in the classroom and has received positive feedback from students and parents.

Deidre acknowledges that there are space issues and space needs to be addressed.

Deidre indicated that enrollment is down. Currently, there are 32 students in 7th grade. The capacity for 7th grade is 50 students.

Mr. Krueger has partnered with Lowell Observatory and National Geographic to provide an educational experience in regards to the solar eclipse on August 21st.

D. FALA Volunteers

Susan Fox is the new President for the FALA Volunteer Corp. She reported that the Corp helped with the FALA registration day. Approximately, 85 new people signed up to volunteer at

FALA with the Corp. The volunteer corp will be holding a Town Hall and Ice Cream Social and the time will be . This gives parents an opportunity to meet and build community.

## **VI. Consent Agenda**

Judy moved to remove items A and B from the Consent Agenda for discussion. Laura seconded. All were in favor.

Eli moved to approve the consent agenda. Sharon seconded. All were in favor. The motion carried unanimously.

- A. Approval of Minutes of Board Meeting - [July 12, 2017](#)
- B. Approval of Minutes of Public Hearing - [July 12, 2017](#)
- C. [Action](#) to employ the following individuals:
  - 1. Erin Duffy - Special Education Teacher
  - 2. Sarah Birchard - Special Education Paraprofessional
- D. [Action](#) to approve the following guest teachers:
  - 1. Bonnie Westwater
  - 2. James (Jamey) Hasapis
  - 3. Jessica Taylor
  - 4. John Propster
  - 5. Judy LeFevre
  - 6. Kristie Trotter
  - 7. Maia Tipton
  - 8. Sherry Wood
  - 9. Tulasi Fowler

Judy and Laura would like to make edits to the minutes.

Sharon moved to table the items. Scott seconded. All were in favor. Motion carried unanimously.

## **VII. Action Items**

- A. Discussion and Possible [Action](#) to approve June 2017 Financial Report

Eli summarized the financial report. He indicated that the finance committee is discussing cash flow, settlement and bond issues. He reported that they are receiving an appraisal of FALA and this information will help make future financial decisions.

Larry reported that the construction settlement was discussed at the financial committee meeting. He reported that FALA is paying a 500K mortgage settlement at 11% interest.

Eli directed Larry to add this topic to next month's agenda and to explore this topic in executive session. The next meeting will be on September 20th. It was recommended to include our FALA attorney, Patrice Horstman, at the next meeting.

Eli moved to approve the June 2017 financial report. Sharon seconded the motion. All were in favor. The motion was approved unanimously.

- B. Discussion and possible [Action](#) to review [CHAR55-1](#) Basic Calculations for Equization Assistance and [CHAR 64-1](#) Payment Schedule, and Enrollment [Summary](#)

Larry described the CHAR55 report. The report describes the state adjusted reimbursement levels based on student count by grade categories. This document estimates the future revenues.

Larry described the CHAR 64-1 document. This document is the actual payment schedule.

Larry described the enrollment summary. In particular, he makes sure that the SPED students are obtaining the additional percentage adjustment based on their corresponding SPED Category.

No action was proposed: Information only

- C. Discussion and Possible [Action](#) to consider adoption of the Plan from Board's Strategic Planning Committee

Sharon provided a summary of the development of the strategic plan. The process included surveying students, teachers and staff. This data was compiled and summarized and the major goals emerged from the survey. The plan was presented to teachers in August. The content of the strategic plan included 5 major goals and actionable items. The items in red are considered priorities. The color coding that corresponds with priorities was not completed but was presented as a starting point and can be refined in future strategic planning committee meetings.

Laura moved to have the Board adopt the strategic plan to help direct Larry in FALA goals and priorities with the understanding that a timeline that summarizes priorities will be developed during the next strategic planning committee meeting on September 12th. Sharon seconded. All were in favor. The motion carried.

- D. Discussion and Possible [Action](#) to authorize Judy Jordan to review and edit with the Policies and Procedures (Board policies)

Judy discussed that the Policies and Procedures manual should be reviewed and edited. Once the document is edited, the recommendation is for ASBA to modify the policy to fit the organization.

