

NOTICE OF THE BOARD OF DIRECTORS OF FLAGSTAFF ARTS & LEADERSHIP ACADEMY, INC. (FALA)

AGENDA OF THE REGULAR BOARD OF DIRECTORS MEETING

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.

Pursuant to A.R.S. §38-431.02, notice is hereby given that the Board of Directors of FALA will hold the following:

- **Event:** Regular Board meeting open to the public
- **Date:** December 9, 2019
- **Time:** 5:00pm
- **Location:** 3401 N. Fort Valley Road, Flagstaff, AZ 86001, Rm. 4

Event information:

- The Board/committee 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/committee 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. Tulasi Fowler, Administrative Coordinator, 928-779-7223.
 - Materials for this meeting are available at the following:
 - <http://flagarts.com/category/news/>
 - 3401 N. Fort Valley Road, Flagstaff, AZ 86001
- I. Call To Order.** Sharon calls the meeting to order at 5:06 p.m.
- II. Roll Call:**
- A. Dr. Sharon Gorman, President PRESENT
 - B. Birgit Buss, Vice President PRESENT
 - C. Phil Hagen, Secretary PRESENT
 - D. Dr. Barbara Boschmans, Treasurer NOT PRESENT
 - E. Debra Edgerton, Member PRESENT
 - F. James Yih, Member PRESENT
- III. Approval of Agenda.** Birgit motions to approve. Debra seconds. Sharon aye, James aye, Birgit aye, Debra aye, Phil aye. No nays. No abstentions. Motion carries.
- 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."
- 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. Directors. Birgit went to FALA's Winter Art Festival and found it wonderful. Sharon requests board make an effort to shorten monthly meetings by capping each item at five minutes, giving the board the right to extend the discussion if necessary. Tonight's finances presentation by ED Eli Cohen, however, will take about 20 minutes. Sharon also asks board to send preferences for which Saturday in January (half a morning) is good for the mandatory Open Meeting Law retreat.
 - B. Executive Director (ED). He notes that he's been to many performances and is so far thrilled with the results. His biggest current events item is that he, Kim Khatibi (SPED director) and Jed Hayes (Dean) had an initial meeting with NAU College of Education members on how to move toward better inclusion and diversity at FALA. Afterward there was a training session led by NAU's Dr. Darold Joseph. FALA will follow up with more professional development opportunities and curriculum building, culminating in a diversity master plan.

VI. Discussion Items

- A. Dean of Academy
 - No Report
- B. Special Education Director
 - No Report
- C. Faculty Senate
 - No Report
- D. Student Council Officers
 - No Report

VII. Consent Agenda

- A. Approval of Minutes: Sharon motions to approve with one edit to minutes: Item N, changing Barbara's vote from Nay to Abstain. Phil seconds. Sharon aye, James aye, Birgit aye, Debra aye, Phil aye. No nays. No abstentions. Motion carries.
 - [2019-11-18 Regular Minutes](#)

