



NOTICE OF PUBLIC MEETING OF THE GOVERNING BOARD of LA TIERRA COMMUNITY SCHOOL

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 Governing Board of La Tierra Community School will hold a meeting open to the public.

Time: October 28, 2020 5:10pm

Location: Meeting was held virtually via ZOOM due to COVID-19 pandemic. Meeting notice provided instructions for attending virtually as well as obtaining assistance with virtual attendance.

Meeting Type: Regular Session

Members Present: Sierra Wilson, Matt Hart (entered meeting during agenda item II.B-Director Reports), Charles Mentken, Bee Sena

Members Absent: **Staff Present:** Rhette Buller, Julie Jongsma

Guests Present: Mike Robinson from Charter School Capital, Kristy Aston, Heather Jones, and Priscilla Garza from Aspire Business Consultants

The following matters were discussed, considered, and decided at the meeting:

I. Opening Items

- A. Call to order - Sierra calls meeting to order at 5:12 pm and introduces this meeting's guest speakers.
- B. Adoption of the agenda (Discussion of items is not in order)
Agenda approved without changes

Motion: Sierra	Second: Charles				Vote: 3-0-0
Sierra: Aye	Matt: Absent until Director Reports	Charles: Aye	Bee: Aye		

- C. Approve Minutes from 9-23-20

Sierra moves to approve last meeting minutes.

Motion: Sierra	Second: Charles				Vote: 3-0-0
Sierra: Aye	Matt: Absent until Director Reports	Charles: Aye	Bee: Aye		

II. Information Items

- A. Board training and special presentation (Discussion Item)
 - 1. Facilities Financing - Charter School Capital representative Mike Robinson will review facilities financing options available to LTCS
 - Mike Robinson gives an overview of financing opportunities for La Tierra as part of future planning.
 - Sierra gives perspective on the ideas that Mike proposed.
 - Kristy offers some perspective regarding our future ideas about where we might be in the next ten years.

2. Charter School Board Finance 101 - Aspire Business Consultants representatives Heather Jones and Kristy Aston (LTCS accountant) will review key components of LTCS annual budget as well as general financial responsibilities of charter school boards.
- Sierra introduces Heather and Priscilla. Aspire Business Consultants has provided financial services and accounting to LTCS for past year and a half since purchasing the firm where Kristy was previously employed (Kristy has been LTCS accountant for 6 years).
 - Heather Jones gives an overview of key components of LTCS annual budget and general financial responsibilities of charter school boards.
 - Kristy Aston gives an overview of numerous monthly budget documents and goes over key details that board should be aware of on a monthly basis.

B. Director Reports

*Matt Hart joins meeting at this time

1. Enrollment
 2. Student Achievement (Discussion Item)
 - a) Quarterly Benchmark Analysis - Q & A with Rhetta
 - b) Staff Professional Development Calendar presented to board by Rhetta
 3. Maintenance
 4. Finance
 5. Personnel
 6. Compliance (Discussion Item)

10 year charter review by Arizona State Board for Charter Schools. Board will review with Julie Jongsma.
 7. COVID-19 Response (Discussion Item)

Board and directors may discuss the state of affairs with regards to LTCS' response to COVID-19. May discuss finance, programs, policies, or guidelines related to the school's response to COVID-19.
- Rhetta (academic director) gives an overview of the academic director report. Rhetta gives insight into upcoming recent benchmark testing data, staff professional development, grant management, teachers challenges dealing with on-line teaching.
 - Julie (operations director) gives overview of professional goals, enrollment numbers, and maintenance challenges. A new family has donated landscaping services and some artificial turf! Prescott College classroom aids are in the works. Number of students onsite for the last few weeks has been increasing. Discussions are ongoing regarding custodial support needs.

C. Board Report

1. Planning/Board Calendar - review upcoming board work
 2. Training - review training needs and upcoming training schedules
 3. Recruitment/Board composition - review composition and recruitment needs
- Sierra gives an overview of board report. Overview of handbook adoption. January there will be mid-year check-ins with school leaders. Heather from Aspire had offered to sponsor our open meeting law professional

development training. We need more board members. Need to meet this month to discuss by-laws for revision at November or December meeting.

