

11/6/2013

La Tierra Community School
Monthly Meeting of the Board of Directors Minutes Tuesday, February 19th, 2013
Present: Dan Boyce, Jordana DeZeeuw Spencer, Danny Brown, Chuck Dorsey
Members not present: Jamie Bjune
Staff: Jennifer Ross, Laura Prosseda
Meeting called to order – 4:37

- I. Approval of Consent Agenda
 - a. Motion to approve – Dan B
 - b. Second – Jordana D
 - c. Approved unanimously
- II. Financial Report – Claudina Douglas, ADI Business Solutions
 - a. Cash Flow Report
 - i. January figures are actual, the rest through July is projected. School doesn't get equalization in June or July.
 - ii. The 100th day has passed, the payment for that calculation will not be in the LTCS account yet, however.
 - iii. ADI projects out to July to see what the expenses vs. income is to be sure there is enough money to make it through July.
 - iv. Payroll is higher in June due to the balance of pay payments for the teachers to finish out the fiscal year.
 - v. LTCS applied for the IDEA grant, which was approved for \$15,982. That money will be received in February, but will be used to cover the salaries of Clare Ellis and Dena Cohen-Copeland.
 - b. Balance Sheet
 - i. Maintenance and Operations funding can be used to pay down principal on the loans LTCS owes.
 - c. Claudina suggests applying for another enrollment cap before the end of this year and to request to lift the cap to 200 so that there will be no need to continually lift the cap.
 - d. Jennifer and Claudina will meet in March 20th to begin putting together the FY14 budget, as well as to look at the AZCSP budget for the final round. The budget needs to be approved and submitted by or before July 5th. Revised budget for FY13 also needs to be submitted by May 15th, which ADI will be working on. Jennifer will get a budget worksheet to Danny B and Dan B by April so that they can begin to plan out the budget for FY14, 15 and 16.
 - e. Danny B suggests, in looking forward, not using Maintenance and Operations funds for Professional Development, instead, utilizing Yavapai County, District and Title II funding and PD opportunities.
- III. Community Forum – No One Present
- IV. Community Celebrations and Presentations
 - a. Danny B wishes to congratulate everyone involved in the strategic planning session. Maggie Garvey did a fabulous job of facilitating the evening. Thank you to Jennifer and Laura for putting together the

logistics for the evening. It was excellent to have parents who are committed and invested involved.

V. Director's Report (Jennifer Roderick)

a. Student Teacher Connection

- i. Jennifer is setting up STC within our Student Management System, SchoolMaster. When she began doing this, she realized that our SchoolMaster system was not up to compatible with STC formatting. Jennifer requested a quote from Tyler Technologies to switch the SMS system to a web-hosted format. This will also allow teachers to input data into SchoolMaster from any computer they wish to use.

b. Staff Contracts

- i. Core faculty contracts should be offered as soon as possible. Generally, faculty should be offered a renewal of contract and are then given 30 days to sign or submit a letter of resignation. Jennifer will look at and/or edit the current contract and send it to Danny B before offering them to the staff.

c. Enrollment

- i. Enrollment dates have been set and packets have gone out to currently enrolled families. The re-enrollment period for currently enrolled students began today and ends March 1st.
- ii. Look at La Tierra sessions will consist of a short introduction with Jennifer, a short visit to each classroom, followed by a question and answer session with Jennifer. Danny B suggests adding evening information sessions before the end of the year for families who work and aren't able to attend a morning session.
- iii. Advertising for these sessions should begin immediately and should be specifically targeted toward driving people to these sessions. The Daily Courier and local radio stations should be contacted; Danny B suggests looking into all avenues for free public service announcements possible. Danny B suggests soliciting marketing organizations to give LTCS presentations since we have AZCSP funds available for marketing.

d. School Safety

- i. Last week LTCS was instructed to go into a lockdown procedure by the Prescott Police Department due to a robbery at the AZ Credit Union. The lockdown went very smoothly and Jennifer got a letter out to families informing them of the events that day. Jennifer has been getting very positive feedback from families about her response to the situation.
- ii. Jennifer has been attending school safety meetings, becoming informed of the documents that are necessary to be in place, and is working on a draft of a safety procedure to bring to the board for approval.