Sharon moved to authorize Judy to begin the process of editing the Policies and Procedures manual. Eli seconded. All were in favor. The motion carried.

- E. Discussion and Possible Action to approve SY2018 Handbooks  
1. Student [Handbook](#)

2. Employee [Handbook](#)
3. Special Education [Handbook](#)
4. FALA Service-Learning [Handbook](#)
5. Guest Teacher [Handbook](#)
6. FALA High School Progression Plan [Handbook](#)
7. FALA Middle School [Progression Plan](#)

Larry discussed the handbooks as a whole. Sharon recommended adding dates.

Eli moved to approve the 2018 handbooks. Sharon seconded. All were in favor. Motion carried.

- F. Discussion and Possible [Action](#) to approve Teacher Effectiveness Document as a working document and program for SY2018

Larry discussed the document and indicated that it is modeled after the Danielson model. This model has been adopted by the state. He described how the document provides guidelines for different domains of teacher effectiveness. The performance rubric provides more specific examples and non-examples of rubric effectiveness levels. The purpose of this is to give teachers a better understanding of effectiveness criteria through feedback.

Laura moved to approve the Teacher Effectiveness Document as a working document and program for the SY2018. Judy seconded. All were in favor. The motion carried.

- G. Discussion and Possible [Action](#) to approve Experiential Learning Trips 2017-2018

Deidre reported that the staff put together these experiential learning trips together at the beginning of the year to help with trip preparation. Larry ensured that the insurance carrier would be in place.

Sharon moved to approve the experiential learning trips for the 2017-2018 year. Scott seconded. All were in favor. The motion carried unanimously.

- H. Discussion and Possible [Action](#) to approve the FALA Student Fees, Fines and Charges policy

Larry discussed the student fee amounts by departments. The Board would like to see how the department budget relates to the fee (How are the fees being spent? Is it an appropriate fee?)

Judy proposed to put departmental budgets on the next Board agenda meeting.

Sharon proposed to table the discussion until the next meeting. Judy seconded the motion. All were in favor. The motion carried unanimously.

- I. Discussion and Possible [Action](#) to approve the Executive Director's Statement of Goals and Objectives for SY2018

Larry was available for questions about the Executive Director's Statement of Goals and Objectives for SY2018. He reported that the strike-through means that the objective was completed.

Sharon moves to approve the Executive Director's Statement of Goals and Objectives for SY2018. Scott seconded. All were in favor. The motion carried.

- J. Discussion and Possible [Action](#) to Review Information Regarding Open Meeting Law Violations from ASBA

Sharon reminded us about state law that explains that we should not be using e-mail as a means to circumvent Open Meeting Laws.

- K. Discussion and Possible [Action](#) to Consider a FALA Downtown Proposal from the FALA Arts Faculty

Betsy Hamill presented a proposal for FALA DOWNTOWN. She discussed the impact of renting a downtown location (213 S San Francisco St) in order to provide a place for students to practice, perform, display and connect the Flagstaff community at large on a daily/weekly basis. Issues that would need to be addressed include transportation to and from FALA, the lease cost (\$20K), liability coverage would need to be provided (must be 1 million dollars), and the rental agreement would need to be negotiated. Betsy would like to see the issue be explored further. Leslie Baker reported that the cost of Coconino Center for the Arts is increasing this year. Ms. Baker stated that there is a city-wide discussion about performance space happening.

Eli motioned that Betsy Hamill provide a more formal financial proposal that outlines the full potential of the performance space. Scott seconded. All were in favor. The motion carried.

Judy motioned to have Larry confer with our attorney to investigate the liability of the current proposal. Sharon seconded. All were in favor. The motion carried.

- VIII. Adjournment:** Judy moved to adjourn the meeting at 7:54PM. Scott seconded. All were in favor. The motion carried.

Agenda Posted: 2017-08-14 2:40PM

Revised Agenda Posted: 2017-08-3:25PM

Minutes Posted: Posted: 2017-08-21 4:40Pm

**Next Meeting:           September 20, 2017**