

La Tierra Community School
Regular Monthly Meeting of the Governing Board
Thursday, April 28th 2016 @ 3:45pm

Board members present: Russell Erickson, Julie Baker, Sierra Wilson, Jasmine Castigliano, and Brian McVickers

Staff members present: Beth Cottle, Anna Barnum, David McNelly, Cyndi Reynolds, Mary Layman, and Dawn Klaiber

MEETING MINUTES:

I. Call to Order: Meeting called to order by Brian McVickers at 3:43 seconded by Julie Baker

II. Consent Agenda: Approve agenda and [March Meeting Minutes](#) (Action item): Motion to approve minutes by Russell Erickson seconded by Sierra Wilson

III. Action Items:

- a. Approve revised budget for 2015/2016 school year (Discussion and Action item):
 - Budget based on 91 students.
 - Anna and Russell worked with Christy to create revised budget.
 - Purpose of revised budget is to create a better picture of how the school is spending money throughout the year- it is ok for it not to be completely balanced, either a little over or a little under is ok.
 - You can see a side by side comparison of this year to what was projected for the year. We don't need to make any cuts this year. We may need to take out a loan to cover expenses for June and July.
 - Revised budget is due to the state, it will be scanned to Christy and she will turn it in.
 - Motion to approve revised budget was passed- all board members signed revised budget.

IV. Financial Report for March: March Financial Report (Information and discussion item):

- Numbers should be showing to be about 75% spent because of the point of the year we are at. Some items are higher because they happen earlier in the school year.
- Teachers number is at about 65% because they receive two payments after the school year.
- Last year we took a short term loan from a local bank while we waited for the state monies to come in- was needed over the summer gap
- If Prop 123 passes we will see an increase in funding per student
- There is also an additional funding increase coming to charter schools
- The March report shows the loss of funds from a special education student who left the school in October

V. Community Participation: LTCS Leadership Team - Mary Layman & Dave McNelly

a. Proposed Leadership Structure for 2016/2017 school year (Information & discussion):

- Mary has recommended the Strengths Finder 2.0 book- we can find our strengths individually and discover the best ways for us compliment each other as a team.
- Anna would like to continue with the leadership piece but would be in a different position from this year- being an outreach and grants management person as well as the full time art teacher
- This new proposal would put a new person into the “School Administrator” position. Anna does not have a background in administration and has been independently navigating all the requirements of the state- when this is happening the director is not visible to the community.
- Splitting up the jobs and finding a person to fit in each skill set will help make the leadership team stronger and more successful.
- Our arts program needs to have highly qualified teachers per the title 1 funding our school receives- Anna is highly qualified in art and would fill that role.
- The way the new roles have been divided does not give someone the sole power to completely change everything that is happening at our school- more of a checks and balances system to maintain the culture of our school. We are looking for someone who has an administration background- they can do the state pieces, budget, curriculum etc.
- We need to take steps to reach out to our community intentionally and network to find a person who would fit well into this role. We will present to our school community that we are adding a staff/administrator rather than creating panic in that we need a new director.
- The budget will be reviewed and adaptations will be made to include the new structure.
- Beth has taken on the task of Charter Holder, she will be the main point of contact for the charter board and will delegate tasks as needed. We need to reach out to Jennifer Roderick to make this happen. This will be a line item for voting on the May agenda.
- Action step: each person on the leadership team begins reaching out and seeking people who would be a good fit into this position.
- Proposal- start interviews on May 20, position will be open until filled. Need a contingency plan in the event that we do not find someone to fill the position- Anna will stay in role until the right person is found regardless of the time of year.
- Board wants to empower us to create the kind of school we want

VI. New Board Member Training Debrief - Julie Baker

- Julie went to a 4 hour training and presented several documents to the board, including ‘The Open Meeting Law and School Board Member Authority’, and two other examples of open meeting notices.

- Tim Carter said that he does not know of any specific regulations for Charter School boards, and Anna said she found some information about that but that access to it requires a fee.
- Whenever there is a large turnover in board, several new members and a new director it would be important for the board to have a retreat and really sit down and go over board roles/responsibility
- Agenda needs to be very specific. Anything that needs to be voted on needs to be listed in action items. Other items on the agenda are discussion or decision items.
- When information is presented there can be no discussion by the board, just listening.
- There are high fees for boards who do not follow board rules.
- If there is an event in which there would be a quorum a soft posting needs to be made so people are aware that the majority of the board would be present but stating no official action would be taken.
- Someone from the school superintendent office would be able to come out to a board retreat to lead a workshop to help them understand how to run a board.
- School policies need to be approved by the board. They could be reviewed each year to maintain that they are still appropriate and working for the school.

VII. Director's Report:

- a. Information from the Arizona School Board Association for current and new board members. Anna handed out information to all board members.
 1. Info for new board members [Link](#)
 2. Calendar of Required board actions [Link](#)
 3. Resources for School Boards [Link](#)
- b. Helios Foundation / Building Plan
 - Operates only in Arizona and Florida, only acts on school inquiries. (we reach out to them)
 - They have a big push on literacy- there are two other organizations in town that have reached out to Helios.
 - Deb Charlap would like to meet with our staff at the next staff meeting at 9:30 May 6 to develop a draft of the building plan. It will be ready by the end of the school year so we have a plan moving forward. Board members and parents are welcome to join in at this meeting.
- c. Enrollment / grade level configurations / staffing
 - 103 students enrolled/ 97 FTE students
 - 5th, 6th, 7th have a wait list. If we are able to get 6 additional students across the board at the school we will be able to fund a 5th grade teacher and separate the 5th grade out.
 - We should let current 4th, 5th, and 6th grade families know what our numbers are and what situation we are in regarding splitting the class.
 - Consider an aid for the middle school class
- d. AzMERIT / Move on When Reading update
 - State will publish results on June 6
 - We feel there are not many students at risk to not pass reading.

- Proposal would be to have a 3rd/4th combined class to include those children that did not meet the benchmark and work with them as a part of Title 1

e. Prop 123 update

- Discussion under Financial Report

f. Cinco de Mayo Celebration - student performance

- Still happening but will be separate from the Sister Cities celebration
- We will perform on the Square along with an arts event that is happening

VII. Updates/Follow up on Old Business:

- Brian would like to reevaluate the decision to have a 5th/6th/7th combined classroom

VIII. New Business/Future Agenda Items:

- a. Proposed budget for next school year will be available May 12th

IX. Motion to adjourn:

- Motion to adjourn by Brian McVickers, seconded by Julie Baker