D. Finance Report (Discussion Item)

1. Budget Summary

Board will review monthly financial reports summary. Board Discussion may follow.

2. Covid-19 budget - Financial implications of COVID-19 including changes in funding, additional funding sources and budgetary needs. Board discussion may follow.

- Kristy’s overview offered a good overview of this month’s budget. Sierra gives a brief overview of state grant funding use changes.

III. Public comments (Members of the Governing Body shall not discuss or take legal action on matters raised during and open call to the public unless the matters are properly noticed for discussion and legal action)

No Public Participation

IV. Action Items (Matters on which the Governing Body may take legal action during the meeting)

A. Affirmation of four day school week - Monday through Thursday

RELEVANT INFORMATION: In accordance with 10 year charter review findings, the board must affirm certain current operating procedures in order to update information with the Arizona State Board for Charter Schools.

- Board affirms that LTCS operates with a four day school week - Monday through Thursday

Motion: Sierra	Second: Matt				
Sierra: Aye	Matt: Aye	Charles: Aye	Bee: Aye		Vote: 4-0-0

B. Affirmation of grades served - Kindergarten through 7th grade

RELEVANT INFORMATION: In accordance with 10 year charter review findings, the board must affirm certain current operating procedures in order to update information with the Arizona State Board for Charter Schools.

- Board affirms that LTCS currently serves grades K - 7.

Motion: Sierra	Second: Matt				
Sierra: Aye	Matt: Aye	Charles: Aye	Bee: Aye		Vote: 4-0-0

C. Adoption of policies in ASBA Charter Policy Handbook

Board is asked to rescind and nullify all current and past policies of the Governing Board of La Tierra Community School and adopt the Policy Handbook developed with consulting assistance from the Arizona School Boards Association, containing any selected and retained documents from the predecessor Handbook and new and modified documents hereby prescribed and approved by the Governing Body.

RELEVANT INFORMATION: Board has purchased Charter Policy Services from the Arizona School Boards Association. Board, Directors, and Nancy Alexander have reviewed the ASBA Policy Manual for Charter Schools and made necessary revisions. Once manual is adopted, ASBA will provide digital and print copies to the school. Manual will be available online in ASBA’s Policy Bridge (link on LTCS website). This document can be obtained in the school office (124. N Virginia St, Prescott AZ) during normal office hours or by emailing board@latierracommunityschool.org.

- Sierra moves to rescind and nullify all current and past policies of the Governing Board of La Tierra Community School.

Motion: Sierra	Second: Matt				
Sierra: Aye	Matt: Aye	Charles: Aye	Bee: Aye		Vote: 4-0-0

- Sierra moves to adopt the Policy Handbook developed with consulting assistance from the Arizona School Boards Association, containing any selected and retained documents from the predecessor Handbook and new and modified documents hereby prescribed and approved by the Governing Body.

Motion: Sierra	Second: Matt				
Sierra: Aye	Matt: Aye	Charles: Aye	Bee: Aye		Vote: 4-0-0

V. Information and Discussion items

A. Bylaws Revision

RELEVANT INFORMATION: With the adoption of the Policy Handbook, board must review and revise bylaws in order to maintain consistency of board policies and procedures.

- Sierra offers ideas about how to review bylaws. Board will meet for study session in November.

B. Facilities acquisition process and needs.

- Matt offers an overview of information collected regarding facilities acquisition.

C. Financial and Enrollment Dashboard

- Brief discussion of relevancy of this dashboard and what information will be most helpful for board and directors to track. Discussion will continue at November meeting.

VI. Information Items

A. Future Agenda Items - Data trends and dashboard

B. Meeting Dates - Regular session: November 25th, 5:10 p.m. Study session: November 11th, 5:10 pm

VII. Adjournment - Meeting adjourned - 7:24 p.m.

Dated this 2nd day of November, 2020 at 12:00pm

By Sierra Wilson

CERTIFICATION OF POSTING NOTICE

The undersigned hereby certifies that a copy of the attached minutes were duly posted at the La Tierra Community School Office (124 N. Virginia St, Prescott, AZ 86301) and on the school's website (latierracommunityschool.org) in accordance with the statement filed by the Governing Board of La Tierra Community School.

Dated this _____ day of _____, 20____ at _____ [time]

By _____
[name and title of person signing the certification]