

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

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: April 12, 2021
- Time: 5:00pm
- Zoom Link: <https://flagarts.zoom.us/j/5383610069?pwd=U2pheDFGYTRsOFpJZks1U3k3VldKQT09>
- Phone #: +1 669 900 6833 then 538 361 0069 # then # then 770 369 #

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, 24-hours in advance 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

Recording

I. **Call To Order** - [Virtual Meeting Process](#); James Yih calls the meeting to order at 5:01 p.m.

II. **Roll Call:**

- A. James Yih, President PRESENT
- B. Birgit Buss, Vice President PRESENT
- C. Phil Hagen, Secretary PRESENT
- D. Dr. Barbara Boschmans, Treasurer PRESENT
- E. Ron Borkan, Member PRESENT
- F. Debra Edgerton, Member PRESENT
- G. Dr. Kyle Winfree, Member PRESENT

III. **Approval of Agenda.** James motions to approve tonight's agenda. Phil seconds. James aye. Birgit aye. Phil aye. Barbara aye. Debra aye. Ron aye. Kyle aye. No nays. No abstentions. Motion carries.

IV. **Call to the Public:**

- A. 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.
- B. Each individual may have five minutes to make a public comment. For the record, please state your full name (first name and last name) before you begin.

ED Eli Cohen reads email ([link](#)) from Sarah Edmonds, FALA parent, re COVID vaccinations for minors, which, she points out, require parental consent. She does not think FALA should have alerted students to this opportunity.

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. James says he intends to look into issues raised by FALA teacher Alison Gruber in a video aired at the March Board Meeting.
- B. Executive Director (ED)

- Reopening Status. chaotic but for the most part students and teachers glad to be back.
- Staffing / Hiring. There has been some turnover. More than usual. Notices going out soon.
- Staff Communications. Outside consultant to work out communication issues among staff members
- Evaluations. State not requiring them this year, and possibly into next year.
- Records Request. Info related to grading in first semester year over year and enrollment as well. Other schools have received similar requests.
- Walt Blackman. State rep requested a meeting with him re: constituents complaints about our reopening process.
- End of Year Events. In the process of putting together graduation and senior trip, etc. Graduation could be similar to last year.

VI. Discussion Items:

A. Leadership Team. Rep. Christina Wolfe presents:

- Dissolving cohorts on 4/19 - all back who want to be back in person
 - Keep Fridays online for equity of learning for our online students and building community through the "shared space" for all students and teachers
 - Making adjustments for testing the first week back with all in-person students, and overall logistical management of more students.
 - Staff expressed concern over the discrepancy between CDC recommendations for social distancing and EO of maintaining social distancing as best as possible. Discussions and accommodations for individual needs are happening. This is based on a staff survey. Concerned about maintaining SD without a cohort system. Have made some accommodations to make them feel safer.
- Organizational Structure Models Feedback
 - Dept. Chairs feel that the model is working in supporting their departments.
 - There is interest in how we can adjust the current model, and not move back to a dean model because it didn't support school needs as well as having the distributed power model.
 - Heavy emphasis on giving teachers a voice and keeping open lines of communication with the community on changes to the organizational structure for next year

VII. Consent Agenda:

A. Approval of Board Meeting Minutes: James motions to approve. Phil seconds. James aye. Birgit abstains. Phil aye. Barbara aye. Debra aye. Ron aye. Kyle aye. No nays. One abstention. Motion carries.

- [2021-04-06 Special Meeting](#)

VIII. Action Items:

A. Presentation, discussion, and possible action re: [Finance Committee Report](#) Barbara presents. Committee talked about next year's budget and grants. Budget looks to be ok. Have a draft formed, but it's been a difficult process because it can't be based on current budget (COVID anomalies) as per normal. Another session coming up a week from today. James invites board members to join those discussions.

B. Presentation, discussion, and possible action re: Approval of [Current Financial Reports](#) Birgit asks why there isn't a narrative to better explain the report. James says that feature is still in development.

James motions to approve. Birgit seconds. James aye. Birgit aye. Phil aye. Barbara aye. Debra aye. Ron aye. Kyle aye. No nays. No abstentions. Motion carries.

C. Presentation, discussion, and possible action re: [Strategic Plan Implementation Plan](#)

James says he and Phil have given feedback to Eli already, though those have not yet been incorporated. Eli walks board through the spreadsheet and explains how he'll alter this approach for clarity and preserving detail. Board discusses format. Birgit is in line with Phil as far as SP being a marketing tool for sharing our vision. Would like to see very clear action items with dates. Presently can't see how we are moving toward delivering on SP. Birgit and Phil say that if a suggested objective is left out as ED moves forward with the plan, Eli should explain why. Debra: says the spreadsheet is a bit confusing, compared with fundraising plan (below), that's much easier to follow and is more concise. Ron agrees with Birgit re timeline and with Phil's comments. Is this realistic to get done? Eli: There's a lot here. We've done very little. Lost a whole year due to COVID. But frankly with the timeline it would be easier to see. Ron comments on teachers leaving and perhaps that should be considered now in SP. Eli proposes would like to sit down with Phil and redefine this. James clarifies that Eli has the power to take this and run with it. Would like to see no more revised objectives nor suggested objectives, just objectives and he needs to make progress. Kyle and Birgit comment on the "why" aspect of SP—the need to clarify the necessity of each objective. Barbara asks about time span; some objectives seem ambitious. A 2020-25 timeline might be more realistic. Debra agrees with

carrying over some of the longer-term objectives. Eli talks about re-categorizing the objectives. James wants to see Eli succeed; what help does he need? Eli: Leadership Committee should be more involved. He needs to take a stab at it first, though.

