

Governing Board Meeting Minutes  
Wednesday, August 17th 2016 @ 3:45pm

## DRAFT

Pursuant to A.R.S. 38-431.02, notice is hereby given to the members of La Tierra Community School and to the general public that the La Tierra Community School Board of Directors will hold a meeting open to the public on August 17, 2016 @ 3:45 at the La Tierra Community School site: 124 N. Virginia Street, Prescott, Arizona

- Members of the La Tierra Governing Board who are not able to attend in person may participate via electronic medium or by phone.
- The Agenda may be revised up to twenty-four (24) hours prior to the meeting. Revisions will be posted at the La Tierra Community School site located at 124 N. Virginia Street, Prescott, Arizona, as well as at [www.latierracommunityschool.org](http://www.latierracommunityschool.org)
- Members of the public wishing to address the Board are requested to complete a Public Participation Form provided at the entrance of the meeting area.
- Discussion by the Board is limited to items posted on the agenda.

### Agenda

1. Call to Order: Meeting called to order at 3:47pm by Russell Erickson
  - Board members present: Russell Erickson, Sierra Wilson, Julie Baker and Jasmine Castigliano
  - Staff members present: Lenka Studnicka, Beth Cottle, Dawn Klaiber
2. Consent Agenda: Approve agenda and July Meeting Minutes
  - a. July minutes unavailable- will revisit next meeting
  - b. Approve agenda: approved
3. Community Forum/Public Participation
  - . none
4. New Board Member Training Debrief- Introduction, History, Board Member Roles
  - The board members need to step up and make the agendas along with Lenka- it should not be on administration to complete this task each meeting
  - Julie suggested the board create a skeleton agenda at the end of each meeting for the following meeting
  - Russell will continue to provide a budget update at each meeting
  - Beth will give updates on enrollment- currently there are 94 FTE students with a 95th possibly joining our community tomorrow (8/18/16)
  - Creating Roles among the board is an area of growth for the current board- it will be beneficial to have a retreat from Tim Carter
  - Paul Kegan was a potential board member- Sierra is going to check with Mary Layman about this connection
  - We are still looking into adding two more board members
5. Director's Report:
  - . Introduction and revision of the board members roles and responsibilities

- Lenka would like to start from scratch with the board so administration and board members have a mutual understanding of roles and responsibilities within the board.
- a. Revisiting LTCS Strategic Action Plan
  - The Strategic Action Plan is being sent home with each board member to look over for conversation at the September board meeting
- b. Enrollment and Preventive strategies for increased enrollment for 2017-2018
  - Lenka is interested in seeking an endowment for our school to have- this will stop us from functioning on survival mode each year
  - Clear communication and parent involvement
  - Educating parents about what we do at our school, keep parents posted about whole school schedule
  - Create a quarterly newsletter to send highlights from the school to families, teachers continue to send home a weekly newsletter which are also posted outside the front gate. The monthly calendar will be sent home at the beginning of each month.
  - Create a marketing flier for all of our social media to send home to families.
  - Encourage students to wear their t-shirts on Thursdays and when they are off campus.
  - Sierra and Julie will check in with One AZ Credit Union about sponsoring our school so we can purchase a t-shirt for each child
  - The largest group of students that were lost this past year were students from 4th, 5th and 6th grade- we need to find ways to keep students in these grades
  - Communicate with parents that we are starting a new curriculum
  - Add a suggestion box to the office- seek information in a positive way rather than asking families to find something negative that we could change.
  - We will be implementing 6 parent workshops throughout the year to educate our parents on our model and philosophy.
  - parent workshops throughout the year to build parent knowledge in what we are doing.
- c. Two PC computers- Develop Shared Drive to keep all LTCS docs in one place
  - Beth and Lenka need to get desktop computers to be able to fulfill all the roles in the administration world
  - As a school we need to have all of our documents in one place to keep the documents in the school organized
  - All staff will know where to get information from and we will be able to hand out consistent information to our families
  - Julie shared a connection with the King-Bedell family that could help us find a good deal on computers
  - Motion to approve by Russell, all members present approved of a purchase up to \$2000 for the computers
- d. Transparency, collaboration and shared leadership: Build on our strengths
  - We need to continue reaching out to the FEC community to start building connections. Lenka has already begun this effort.
- e. Planning a day retreat with Tim Carter
  - Potential meeting times: Friday September 2, Monday September 5, Tuesday September 13, Friday September 16
  - Jasmine would not be available for any of these dates

- First choice Friday September 16, Second choice Friday September 2
  - Lenka is going to call and set this retreat up
- 6. Updates/Follow up on Old Business: Revisit the Old Strategic Plan
- 7. New Business/Future Agenda Items:
  - . Introduction to Smart Sustainable Growth
    - We have the potential to add a large new playset to the playground- Lenka and Beth are working to make this happen
    - We need to know the cost involved in making this opportunity a reality
  - a. Marketing Ideas- How to Map Potential Business Partners
  - b. Fundraising Opportunities for the Future
    - Lenka is meeting with someone who specializes in small grants to get resources
    - Dia de los Muertos Fun Run will happen on Sunday October 30 in conjunction and partnership with events happening at the Smoki Museum
  - c. Opportunities for Local Community Outreach Programs
    - Ongoing
- 8. Motion to adjourn: motion to adjourn by Jasmine, seconded by Sierra at 5:25pm

Agenda looking forward: notes taken by Russell

1. Distribute draft of July 5th board meeting minutes.
2. Add "Financial Report" as point IV of the regular agenda.
3. Strategic Plan - board members should come ready to comment on the old plan.
4. Playground removal and installation - update
5. Boardsmanship Training with Tim Carter - scheduled date
6. Paul Keegan (potential new board member) - update