

La Tierra Community School
Monthly Meeting of the Board of Directors Minutes Monday, April 15, 2013
Present: Dan Boyce, Jordana DeZeeuw Spencer, Danny Brown, Jamie Bjune
Member(s) not present: Chuck Dorsey
Staff: Jennifer Roderick, Beth Cottle, Mary Layman
Others present: Maggie Cox, Catherine Palm-Gessner, LaBeth Pondish, Patricia
Crean, Mary Curran-Perkins
Meeting called to order – 4:35 pm

- I. Approval of Agenda
 - a. Motion to approve-Dan B
 - b. Second-Jordana DeZeeuw
 - c. Unanimously approved

- II. Community Forum/Participation-None

- III. Community Celebrations and Presentations
Presented “LTCS Thank You” video

- IV. Financial Report (Jennifer Roderick-prepared by ADI)
“Aftercare” is breaking even or slight profit. Introduced P.U.S.D.’s Kids & Co.
as a possible model for future to make it more affordable for families and more
profitable for the school.

- V. Director’s Report (Jennifer Roderick)
 - a. First day of AIMS testing went smoothly.
 - b. In communication with Dr. Francis regarding this year’s AZSCP grant.
 1. He approved year 3, but put it on hold due to potential growth
possibilities.
 - a. Enrollment cap of 200 students by year 2016. Enrollment
cap delineated with expectations of growth, student and
staff, for each year.
 - b. Concern of ‘fitting’ on our current site.
 - c. We shared our marketing strategies and our strategic action
committee’s goals.

VI. Old Business

a. Board Development and Policy Review

1. First step is to identify Tier 1 policies and timeline for completion. Danny Brown and Jennifer Roderick would cross-reference current policies to avoid redundancy. Danny Brown suggested that all policy revisions be written in a handbook to submit to the board for approval.
 - a. Which policies would have potential impact in future?
 - i. Faculty request for days off.
 - ii. Student absenteeism
 - iii. Combine lockdown, environmental, safety and emergencies in single policy?
 - iv. School travel and field trip policy.

b. Proposed FY14 Faculty and Staff Pay Scale

1. Update version 4/15/2013; BA, BA+15, BA+30, MA +30 and/or CHE (1 credit hour, 45 clock hours)
 - a. Expeditionary learning not tied to credits; convert to Professional Development Hours to offer incentive.
 - b. Failure to keep certifications current, or if fingerprint cards expire may result in a reduction of pay.
 - i. Second bullet under benefits, "Currently LTSC does not participate.
 - ii. Third bullet to define a 'clock' hour.
 - iii. Use the word 'step;' not year.
 - iv. Cost of living increase?
 - v. Presumably salary schedule would shift with time.
 - c. Board can decide to add funds if funding is increased by State Legislature.
 - d. Compared current faculty schedule with proposed salary schedule--\$168,000 to go to next step.
 - e. Jennifer can start writing work agreements with this number.
2. Operations Officer salary TBD.
3. Motion to approve-Danny Brown
 - a. Second – Jamie Bjune
 - b. Approved unanimously.

VII. New business

a. Maggie Cox Educational Services Invoice Discussion-Maggie Cox

1. Regarding the contract agreement and payment of invoice for work performed by Maggie Cox Educational Services.
 1. Ms. Cox is seeking payment for her final invoice from last year.
 2. There is not a signed contract. Maggie does not have a copy of the contract with her signature.
 3. Ms. Cox said that Charles Mentken and Anita Fernandez never mentioned a pay amount or a limit of funds, nor discussed money with David DenHartog.

4. Jordanna brought up that we have already paid more than what the grant approval; to date paid \$8125 for educational consulting.
 5. The AZ-SCP grant was approved for \$5,000.
 6. ADI never received an amendment to increase the pay.
 7. Jordana and Jamie said that we need to go through the current invoice, line by line, with Charles Mentken and Anita Fernandez to scrutinize the charges.
 8. How do we go about authorizing payment for something from the previous fiscal year?
2. No Signed Contract for Educational Services with Maggie Cox.
 - a. The Board needs to know the scope of work.
 - b. Danny Brown stated that upon reviewing the invoice, the product that was produced was “k-6” curriculum maps, that were submitted to the state charter board. Maggie said she also worked on the charter school extension.
 - c. End of June 2012 was end of contract term.
 - c. Maggie claims that David denHartog asked Maggie to sit in on expeditions to become familiar with the foundation of the curriculum.
 - d. Maggie also claimed that Anita Fernandez and Charles Mentken asked her to be there to complete the job.
 - e. Maggie said that Fernandez and Mentken told her to be present June18-20. Previously she stated that Mr. Den Hartog asked her to be present.
 - f. The current Board of Directors did not authorize working with Maggie Cox.
 - g. Danny Brown said he would contact Mentken and Fernandez to provide clarity and what was agreed to and expected.

b. FY14 M&O Budget

1. Numbers for budget look good based on continued enrollment.
 - a. \$13,600 surplus based on an enrollment of 95 students (counting Kindergarten students at half funding).
2. Budget based on the following:
 - a. Used expenses from this year as baseline.
 - b. Added new positions
 - i. Added all new teachers at \$33,000 (should provide some cushion.
 - ii. Art and music
 - iii. Teacher aide (k)
 - iv. Full-time SPED aide
 - v. Jordana DeZeeuw Spencer wanted to know if we factored in a pt administrator in budget.

vi. Would be good to pay off loan payments out of this year's funds rather than last year's.

c. FY14 Calendar

1. Schoolweek Monday through Thursday.
2. Calendar year for K-6 students 8:00am-3:15 pm
3. K-6 has 6 extra days above and beyond required student attendance.
4. K-3 grades can schedule extra time for breaks.
5. Seventh graders will start 1 week earlier for Orientation.
 - a. Should 7th grade teacher receive a stipend for extra week of work?
5. Since many families also have students at Northpoint; consideration of their school schedule and events was taken into consideration.
6. There are five scheduled Fridays for students to participate in fieldwork to support Expeditions.
7. Friday Schedule for Faculty
 - a. Two hours of PD for faculty. Teachers want David Den Hartog to train more frequently.
 - b. 1 hour business meeting.
 - c. Thoughtful Classroom training 1 Friday a month.
 - d. Remaining time for lesson support and planning.
8. Friday schedule for students and families.
 - a. Danny Brown would like to provide Quarterly electives for k-3; 4-7.
 - i. Could tax money be used for scholarships?
 - ii. Good volunteer opportunity for community members.
 - iii. Any requirements for community members? Fingerprint cards.
 - b. Do Chino Valley and Mayer districts offer any programming for their students for Fridays?
 - c. Concern that too much time will be spent on planning Friday activities
9. Motion to Approve FY13 Calendar-Danny Brown
 - a. Second-Jordanna Spencer
 - b. Approved unanimously

VIII. Executive Session on personnel matters pursuant to A.R.S. 38-431.03(A)(1), Director Evaluation.
Executive session began 5:48 pm
Executive session ended 6:13 pm
Motion to approve Director Evaluation: Danny Brown
Second: Jamie Bjune
Approve unanimously

IX. General Announcements
None

X. Motion to Adjourn-Danny Brown

1. Second-Jordanna Deezu Spencer
2. Approved unanimously.