

La Tierra Community School

MINUTES

Board of Directors

Meeting Date: August 19, 2013

Date of Approval _____

Call to Order: A regular meeting of the Board of Directors, La Tierra Community School, was held at La Tierra Community School, Prescott, AZ on August 19, 2013. The meeting convened at 4:57 pm. Board President Danny Brown presiding. Members of the Board in attendance were Danny Brown, Kari Hull and Dan Boyce. Not present: Jamie Bjune, Claire Louge.
Staff present: Anna Barnum, Interim Director; Beth Cottle, Operations Officer, Dawn Klaiber, First Grade Instructor.
Guests: Ramona Melvin and Malan Parra, Parent Community Crew Co-Presidents; Bill Weber, Weber Insurance.

Motion to approve agenda, June 16, 2013 and July 15, 2013 meeting minutes: Danny Brown
Seconded: Kari Hull
Vote: 3-0-0

Community Forum and Participation: None

New Business-Review New Liability Quote and Coverage, Bill Weber-Weber's Insurance
Discussion and Possible Approval

1. Weber's has been insuring charter schools since charter school inception.
2. Weber's Insurance insures several schools in the area.
3. Bill Weber contacted Philadelphia and Hartford Insurance for quotes and found he could save LTCS money on what we were currently paying.
4. Philadelphia Insurance-Liability
 - a. FY13, D&O Coverage \$6028
 - b. \$3171 includes property insurance. This was not included in Colorado Casualty policy.
 - c. Also covers professional educators, legal liability, teachers and staff.
 - d. Defense reimbursement (unlimited, \$100,000 \$300,000 aggregate).
 - e. General liability.
 - f. Employment benefits-to protect from lawsuit from employees for not providing required benefits.
 - g. Sexual and physical abuse-\$1,000,000.
 - h. Business and personal property-contents \$100,000 replacement coverage; \$1,000 deductible.
 - i. Non-owner auto insurance-\$1,000,000.
 - j. Medical expenses are not covered. If a student is injured because playground equipment is not maintained (negligence triggers liability).
 - k. Many schools are buying accident policy, which would provide liability coverage at a school event.
 - l. It would increase the cost \$500-\$700 to add accident policy.

- m. We can approve new liability policy now and add accident policy in the future.
- 5. Philadelphia Insurance-Professional Educators Policy
 - a. Legal liability-Teachers and staff
 - b. Defense reimbursement (unlimited, \$100,000 \$300,000 aggregate)
- 6. Hired Auto, no physical damage coverage, lease agreement with Northpoint.
 - a. Hired physical damage coverage recommended if we lease Northpoint vans a frequently.
- 7. Board Insurance-Directors and Officers Liability Insurance-protects the Board of Directors.
 - a. Directors and officers liability insurance which protects the board.
 - b. Employer liability
 - c. Workplace violence-violent issue where an intentional act of violence
- 8. Employment practices retention
 - a. Wrongful Act \$5,000
 - b. Employment practices deductible \$10,000
- 9. Umbrella Insurance (\$850) would apply to liability, not Directors and Officers, covers general accidents and would extend liability coverage another \$1,000,000.

B. Danny Brown thanked Mr. Weber for his presentation, and expressed an interest to keep business local, and noted that the premium is less expensive.

Dan Boyce asked about retention and deductible amounts under different types of coverage.

- a. General liability-no deductible
- b. Educators' liability-\$1,000
- c. Sexual and Physical Abuse, Employment Practices, Property damage\$1,000 deductible

Motion to accept Weber's Insurance proposal: Danny Brown.

Seconded: Dan Boyce

Vote: 3-0-0

Strategic Plan Review-Power Point Presentation

Strategic Plan Meeting, January 2013 facilitated by Maggie Garvey.

- A. Strategic planning meeting attended by 20-25 community members.
- B. We devised a 3-5 year action plan based on the strategic plan created.
- C. Task was to identify strengths, weaknesses, opportunities and threats (SWOT).

Strengths

- a. This is the last year for AIMS, 2014-2015 will be PARCC Assessment/Common Core.
- b. National Expeditionary Learning group has received the state contract for New York, to develop staff training.
Provide resources for professional development through Expeditionary Learning.
- c. La Tierra is the only school in area focused on Expeditionary Learning.
- d. Jennifer Roderick's curriculum development skills as evidenced with curriculum approval by charter board.
- e. La Tierra earned a B in state testing, second year to be labeled.

Threats

- a. State funding has gone down over the last several years.

- b. Transient families and student populations.
- c. Twenty-six other charter schools in area.
- d. High poverty area.

Weaknesses

- a. Facility needs updating.
- b. Board should look at how to enhance transportation.
- c. Need more help in maintaining campus.

