

La Tierra Community School
Joint Meeting of the Governing and Corporate Boards - Meeting Minutes
Thursday, June 12, 2015 - 5:15pm

Present: Brian McVickers, Russell Erickson, Julie Baker, Margaret Antilla, Jennifer Roderick
Faculty: Anna Barnum, Beth Cottle

AGENDA

I. Brian McVickers called the meeting to order at 5:46pm

II. Jennifer Roderick made a motion to approve the consent agenda and board meeting minutes from May 14, 2015 and May 21, 2015. Russell Erickson Seconded. 5-0-0.

III. Community Forum/Public Participation - None

IV. Director's Report

1. La Tierra Community School Fourth Grade Student (Breckyn Tubbs) Bee/Colony Collapse Disorder article published in the Daily Courier
<http://dcourier.com/main.asp?SectionID=1&SubSectionID=1086&ArticleID=146101>
2. Teacher Work Week Highlights:
 - Developed a School Motto and Mantra:
 - i. Build a Love of Learning, Bridge Community and Character, Become a Citizen Scholar, Because learning is an Adventure of the Heart.
 - ii. I will learn, love, laugh, and lift
 - Outlined our Professional Development Work Plan Goals:
 - i. Fostering a Culture of Literacy-In the EL world, literacy rich curriculum, it is driven by text. Use anchor text for each case study.
 - ii. Embedding STREAM
 - Anna and Jen are looking at a new Teacher Evaluation Model using Teacher Portfolios to monitor teachers progress based on the Thoughtful Classroom Teacher Effectiveness Framework. We will continue to collaborate on the criteria and outline for this to be presented to the faculty during the teacher work week in August. E-format of portfolios as well as
 - Purchase property and La Tierra.

V. Financial Report

Jennifer Roderick and Russell Erickson reported that La Tierra is in a good financial position as we close out the school year. We are looking at closing the fiscal year with a cash balance close to \$40K. There are no glaring concerns with our budget to date. Our fiscal year closes on June 30, 2015. We would like to pay our loan of \$10,000. to Doug Hulmes back. Kristy Aston from BSS suggested that we do this just after the fiscal year close out and prepare a check for reimbursement to Mr. Hulmes in July, 2015.

VI. New Business

1. Jennifer Roderick, Anna Barnum and Beth Cottle proposed a detailed New Leadership Structure and Administrative Transition Proposal for 2015-2016 School Year. The presentation included the proposed appointment of Anna Barnum as the new Director/Principal of La Tierra Community School and Beth Cottle as the Operation Director. See the attached document (Appendix A) for a concise write up of the proposal and delineation of Shared Leadership roles and responsibilities.

The Board considered:

- Do both Anna and Beth have the background experience and expertise to fill the delineated roles accordingly? Is this model supported by faculty? Is Anna supported by the faculty to move into this new role? How can the board best support this transition? What are mentoring options?

As the interim Director of LTCS during Ms. Roderick's maternity leave (five months shadowing Ms. Roderick and working independently in the seat of Director, Anna:

- Was trained Arizona Department of Education reporting and grants management
- Was trained in payroll and accounts payable
- Fashioned all schedules for the 2013 school year: bell schedules for all classrooms, specials schedules, school wide calendar
- Became a signer on our bank account and has a solid grasp on pay roll
- Completed the annual auditing process side-by-side myself and Beth
- Facilitated classroom walkthrough observations and mentored new teaching faculty
- Managed behavior problems, including one that ended up needing legal support from our school lawyer
- Attended and facilitated governing board meetings and completed Directors reports and budget explanations
- Facilitated the beginning of the year teacher work week training
- Set up, scheduled and participated in Thoughtful Classroom Training, Learn Pad Training and Odyssey Learning Program Training for faculty Professional Development that would continue throughout the 2013-2014 school year.
- Competed all new enrollees Blue Cross Blue Shield documents
- Helped to monitor and support a struggling teacher who ended up resigning mid year and helped to fill the new position that opened.
- Complete a weekly newsletter (the Noticias - which is now monthly)
- Coordinated a huge October fundraiser - the Children's Peace Project and LTCS Haunted House
- Facilitated Look at La Tierra Open House Tours for new and interested families.
- Increased student enrollment

Throughout this tenure, Ms. Barnum was charged with leading our learning community, beginning a school year with a bang, completing the multitude of cumbersome duties of reporting to the state at the beginning of a fiscal year and school year, training faculty, preparing all for successful teaching and learning, and getting to know the parents and students of LTCS.

As an assistant administrator (side-by-side art part-time art teaching) over the past 2 year, Anna has continued to:

- Participate in all interviews for new employees on campus
- Be La Tierra's scheduler for all class schedules, master specials schedules, our school year calendars, etc.
- Coordinate Community Connections
- Coordinate Fieldwork Opportunities (ie. reserving campgrounds for teachers, finding out about availability for school groups and tours, etc.)
- Liaison between LTCS and Yavapai College Performing Arts programs for schools
- Coordinates and facilitates all fundraising events sponsored by LTCS
- Reviews all budgetary documents
-
- Maintains a signer on our school's accounts
- Is part of the auditing processes
- makes administrative decisions about severe behavior consequences
- Sits in on behavior meetings
- Supports and mentors new and old faculty members

-
- Acts as a liaison between the faculty and administration
- Helps with teacher evaluations
- Helps to edit and review all letter to families including those that have come from the board to our learning community with messages of significant changes to our school this spring
- Writes press releases
- Coordinates marketing with the radio stations

Anna has the disposition to lead a team as a dedicated, organized, and graceful human being who can always see multiple ways to design a solution to a collective challenge. She listens, internalizes, researches and then proposes solutions, ideas, etc. Anna is extremely resourceful, is born and raised Prescott and is highly regarded by all of her peers and past colleagues. She has the capacity to continue grow our community and has the experience to step into this role and have a solid foundation from which to grow. She has been a pivotal member of our learning community's foundation. She is trained in EL.

