AMERICAN LEGACY ACADEMY

Governing Board Special Meeting Minutes

Date: Saturday, July 4, 2026
Time: 2:00 p.m.
Location: Flagstaff Gymnastics and Cheer (Office)
2366 N. Steves Blvd., Suite B
Flagstaff, AZ 86004

Virtually on Google Teams

Governing Board Special Meeting

Saturday, July 4 · 2:00 – 2:15pm

Time zone: America/Phoenix

Google Meet joining info

Video call link: https://meet.google.com/vos-yyps-nps

Or dial: (US) +1 540-883-0127 PIN: 504 503 116#

More phone numbers: https://tel.meet/vos-yyps-nps?pin=4290616741927

1. Call to Order

President Karen Smith called the Special Meeting of the American Legacy Academy Governing Board to order at **2:04 p.m.**

Roll Call

Present:

- Karen Smith, President
- Elizabeth Dolle
- Dr. Marissa Archer
- Shasta Garcia

Absent:

- Michelle Pahl
- Jamie Giovale
- Dr. Alana Kuhlman

Voting by Proxy (Budget Item Only):

- Dr. Alana Kuhlman
- Jamie Giovale

A quorum was established.

Following roll call and the establishment of a quorum, President Karen Smith informed the Governing Board that **Kristen Morgan** had been hired to serve as the school's Business Consultant. Ms. Morgan will assist with the school's business operations, financial management, and budget oversight as American Legacy Academy prepares to open and throughout its first year of operation.

Budget Discussion and Possible Action

President Karen Smith presented the proposed Fiscal Year 2026–2027 operating budget for American Legacy Academy. The Governing Board reviewed the proposed budget and discussed several implementation items associated with the budget.

Board discussion included:

- Board members asked how instructional staff would request classroom and instructional supplies. Karen Smith explained that all curriculum-required supplies would be purchased prior to the start of the school year. Teachers with additional classroom supply requests will submit a list of requested items to the School Administrator for review and approval.
- Board members expressed a preference for employees to be paid on an every-other-week payroll schedule.
- Board members requested that administration communicate the date of the first payroll as soon as it is established.
- Board members discussed employee benefits and expressed a preference that benefits begin with the first payroll period, if administratively feasible.
- Board members discussed employee salary distribution options, including payment over either a 10-month or 12-month period. Following discussion, the consensus of the Governing Board was that employees should receive their salary over a 12-month period.

Following discussion, Elizabeth Dolle made a motion to approve the Fiscal Year 2026–2027 operating budget as presented. The motion was seconded by Dr. Marissa Archer.

Vote:

- Karen Smith – Yes
- Elizabeth Dolle – Yes

- Dr. Marissa Archer – Yes
- Shasta Garcia – Yes
- Dr. Alana Kuhlman (Proxy) – Yes
- Jamie Giovale (Proxy) - Yes

Motion carried unanimously (6-0).

2. Call to the Public

President Karen Smith called for Call to the Public.

No members of the public requested to address the Governing Board.

3. Adjournment

There being no further business before the Governing Board, President Karen Smith called for a motion to adjourn.

Motion: Elizabeth Dolle moved to adjourn the meeting.

Second: Shasta Garcia seconded the motion.

Vote:

- Karen Smith – Yes
- Elizabeth Dolle – Yes
- Dr. Marissa Archer – Yes
- Shasta Garcia – Yes

Motion carried unanimously (4-0).

President Karen Smith adjourned the meeting at 2:24 p.m.

Respectfully submitted,

Signed by:
Mary Karen Smith
25AC5A7AEF0D401... 7/4/2026
Mary Karen Smith

Signed by:
Elizabeth Dolle
6C892C4FD1C4432... 7/4/2026
Elizabeth Dolle