Opportunities

- a. Marketing should focus on Expeditionary Learning.
- b. Over-lapping service—What are some of the things that we can do to partner with other educational agencies? What services are available that we can contract with through Yavapai County?
- c. Can we partner with other schools to share services in future?
- d. Yavapai County Service Agency-Make sure that we stay connected with internal community and external community.
- e. Individual instructional program to look at each student and where the student needs to be, identifies each student to determine their best learning style.
- f. An IEP is developed, looked at regularly, SPED director, teachers behavior intervention plan with specific steps to work on interventions.
- g. Character traits-Six character traits will be strengthened by using common language among staff, MAC (multi-age crews) working on Character Traits.
- h. Thoughtful Classrooms-Implements a program in which teachers are trained, common language is used throughout the school.
- i. Policies and Procedures-not a lot of policies.
 - a. Kestrel's ASBA policies take laws by legislature put in draft policy manual, recommendation for policies based on current laws being passed.

Moving forward with Strategic plan.

- a. Half-day retreat to revisit strategic plan to review and reassess strategic plan and SWOT.
- b. Implementation of quarterly review with a matrix of action items.

Parent Community Crew (PCC) – Presentation of vision and organization

Give parents and families more opportunity to be involved and give them the tools to be involved.

- a. PCC fundraising efforts.
 1. AZ State Savings Book
 2. Target Red Card
 3. Pizza Thursday
 4. Box Tops for Education
 5. Help with school events such as Haunted House or Cinco de Mayo to help take the extra work from the teachers.
- b. Communication
 1. Thursday Letter will go home in Thursday folder weekly.

2. Volunteer Book was created to communicate volunteer opportunities and to track volunteer hours.
3. PCC wants to help recruit volunteers to help alleviate extra work on teachers' schedules.

Danny Brown discussed ramifications of PTA/PTOs

1. A separate 501c3 must be created.
2. Separate entity from the school.

PCC asked for guidance in moving forward and received the following advice and comments:

1. Director is not the person to organize every event. Director can't take on everything.
2. Vision to have a group to organize, director to communicate, conduit to sit down with Director with master calendar, calendar the steps out.
3. Clearly define roles and job descriptions of what to expect from team members, set goals and objectives of what you want to achieve. Start simple, small achievable goals.
4. When teachers see organization, they will be supportive.
5. PCC sits in on staff meeting, to present at faculty meeting. How can you (staff) participate?
6. Check with ADI to go into a school account with restricted funds.-Line item account. Clear documentation receipt for deposit.
7. Reimbursement or formal request to vendor.
8. Newsletter is the tool for communication
9. PCC should add information to weekly newsletter.
10. Put newsletter on blog.

New Governing Board Membership – Russell Erickson - Discussion and Possible Approval

Mr. Erickson was Director of several small schools including ACHIEVE Academy, EXCEL Education, Tri-City Prep 2nd Admin. He worked with several different school overseas.

Motion to approve Russell Erickson's membership on LTCS Board of Directors: Danny Brown

Seconded: Kari Hull

Vote: 3-0-0

Community Celebrations and Presentations-None

Financial Report (June 2013 & July 2013 financials)

1. Dan Boyce-ADI still on "probation," but sees no problem with current financial reports
2. Title 1 Funds-Title 2 (professional development)
ALEAT-Continuous improvement, Danny Brown can help Jen with that.

Director's Report (Anna Barnum)

1. Back to school night successful-it was nice to meet families, teachers presented to parents in one on one parent time to explain policies and field trips. Finished with a potluck.
Closed back to school night with a community circle.

2. Field Trip to Chapel Rock-Nearly 100% of students attended and participated in team-

building, MAC crews. We will be working in MAC groups on long-term service projects, college and career readiness, each MAC group has a college mascot. Contracted with PUSD so kids got to ride school buses, worked well for this field trip, because it was local and financially viable.

3. Learn Pad computer tablets have been ordered, but have not yet arrived. Learn Pads will give kids and opportunity to use technology everyday, curriculum program will individualize learning, the program will differentiate where each student is in skills.
Mango Language program-differentiate levels for Spanish.

4. Butterfly garden planted for first grade students. Milkweed plants have been planted to attract monarch butterflies.

5. NELA students came to do service work first week in school.

6. Volunteering Program-Tracking and energy and momentum of PCC.

7. All teachers are now first aid and CPR certified.

8. Thoughtful Classroom Professional Development training is scheduled monthly for faculty, and includes behavior management, learning styles.

General Announcements

Meeting time-Mondays not a good day for everyone. Will look at different options next Board Meeting.

Next Board Meeting To Be Announced

General Announcement:- None

Call to the Public

Community members who want to address the Board do not need permission in advance, but need to notify the Board that they are present and that they want to speak to the Board. Each person who wants to speak to the Board will be given three (3) minutes to do so. However, the Board may limit the number of persons speaking on each issue to a reasonable number of persons. Pursuant to A.R.S. § 38.431.02 (H) the Board can discuss or take action ONLY on matters that are listed on the Agenda. Board action on issues that are not listed on the Agenda is limited to directing staff to study the matter or to schedule the matter for further discussion at a future Board meeting.

Motion: There being no further business before the Board, Danny Brown moved to adjourn the meeting.

Seconded: Russ Erickson

Vote: Motion carried by unanimous approval. 3-0-0

Meeting ended at 6:47 pm.