Board takes break from 6:02 to 6:08

- Information:
 - [Strategic Plan](#)
 - Revised/New Objectives added for each existing Suggested Objective.
 - Simplified and streamlined to acknowledge areas of overlap.
 - Some Comments added to indicate current status.
 - Recommendation:
 - Review the Revised/New Objectives to agree on stated approach.
 - Next Steps:
 - ED to set Priorities and Timelines reflecting current circumstances and status.
- D. Presentation, discussion, and possible action re: Update of [Fundraising Plan](#)
Eli: There's not much of an update here. This plan is from last June. We have essentially not gotten to it. May crunch Phase 1 and 2 together. Received \$10k grant for the development director position. Debra: looks like we're \$20k short in budget. Eli: some talk of budgeting in the red next year, for investment in the school as part of a long-term plan. May be able to move other expenses around. James asks if we will budget for this position, and will that same person set out to achieve 25th anniversary goals? Eli: Yes. That's their main first job. Debra asks about combining Phase 1 and 2. She's concerned about the amount of work that is, especially given the low salary. Eli: as he shifts the org model he can better focus on operations soon. His role would be to support that person, with more involvement in marketing and development. He agrees that there is optimism involved. Debra is skeptical about being able to find and connect with alumni and building that fundraising base. It's a large task for somebody coming in part time. Board further discusses timeline, goals and budget. Eli says he won't hire a development person till July. James asks for an update at the next meeting.
- E. Presentation, discussion, and possible action re: Update of [Website Redesign](#)
Eli says websites are not a great marketing tool now. it could cost \$2,000 for fuller design. Barbara asks if staff is involved. Eli says yes, some staff involvement, but not broadly. Barbara agrees that the website needs work. Suggests looking at other school's sites. Birgit asks for clarity on costs. Eli: Phase 1 is \$800. He will get updated quotes for the designer. Barbara says this project would be good re the budget. James: What dollar limit you want to put on it? Eli says \$2,500 gets us a lot of the way. Kyle motions for \$2,500 to update the website. James seconds. James aye. Birgit aye. Phil aye. Barbara aye. Debra aye. Ron aye. Kyle aye. No nays. No abstentions. Motion carries.
- F. Presentation, discussion, and possible action re: Update of School Sign Replacement
Eli did meet with a company (Signarama) but that was a while ago and nothing's happened. Phil says Signarama had grant opportunities that it was looking into and that they submitted a few signs from past projects. Board asks about sign types, costs and the purpose. Barbara suggests collaboration with staff and students. Phil says Signarama had said it could involve students (such as a graphic arts class) in the process. Ron asks if maybe students can submit a design. James asks for a progress update at the next meeting. Barbara would like to see the sign up by the start of next school year. Birgit: do we want to give any direction as to type of material or other suggestions? If it's wide open it's going to take forever to narrow things down. Eli mentions establishing some parameters. Barbara doesn't want to restrict it at this point. Kyle: It seems to me that a small light-up board for announcements could be useful. Yes, informational. But that doesn't need to be on the street corner. Maybe we need a small "events" sign and a simple static sign out front? Phil urges caution re student competition, as a winning entry might not make for a good sign. Eli clarifies that some student involvement, somehow, would be good. Birgit: how do you get input from our passionate FALA community? Barbara: needs something to take to the finance committee. Eli will start reaching out to local sign designers and as well as faculty for input.

James mentions next week's special meeting, April 20. And he will also put together content for ED evaluation goals.

IX. Future Agenda Items:

- A. Standing Items:
 - Reopening Plan (incl Vaccination update)
 - Strategic Planning Implementation
- B. Teacher evaluation model

- C. Goal setting timeframe for ED
 - Information: Identify goals for ED in the next year, Identify metrics, and establish check-in frequency
 - Need starting point
 - D. Contract Template
 - E. Budget
 - F. Contracts
 - G. Non-Renewals
 - H. Online Learning Status
 - I. Virtual learning into the future
 - J. Employment Handbook
 - K. Student & Family Handbook
 - L. Board Evaluation Survey Results from ASBA
 - M. Field Trip Plan for AY 2021-22
 - N. Internship Policy
 - O. Trip Chaperone policy - Field Trip section (IJOA-R)
 - P. Facilities Rental policy
 - Q. Policy on Attendance for performances/auditions
 - R. Annual Meeting (August)
- X. **Adjournment:** James motions to adjourn at 7:05 p.m. Birgit seconds. James aye. Birgit aye. Phil aye. Barbara aye. Debra aye. Ron aye. Kyle aye. No nays. No abstentions. Motion carries.

Agenda Posted: 2021-04-10 1:35AM
Minutes Posted: 2021-04-17 2:15PM
Minutes Posted (v2): 2021-04-20 2:15PM