

La Tierra Community School
Monthly Meeting of the Board of Directors Minutes Tuesday, January 22, 2013
Present: Jamie Bjune, Dan Boyce, Jordana DeZeeuw Spencer
Members not present: Danny Brown, Chuck Dorsey
Staff: Jennifer Ross, Laura Prosseda
Meeting called to order – Jordana S 4:53pm

- I. Approval of Consent Agenda
 - a. Motion to approve – Dan B
 - b. Second – Jamie B
 - c. Approved unanimously
- II. Community Forum – No One Present
- III. Community Celebrations and Presentations
 - a. Jordana S was very impressed with Martin Luther King, Jr. Day of Service events. Dan B spoke with Maggie Garvey, coordinator of the event, and she reported that the event went very well. Jennifer R also agrees, the group of volunteers at LTCS accomplished a lot and it was very nice to have them here. Jordana’s class was here to help facilitate and they all had a very positive experience.
- IV. Financial Report
 - a. We are up to date and have all of our receipts turned in to ADI as of today. The financial report does not reflect those receipts, as the report was generated prior to today. Peter Dorsey is traveling for Professional Development and those will be the only outstanding receipts.
 - b. Dan B noticed on the balance sheet that last month we had a June 30th, 2012 column, something we had requested of ADI, and this time the column is not there. Jennifer R reports that John put this report together quickly because ADI is in the midst of end of year tax preparation.
 - c. Needing clarification – Line items 6343 is listed as “instructional Aids;” does this refer to materials or people? If it is people, it should be listed as “Aides.” This is also the case in line items 6114 and 6154. 6810 on page one “Dues and Fees.” Why is there such a big difference between this year and last year? The utility costs have gone up this year and it is most probably due to the fact that the upstairs is occupied, too. On the A/P Aging Detail, why is there still a \$1,275 bill to Brandon Ward? Jennifer R will get these questions to John at ADI and get back to the board.
 - d. There is an overall concern that LTCS is still overstaffed. This may lead to not having enough money at the end of the fiscal year. Jennifer R has been thinking about this and is trying to come up with a solution. One area that could be looked at is classroom aides – are we using our support staff most efficiently?
- V. Director’s Report (Jennifer Roderick)
 - a. Enrollment Cap – has been approved.
 - b. Procurement Policy – has been approved.

- c. 7th and 8th Grade – Jennifer R and Dave DenHartog have met to work on the curriculum. It has not been submitted to the AZ State Board for Charter Schools yet because there have been recent changes in the requirements and Jennifer would like to be sure to submit all of the documentation required. She is in contact with Joanna Medina at AZSBCS to make sure all of the correct documentation is submitted properly. This all means that we won't be on the agenda until May, so we won't be able to inform parents of the decision until then. In question now is whether LTCS will still add a 7th and 8th grade as a private school if we don't get approval. The answer is that the Governing Board will have to discuss it if that is the case. The material will all be submitted by February 21st, 2013.
- d. Professional Development – Also in question is the sustainability of LTCS' contract with Expeditionary Learning. The board will discuss this at a later date. Jennifer is taking a look at reducing the amount of services received by Expeditionary Learning, including the number of PD days in the MOU. Jennifer is looking into other rich PD opportunities including "Knowledgeable Classrooms" and "Responsive Classrooms." The faculty is in full support of this.
- e. Strategic Planning - Maggie Garvey will be putting together an online survey that will go out to all those involved in the strategic planning process. The folks involved are very excited, there was a meeting to orient participants on the process and there were already ideas flying around the room.
- f. Enrollment Dates – Jennifer and Laura set the dates for the enrollment periods. There was a blog sent out to families informing them of the dates. This information will be added to the LTCS website by the end of this week. Jennifer and Laura want to run a radio ad to advertise the enrollment information. The board is in support of this. Jennifer put together fliers on the "Look at La Tierra" orientations and will distribute them to pre-schools and in other places in the community. The "Look at La Tierra" orientation sessions held during the school year will take families on a tour of the classrooms so they can see the students in action. The summer sessions will show a "virtual tour" video so those families can still get a sense of the classrooms. The board really likes this idea. Jordana S gives a bit of feedback from being a parent at last year's session: any little ones who were with their families stayed in the room and it was hard to hear the facilitator with the kids in the room. It is suggested that we get a volunteer to take them either outside or to another room.
- g. Hiring and Grade Configurations - Jennifer R. suggests putting grade configurations on the next board agenda so that we can start to think about hiring.
- h. AIMS – Jennifer has ordered all appropriate materials for testing and is taking courses on AIMS. We are on track to take the tests in our testing window in April.

- i. Student Teacher Connection – Jennifer and Laura will be inputting the appropriate data to finish aligning our data management system with Arizona Department of Education. School Master is helping us take the appropriate actions to finish this, as well as to be hosted through the web. This will allow our teachers to utilize a grade book feature from any computer. Included in this support is a set of webinars, which will bring Jennifer and Laura up to speed on how to use these new tools. Board questions whether LTCS would still “own” the data that is web hosted. Jennifer R will find out the answer.
 - j. Fundraising – A video “Cracking the Code” will be shown as part of the 40 Days of Peace project. There will be a charge to see the video. Later in February, LTCS will plan a Masquerade Ball with silent auctions, price per plate and other means for raising funds. A date will be set for this event next Tuesday. Cinco de Mayo will also be a fundraising event. Ms. Mima’s sister is in a performing arts group and want to come up from Mexico to perform at this event. Jennifer is hoping this event will be held at LTCS to attract attention to the site. The board is in full support of these ideas.
 - k. Painting the Building – Jennifer spoken with LTCS’ landlord, Bill Feldmeier, about painting the building. He has already hired a team of painters, LTCS needs to raise \$3,200.00 to pay for the labor and Bill Feldmeier will pay for everything else.
- VI. Old Business
- a. See Director’s Notes V. e.
- VII. New Business
- a. See Director’s Notes V. f.
 - b. Physical Space/Rental – Next year, primary would be housed downstairs at 124 N Virginia St., middle school would be housed upstairs. Special Education would be housed in the office Laura currently occupies. Jennifer talked to Bill Feldmeier about using the rental houses next door as office space, as Mt. Oak School did. He is open to the idea of renting one of the buildings to us for around \$900.00 per month. If that is the case, the director and business manager will have offices in that building. The alternative is to get a modular building to house administrative offices. The only speed bump to that is that Bill would need to know, potentially, before we find out about the approval of the 7th and 8th grade. If we are not approved for 7th and 8th grades, we will fit in the 124 N Virginia St. building.
- VIII. General Announcements
- a. The board thanks Jennifer for her leadership.
- IX. Motion to Adjourn (6:08pm)
- a. Jordana S moves
 - b. Dan B seconds
 - c. Approved Unanimously