

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: **Special Board** meeting open to the public
- Date: July 27, 2021
- Time: 5:00pm
- Zoom Link: <https://flagarts.zoom.us/j/81910150183?pwd=c1R1aER6V1Z6ODdUNHc3c21ZR3FkZz09>
- 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 reasonable accommodation, such as a sign language interpreter, 24-hours in advance by contacting Eli Cohen, Executive Director, 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 Link

- I. **Call To Order** - [Virtual Meeting Process](#); James calls the meeting to order at 5:04 p.m. The meeting is being recorded.
- II. **Roll Call:**
 - A. James Yih, President PRESENT
 - B. Birgit Buss, Vice President PRESENT
 - C. Phil Hagen, Secretary PRESENT
 - D. Dr. Barbara Boschmans, Treasurer NOT 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. Phil seconds. James aye. Birgit aye. Phil aye. Ron aye. Debra 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.

Eli shares two public emails:

 - Sarah Edmonds, FALA parent, re the COVID protocol re cleaning between classes and social distancing, and how continual focus on COVID is causing distress among students. (See [link](#))
 - Stephanie Sarnoski, FALA parent, re her support of masks in schools. She requests ED share info detailing the importance of wearing a mask regardless of vaccine status w FALA community. (See [link](#))
- V. **Action Items:**
 - A. Presentation, discussion, and possible action re: Approval of [Job Description - School Counselor \(incl.](#)

[Special Education](#)

No comments from the board.

James motions to approve. Birgit seconds. James aye. Birgit aye. Phil aye. Ron aye. Debra aye. (Kyle unable to vote due to technical difficulties.) No nays. No abstentions. Motion carries.

B. Presentation, discussion, and possible action re: Hearing of [2021-22 Instructional Model Plan](#)

- **Note: Public Comment will be available for this topic**

No comments. Next meeting (in August) the Board will decide whether to approve the plan.

C. Presentation, discussion, and possible action re: Approval of [2021-22 COVID19 Safety Protocols](#)

Phil: Is everybody on faculty/staff clear on how to operate under these guidelines? Eli: Not everybody knows because most are away from school. We may want to change this to follow new CDC guidelines. We are going to recommend that you wear a mask, but we can't mandate it. Do have safety suggestions for upcoming origination sessions. Phil asks what the "ability to be vaccinated" means? Eli will clarify that. Ron points out that guidelines are in flux. Eli: This is where we are at right now. Want to get something out now. Have to consider this a living document. Eli adds a line about possibilities of holding classrooms outside, and about protocol being in flux.

James motions to approve. Birgit seconds. James aye. Birgit aye. Phil aye. Ron aye. Debra aye. (Kyle unable to vote due to technical difficulties.) No nays. No abstentions. Motion carries.

D. Presentation, discussion, and possible action re: Approval of [ED Goals for 2021-2022](#)

- Discussion:

James says it may take more than this session to iron out goals. Talks about possibly linking goals from Strategic Planning to these goals, etc. Asks the Board for ideas on how to proceed.

Birgit: What is the intention for this agenda item? Is it a working session to develop these goals?

James: yes. It's the board's goal to evaluate ED yearly, come up with concrete goals that we can use. Birgit finds it challenging to do that in this setting. Suggest we talk about the how instead of the what. Have a future agenda item to approve, with Board review going into that meeting.

Debra: Wasn't sure we were trying to create goals that will be measurable. Would rather have a week or two to think about it, rather than brainstorm here. James: my mistake for not clarifying that. Birgit agrees with the need to have goals to be very specific and done soon.

James talks about previous evaluation and the survey that informed it being based on job description and Strategic Plan. Should look at SP and link the performance to those goals. It is the ED's responsibility to see SP implemented. Birgit mentions performance criteria for the evaluations beyond merely hitting SP goals.

Christina: In the spirit of alignment, we should have Eli's goals aligned with our school plan (as presented at the last Board meeting).

Ron suggests ED come up with goals and we'll review them.

James wants to create goals fairly and be measured and evaluated. Also want to make sure we are clear on the accountability side.

Further discussion at 5:45 with Board and Leadership reps.

Kyle offers a summary via chat room: Eli would write his expectations within a framework that is agreed on, and then the board would review that SoE, which would be used as a baseline for conversation. The leadership team could certainly be involved in this process.

James: Can we address the desired timeline for this? Board discusses what's reasonable at this

point.

Birgit: outcome now feels a little wishy-washy. I'd rather wait till have something be agreed on, rather than something fuzzy.

Further discussion by board about goal breakdown into components and quantity.

At 6:10, James asks Gretchen McAllister, FALA parent, to speak on her chat comments re leadership model and her thoughts on this goals process.

James and Kyle volunteer to form a subcommittee. James says Eli and the leadership team will come up with a draft of goals by August 18. James and Kyle will review them by August 25 and have them ready for the September 13 regular Board meeting. Leadership team and subcommittee will work together in preparation for the presentation.

- Identify goals for ED for the next year. How many are appropriate? Should different areas be prioritized?
- Identify metrics and establish check-in frequency
- Establish SMART goals where possible (Specific, Measurable, Achievable, Realistic, Time bound)

James ends the discussion.

He notes that the next meeting is the annual Board meeting to elect board members to offices.

II. Future Agenda Items:

C. 2021-22 Revised Budget

D. Board:

- Annual Meeting (August)
- Board Calendar (Evaluations, Budgets, Contracts, Annual Meeting, Board member terms, etc.)
- Update board office responsibilities
- Board Evaluation Survey Results from ASBA

E. Teacher evaluation model

F. Handbooks:

- Employment Handbook
- Student & Family Handbook

G. Policies:

- Internship Policy
- Trip Chaperone policy - Field Trip section (IJOA-R)
- Facilities Rental policy
- Policy on Attendance for performances/auditions

III. Adjournment: James motions to adjourn at 6:22. Birgit seconds. James aye. Birgit aye. Phil aye. Ron aye. Debra aye. Kyle aye. No nays. No absentions. Motion carries.

Agenda Posted: 2021-07-26 3:15PM

Minutes Posted: 2021-07-27 8:30PM