VIII. Action Items

- A. Presentation, discussion, and possible action re: [OML Q&A](#).
No discussion or action.
- B. Presentation, discussion, and possible action re: [Strategic Planning Committee Update](#) / [SWOT](#)
Phil points out that SWOT chart items have been ranked by the committee and that the plan to move forward to study these results will be rolled out at the next meeting, Dec. 16.
- C. Presentation, discussion, and possible action re: [Finance Committee Update](#).
No updates. Next meeting is Monday, Dec. 16.
- D. Presentation, discussion, and possible action re: Approval of OCR Resolution Agreement.
Resolution has to do with the complaint filed by the family of a FALA student during spring semester re the school not sufficiently accommodating a special-needs student. ED received the Office of Civil Rights documents on Friday, at which point it was too late to link to this agenda. Board was therefore required to read resolution during the meeting. ED clarifies that OCR drew up this resolution, and that FALA went back and forth with the agency to adjust implementation of timelines. The upshot is that there will be further FALA staff training re: 504 implementation, likely be provided by OCR and at no cost to school. Staff will also meet with the family in a 504 meeting on how to move forward based on this resolution. (Sharon extends discussion another five minutes.) James asks about the status of current staff training. ED says no training has happened this year on Section 504 (which protects qualified individuals with disabilities from discrimination), but FALA does have a 504 coordinator. James asks if this is sufficient to prevent such an incident from happening again. ED says training should happen each year. Sharon agrees, saying that 504 training should be required among FALA faculty and that it should be documented. ED says it would be folded into the school's current HR platform, where staff/faculty would have to sign off that their training has been completed.
Sharon moves to approve resolution agreement. Debra seconds. Sharon aye, James aye, Birgit aye, Debra aye, Phil aye. No nays. No abstentions. Motion carries.
- E. Presentation, discussion, and possible action re: Approval of [Financial Projections](#)
ED says projections should inform the decisions FALA will be making via Strategic Planning over the next three years. For the most part the projections focus on enrollment, as it is the main critical controllable factor at FALA. ED built a projections model that used existing budget, looked at history and incorporated some generalizations. One projection, for example, shows that if nothing changes and FALA does not encourage enrollment, enrollment will continue to decline. Sharon says student count is vital but ED should also look beyond this factor as well and, for example, work toward growing a foundation. (Sharon extends discussion five minutes.) Birgit asks about the progress of the fundraising consultants that the school hired. ED says they'll start doing focus groups and eventually build a fundraising campaign for spring. Birgit asks about FALA's grant-writing abilities. ED says they do have an active grant-writing committee. Sharon encourages ED to push for Projections 3 and 4, in which enrollment steadily increases. She also requests a future agenda item on financial projections that aim for No. 3. She'd like to see this actual plan moving forward. Phil motion to approve projections. Debra seconds. Sharon aye, James aye, Birgit aye, Debra aye, Phil aye. No nays. No abstentions. Motion carries.

- F. Presentation, discussion, and possible action re: Approval of [Fee Schedule](#)
ED believes the stated amounts are adequate at this point. Next year he may aim for less-generalized numbers, determining actual costs of each class first and work forward to calculate more targeted fees. Will analyze options for next school year. After board discussion of the current process on how fees are waived if a family claims it cannot afford them, Sharon asks for future agenda item on board review and potential approval of the school's Income Eligibility form, to make sure it no longer includes a reference to "fees," as financial proof is not legally required in order to waive school fees.
James motion to approve. Birgit seconds. Sharon aye, James aye, Birgit aye, Debra aye, Phil aye. No nays. No abstentions. Motion carries.
- G. Presentation, discussion, and possible action re: Approval of [Executive Director Evaluation Questionnaires](#)
Sharon notes that this is not the final draft, as there are a few more minor edits to discuss with Phil. Other board members have additional comments/questions, which Sharon will take into consideration, such as the suggestion to create two questions out of No. 9. As per James' suggestion, Sharon will also create separate surveys for parents and students, instead of both results funneling through a combined category. Dissemination date is revised to Jan. 6 with a new due date of Jan. 13. Sharon suggests that the board then hold a special meeting on Jan. 27 (including a potential executive session) to discuss ED's annual evaluation.
Sharon motions to approve questionnaire with recommended changes forthcoming as well as aforementioned timeline changes. James seconds. Sharon aye, James aye, Birgit aye, Phil aye. No nays. Debra abstains. Motion carries.
- H. Presentation, discussion, and possible action re: Approval of [Enrollment Status Update](#)
- I. Presentation, discussion, and possible action re: Approval of [Student Publications Policy](#)
- J. Presentation, discussion, and possible action re: Board member community engagement plan
- James motion to table Items H-J. Sharon seconds. Sharon aye, James aye, Birgit aye, Debra aye, Phil aye. No nays. No abstentions. Motion carries.

- IX. Future Agenda Items:** Review of detailed financial plan to meet Projection No. 3; board review of the Income Eligibility form; Enrollment status update; student publications policy; board members' community engagement plan.
- X. Adjournment:** Sharon motions adjourns at 7:15 p.m. Debra seconds. Sharon aye, James aye, Birgit aye, Debra aye, Phil aye. No nays. No abstentions. Motion carries.

Agenda Posted: 2019-12-05 4:15PM
Minutes Posted: 2019-12-12 9:55AM