The Leadership plan considers the vast responsibilities of the Director of LTCS and a refined vision of our entire faculty to establish, ground and implement a shared leadership model - as Margaret Antilla exclaimed, a genuine servant leadership model - that is well thought out, very intentional, backs itself up and considers the leadership challenges we have faced as a learning community that we have the capacity to refine.

The proposal is that the board consider this plan and that the 2015-2016 school year be a trial year for the New Leadership Model for all faculty and staff. As Anna transitions into the role of Principal, and we increase our HR/Operations Director role, we feel as though this could be a solid model from which to grow.

Beth has expressed that she is relieved with this model, looking at her new responsibilities and having the more mundane tasks taken off her plate and meaningful ones added. Beth has had a desire to assume many of the new responsibilities of the Operation Director prior to proposing this plan. This week, she and Anna have already begun collaborating and work well as a compatible team. Both have proposed that we join the Chamber of Commerce in order to build community relationships and community recognition of LTCS, have been working with one of our dedicated volunteers to support her continued efforts to beautify our school grounds, have reviewed documents and criteria for our annual audit this July, have worked with me to determine who will need access to particular Department of Education and HR accounts for maintained responsibilities, have begun to craft a 2015-2016 administrative duties calendar based on last year's responsibilities, and fashioned ways to save money in our proposed FY16 budget.

The board suggested that certain support structures be put into place to maintain a smooth transition. Jennifer Roderick will be assigned as a mentor for Ms. Barnum and stay on faculty from a distance as a curriculum support specialist for new and returning faculty. We have a structured new teacher mentor system in place where our new teachers are partnered with seasoned LTCS teachers and have structured weekly check-ins.

The board would also like to assign a member to complete monthly to bi-monthly check-ins with Ms. Barnum to maintain administrative and governance support of her in this new capacity. They

would also like to structure a specific “new-administration” support and evaluation tool.

The Board and new Administrative Team will meet mid-year (January) to review the progress of the new leadership model.

After much thoughtful discussion, the board made a motion.

Margaret Antilla made a motion to approve the New Leadership Structure appointing Anna Barnum as the Principal of LTCS and Beth Cottle as the Operations Director given:

- Anna’s acceptance of the position through the submission of a letter of intent for the principal position, updated resume, and an attestation document of leadership experience
- Beth’s acceptance of the position through the submission of a letter of intent for the Operations Director position, updated resume and an attestation document of HR experience

Seconded Russell Erickson. Approved 5-0-0.

2. SY16 Annual Budget Adoption - The Boards reviewed the proposed FY16 budget with explanations from Russell Erickson and Jennifer Roderick. The budget is balanced, conservative and a good working model based on our estimated students counts. Russell Erickson moved to approve the FY16 budget as written. Julie Baker seconded. Approved 5-0-0.
3. The board reviewed Claire Louge’s resignation letter. from the governing board - Julie moved to accept Ms. Louge’s resignation. Seconded Jennifer Roderick. Approved 5-0-0.

VIII. General Announcements - None

IX. Meeting Adjourned - 6:55pm

Appendix A:

LA TIERRA COMMUNITY SCHOOL LEADERSHIP STRUCTURE

Proposed New Leadership Structure for 2015-2016 School Year

Corporate Board

Member(s): Jennifer Roderick (Charter Holder), Brian McVickers, Gret Antilla, (+ 2 additional open positions)

Role: Oversees the Board of Directors (Governing Board)

Responsibility: The financial corporation of La Tierra Community School

Governing Board

Member(s): Brian McVickers (Board Chair), Russell Erickson, Julie Baker, Sierra Wilson (three open positions)

Role: Oversees the School Principal (Director) and Operations Director

Responsibility: The overall operations of the school and ensures sound fiscal decisions

Principal (School Director)

Member(s): Anna Barnum

Role: Oversees the academic programs, curriculum, and faculty/staff of La Tierra, Management of Behavior Plan, State Accountability/Grants, Student Accountability

Responsibility: All executive decisions and academic programs

LTCS Leadership Team

Member(s): Anna Barnum, Dave McNelly, Mary Layman, Beth Cottle

Role: Supports administration with programmatic decisions and student accountability

Responsibility: Works in collaboration with the school director to make programmatic decisions and oversees student accountability (behavior plan)

Operations Director

Member(s): Beth Cottle

Role: Oversees the business operations of La Tierra

Responsibility: Manages Payroll and Accounts Payable, HR, New Hire Paperwork, Accounting (ie. Student Fees, Tax Credit Donations, Square Account, etc.) and Student Information System/State Reporting

Office Secretary

Member(s): (To Be Filled):

Role: Front Desk, Face of the School

Responsibility: Attendance, Phones, Secretarial Duties for Principal and Operations Director, Payments Receivable

Special Education & Title I Facilitator

Member(s): Cyndi Reynolds

Role: Special Populations Coach and Team Leader

Responsibility: All special education services for students and implementation of school-wide Title I program. Assists with Student Accountability (behavior plan) as needed and facilitates special populations PD throughout the year for faculty, staff and parent body.

STREAM Teacher Leaders

Member(s): Dawn Klaiber (Technology), Anna Barnum (Art), Beth (Science/Engineering), (TBD - Recreation.... Math....)

Role: Contact person on site for support in assigned area(s).

Responsibility: Attends professional development in assigned areas and presents to faculty throughout the school year.

