AMERICAN LEGACY ACADEMY

Governing Board Meeting Minutes

Agenda Posted: June 13, 2026, at 4:35 PM

Date: June 15, 2026
Time: 7:00 PM
Location: Flagstaff Gymnastics and Cheer (Office)
2366 N. Steves Blvd., Suite B
Flagstaff, AZ 86004

Google Meets Link: https://meet.google.com/jjt-vohi-qoy

Notice: This meeting was held in accordance with all public notice requirements and in compliance with Arizona Open Meeting Law.

1. Call to Order

Board President Mary Karen Smith called the meeting to order at 7:02 PM.

2. Roll Call

Present

- Mary Karen Smith
- Dr. Alana Kuhlman
- Elizabeth Michelle Pahl
- Marissa Archer
- Elizabeth Dolle
- Shasta Garcia

Absent

- Jamie Giovale

A quorum was established.

3. Agenda Alignment Statement

All matters discussed, considered, and acted upon during this meeting were properly noticed and listed on the official meeting agenda. No action was taken on any item not listed on the agenda.

4. Approval of Prior Meeting Minutes

The Board reviewed the minutes from the March 23, 2026 Governing Board Meeting.

Motion:
Elizabeth Michelle Pahl moved to approve the March 23, 2026 meeting minutes.

Second:
Dr. Alana Kuhlman seconded the motion.

Vote:

- Mary Karen Smith – Yes
- Dr. Alana Kuhlman – Yes
- Elizabeth Michelle Pahl – Yes
- Marissa Archer – Yes
- Elizabeth Dolle – Yes
- Shasta Garcia – Yes

Result: Motion carried unanimously (6-0).

5. Action Item: Approval of Student Registration Process

The Board reviewed the Student Registration Process, including the Arizona Residency Documentation Form, Affidavit of Shared Residency, Official Notice of Pupil Withdrawal, McKinney-Vento Rights of Homeless Students, McKinney-Vento Student Residency Questionnaire, McKinney-Vento Caregiver's Authorization Affidavit, Registration Packet, and Printable Enrollment Application.

The Board discussed enrollment procedures and compliance requirements related to residency verification, student records, and state and federal enrollment regulations.

Motion:
Elizabeth Michelle Pahl moved to approve the Student Registration Process as presented.

Second:
Elizabeth Dolle seconded the motion.

Vote:

- Mary Karen Smith – Yes
- Dr. Alana Kuhlman – Yes

- Elizabeth Michelle Pahl – Yes
- Marissa Archer – Yes
- Elizabeth Dolle – Yes
- Shasta Garcia – Yes

Result: Motion carried unanimously (6-0).

6. Action Item: Approval of Student and Family Handbook

The Board reviewed the proposed 2026–2027 Student and Family Handbook and conducted a detailed discussion of several policies and procedures. During the review process, board members collectively proposed revisions to provide greater clarity, consistency, and accountability.

The following revisions were recommended by the Board and incorporated into the handbook prior to approval:

- **Student Retention Policy:** The Board added the language **"and/or teacher discretion"** to provide flexibility when considering student retention decisions based on professional judgment, student performance, and individual circumstances.
- **Dress Code Policy:** The Board removed the word **"modest"** from the dress code policy to provide clearer and more objective standards for dress code enforcement. The Board also added a consequence for dress code violations. Students who are not in compliance with the dress code will have the option of wearing school-provided attire for the remainder of the school day or having a parent/guardian contacted to bring appropriate clothing to school.
- **Cell Phone and Smart Watch Policy:** The Board revised the electronic device policy to include specific consequences for violations. Cell phones, smart watches, and other unauthorized electronic devices will be confiscated when used in violation of school policy.
    - **First Infraction:** The device may be picked up by the student at the end of the school day.
    - **Second and Subsequent Infractions:** The device may only be released to a parent or guardian.
- **Formatting and Editorial Corrections:** The Board reviewed the handbook for readability and consistency and directed staff to correct several spacing,

formatting, punctuation, and capitalization errors prior to publication of the final handbook.

Board members discussed the importance of establishing clear expectations and consistent consequences while maintaining a positive learning environment that supports student success. Following discussion and incorporation of the Board-recommended revisions, the Board determined that the handbook appropriately supports the school's educational mission, student success, and safe school operations.

Motion:
Dr. Alana Kuhlman moved to approve the 2026–2027 Student and Family Handbook as amended.

Second:
Elizabeth Michelle Pahl seconded the motion.

Vote:

- Mary Karen Smith – Yes
- Dr. Alana Kuhlman – Yes
- Elizabeth Michelle Pahl – Yes
- Marissa Archer – Yes
- Elizabeth Dolle – Yes
- Shasta Garcia – Yes

Result: Motion carried unanimously (6-0).

7. Discussion and Postponement of Employee Handbook Approval

Following approval of the Student and Family Handbook, the Board discussed the proposed Employee Handbook. Board members reviewed the handbook and discussed its policies, procedures, and employment practices. Board members also expressed a desire to allow additional time for review to ensure that the handbook accurately reflects the operational needs and expectations of American Legacy Academy prior to final approval.

Following the discussion, Board President Mary Karen Smith stated that several Governing Board members are employees of American Legacy Academy and therefore have a conflict of interest regarding the approval of the Employee Handbook. Specifically, Mary Karen Smith, Elizabeth Dolle, and Shasta Garcia would be required to abstain from voting on the Employee Handbook.

Because Board Member Jamie Giovale was not present at the meeting, the remaining non-conflicted Board members did not constitute a sufficient quorum to take action on the Employee Handbook.

Based on the conflict-of-interest considerations, the absence of a sufficient non-conflicted quorum, and the Board's desire for additional review, the Board determined that discussion and approval of the Employee Handbook should be postponed until a future meeting when sufficient non-conflicted Board members would be available to consider the matter.

Motion:
Elizabeth Michelle Pahl moved to postpone discussion and approval of the Employee Handbook until the next Governing Board Meeting scheduled for Monday, June 22, 2026, at 7:00 PM.

Second:
Dr. Alana Kuhlman seconded the motion.

Vote:

- Mary Karen Smith – Yes
- Dr. Alana Kuhlman – Yes
- Elizabeth Michelle Pahl – Yes
- Marissa Archer – Yes
- Elizabeth Dolle – Yes
- Shasta Garcia – Yes

Result: Motion carried unanimously (6-0).

The Employee Handbook will be placed on the agenda for the June 22, 2026 Governing Board Meeting for further discussion and consideration.

8. Call to the Public

Pursuant to A.R.S. § 38-431.01(H), members of the public were provided an opportunity to address the Board regarding matters within its jurisdiction. The Board may not discuss or take legal action on matters not listed on the agenda except as permitted by law.

No public comments were received.

9. Adjournment

Motion:
Elizabeth Michelle Pahl moved to adjourn the meeting.

Second:
Dr. Alana Kuhlman seconded the motion.

Vote:

- Mary Karen Smith – Yes
- Dr. Alana Kuhlman – Yes
- Elizabeth Michelle Pahl – Yes
- Marissa Archer – Yes
- Elizabeth Dolle – Yes
- Shasta Garcia – Yes

Result: Motion carried unanimously (6-0).

There being no further business before the Board, the meeting was adjourned at 8:04 PM.

Respectfully Submitted,

X Signed by: Elizabeth Michelle Pahl 6/16/2026
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Elizabeth Michelle Pahl
Board Secretary

X Signed by: Mary Karen Smith 6/16/2026
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Mary Karen Smith
Board President