e. AZ Charter School Program Site Visit

- i. There will be a site visit by the State Board for Charter Schools at LTCS in April to look at LTCS curriculum.
 - f. Attendance Policy
 - i. Jennifer is working on creating a formal policy on attendance so that parents are well informed about LTCS policy, AZ state law, etc.
 - ii. Jennifer and the staff have been crafting an “Academic Accountability” plan for incentives for students to complete their work. Danny B suggests talking to other Charter schools about how they deal with attendance and student make-up work. The LTCS board will include this issue in their policy work this summer.
- VI. Old Business
 - a. Strategic Plan
 - i. Maggie Garvey did a really nice job in putting this final document together. The format is great and it is suggested to have a “quarterly review” in which chairs of the committees gather and report out on their progress.
 - ii. Motion to formally approve the Strategic Action Plan – Danny B
 - iii. Second – Dan B
 - iv. Approved Unanimously
 - b. Board Development
 - i. Danny B would like to see the board identify a list of policies that need to be developed as well as a timeline for when they will be completed and approved. This list should be developed by May.
 - ii. The board will also be developing a plan for the fiscal stability of the school. The board will be reviewing options for retirement plans for teachers as part of their financial planning process.
 - c. Director and Operations Officer Job Descriptions
 - i. Drafts of job descriptions for Director and Operations Officer have been given to the board in hard and electronic forms. Each member of the board will review the descriptions, make revisions and bring those revised copies back to the March 25th board meeting to approve.
- VII. New Business
 - a. Laura Prosseda Resignation (No personnel matters will be discussed in open session, this is only a voting matter)
 - i. Motion to approve – Danny B
 - ii. Second – Chuck D
 - iii. Approved Unanimously
 - b. Approval to offer employment to Beth Cottle as Operations Officer
 - i. Jennifer has interviewed Beth and feels she is a good fit for the position.
 - ii. Laura has offered to take her last two weeks to train Beth in the new position. Beth will take over the position after spring break.
 - 1. Motion to – Dan B

2. Second – Jordana D
 3. Approved Unanimously
- c. Current Sample Work Agreement
- i. This item has been tabled until March board meeting
- d. Director Evaluation
- i. This item has been tabled until March board meeting. The evaluation will, however, go out to the community in the next two months. The board wishes to use the template that Anita Fernandez created and used last year. The evaluation will be given to all parents, teachers, support staff and board members. An executive session will be added to the April board agenda to discuss the results.
- e. Tyler Technologies SchoolMaster Web Hosting
- i. Danny B asks how the \$600 for web-training (listed on the quote) will be used, to which Jennifer responded that it is flexible and up to the director and faculty.
 - ii. Motion to approve – Dan B
 - iii. Second – Jordana D
- f. Silver Strong and Associates/Thoughtful Classrooms
- i. This agenda item will be tabled for the March board meeting to take a further look at what this would cost.
- g. Greater Yavapai Purchasing Consortium
- i. Yavapai County Charter Association and the Central Yavapai Fire District will run a co-op called the Great Yavapai Purchasing Consortium. As a member of YCCA, LTCS will be able to purchase a large volume of supplies at a lower cost.
 1. Motion to approve joining the Consortium – Dan B
 2. Second – Jordana D
 3. Approved Unanimously
- h. Renting the 134 N Virginia St. Property
- i. LTCS will be adding a 7th grade, as well as “unthreading” the 1st and 2nd grade classrooms. This will necessitate more space for classrooms, which the 124 N Virginia St. building will not accommodate next year. LTCS would use 134 N Virginia St for administrative offices and teacher workspace.
 - ii. Jennifer met with Bill Feldmeier, owner of both buildings, to discuss the logistics of the building. Bill would amend our lease to add the rent amount of the small building to our current lease. The board would like to see some budget numbers before approving this. Bill needs to know our decision by the end of March.
- i. Grade level expansion
- i. Kindergarten, first grade and second grade will be separated out into their own separate classrooms. Third and fourth grade will be together in the same classroom. Jennifer proposes having a math, a humanities and a science teacher for the middle school. Teachers who are teaching specialty classes need to be “highly qualified” in

that area in order to be hired. Danny B will research that issue.
No approval needed at this time.

- VIII. General Announcements – No general announcements
- IX. Motion to Adjourn – Dan B (6:49pm)
 - a. Second – Jordana D
 - b. Approved Unanimously