



## MINUTES 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 a public meeting of the Governing Board of La Tierra Community School was held.

**Time:** Wednesday, March 29, 2021 at 5:10pm

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

**Meeting Type:** Regular Session

**Members Present:** Sierra Wilson, Charles Mentken, Bee Sena

**Members Absent:** Matt Hart

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

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

### I. Opening Items

- A. Called to order at 5:10 pm by Sierra Wilson
- B. Adoption of the agenda

Agenda adopted without revision

Motion: Sierra	Second: Bee				Vote: 3-0-0
Sierra: Aye		Charles: Aye	Bee: Aye		

- C. Approve Minutes from 2-25-21

Sierra calls a vote to adopt last meeting minutes.

Motion: Sierra	Second: Charles				Vote: 3-0-0
Sierra: Aye		Charles: Aye	Bee: Aye		

### II. Information Items

- A. Retirement Presentation by Equitable Advisors

Anthony Silva, Equitable Advisors - Divisional Vice President for the Retirement Benefit Group - Southwest Division gives a presentation of the proposed retirement plan for full time employees.

- B. Director Reports

- 1. Enrollment
  - Board discussion of enrollment trends
- 2. Student Achievement- 2nd Benchmark Analysis

3. Maintenance
4. Finance
5. Personnel
6. Compliance - Annual audit draft received
7. Marketing Plan updates
8. 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.

Julie gives overview of current enrollment. Julie gives overview of current employee status. Julie gives overview of charter board compliance. Julie gives overview of marketing meetings.

Board members ask a number of clarifying questions.

Rhett sharing assessment data from Galileo. Rhette gives overview of ADE site visit. Rhette give overview of of status of various grants.

#### C. Board Report

1. Planning/Board Calendar - review upcoming board work
2. Training - review training needs and upcoming training schedules
3. Recruitment - review composition and recruitment needs

Sierra gives overview of board planning and future voting items. Sierra gives overview of status of director surveys and future evaluation process.

#### D. Finance Report (Discussion Item)

1. Budget Summary
  - a) Board will review monthly financial reports summary.
  - b) Budget Planning: Review multi-scenario budget projections and discuss key drivers of budget for the next fiscal year: Number of students, number of new staff slots, pay scale changes, anticipated per pupil tuition, etc..
2. Covid-19 budget - Financial implications of COVID-19 including changes in funding, additional funding sources and budgetary needs. Board discussion may follow.
  - a) Review COVID Expenses over \$2,000  
RELEVANT INFORMATION: Directors must obtain board approval for non budgeted expenses over \$2000. This does not apply to COVID-19 related expenditures but Operations Director will review with board as a best practice in financial accountability.

Sierra goes over the monthly financial report.

Charles asks clarifying questions regarding ADM for next year and current enrollment.

### III. Public comments

No public comment

### IV. Action Items

#### A. Staff Retirement Plan

Vote tabled until directors bring finished retirement plan to board for approval. Board members are asking clarifying questions about program.

B. School Calendar

Sierra presents new calendar and asks if there are any questions.

Bee asks about calendar and how it aligns with PUSD. LTCS follows PUSD schedule.

Calendar approved for FY22

Motion: Sierra	Second: Bee				Vote: 3-0-0
Sierra: Aye		Charles: Aye	Bee: Aye		

C. Fee Schedules

Julie Jongsma

Julie give overview of fee schedule for extended day kindergarten and aftercare.

Board approves fee schedule with no changes from last year.

Motion: Sierra	Second: Charles				Vote: 3-0-0
Sierra: Aye		Charles: Aye	Bee: Aye		

D. COVID Related Expenses Purchase

Julie Jongsma

Julie gives overview of Covid future Covid expenses.

Sierra does not think that Directors need board approval for ESSER expenditures but suggests board approve up to \$5000 for air purification supplies as requested by Directors. Motion passes.

Motion: Sierra	Second: Charles				Vote: 3-0-0
Sierra: Aye		Charles: Aye	Bee: Aye		

E. Mask policy

The board will review and possibly revise the LTCS Face Covering Policy.

Sierra introduces current mask policy.

Lively debate ensues regarding mask use in the classroom.

No action taken.

F. Contracts

Sierra Wilson

Board will consider approving contracts for Julie Jongsma and Rhetta Buller for the 2021/2022 school year.

**\*\*Pursuant to A.R.S. § [38-431.03\(A\)1](#), board enters executive session at 6:30 pm to discuss director contracts.**

Motion: Sierra	Second: Bee				Vote: 3-0-0
Sierra: Aye		Charles: Aye	Bee: Aye		

Board exits closed session at 6:34 pm and approves contracts for both directors for FY22.

Motion: Sierra	Second: Charles				Vote: 3-0-0
Sierra: Aye		Charles: Aye	Bee: Aye		

V. Information and Discussion items

A. AZ Community Foundation Grant

LTCS recently received entitlement grant for a school counselor negating the need for the AZCF grant. Matt has pulled application. Will discuss other grant opportunities with Matt at April meeting.

B. School Safety Expansion Grant

See above.

C. Data Dashboard

Bee would like special session to work on data dashboard. Will schedule at this meeting. Bee will send prep materials to board and directors prior to session

D. Board Development

Directors have requested clarification about how board membership works. Sierra gives refresher (information available to public in LTCS Board Bylaws by request).

Sierra gives additional information about recruitment and vetting process and encourages board and directors to get resumes of new recruits to board members ASAP and encourage any prospective members to start attending meetings immediately.

Sierra gives overview of board state of affairs. Recruitment and training are top priority for the coming year. Board still needs to revise and review bylaws and charter documents with Osborn Maledon in PHX. Suggests this happen as soon as possible.

Sierra has completed 3 terms and 6 years on the LTCS board as well as serving for 2 years and presently on the LTCS Corporate Board. She would like to step down from the governing board at the end of the fiscal year (June 21). Encourages board and directors to increase recruitment activities. Also recommends replacing her with parent member and hopes board will prioritize finding additional new members with governance or facilities experience. Sierra has posted vacancy on school website and volunteermatch.org (for the past year) and has struggled to recruit during COVID. Board will need to start considering candidates for new board president as well. Sierra is working with Kristy (budget) and local resources to develop rigorous board training schedule for the next school year. Will solidify plan and provide to board prior to her departure.

VI. Information Items

A. Future Agenda Items - Site visit report

B. Meeting Dates - April 14th (special session for data dashboard) at 5:10 pm. Regular session April 28 at 5:10 pm.

VII. Adjournment - Meeting adjourned 7:13

Motion: Sierra	Second: Charles				Vote: 3-0-0
Sierra: Aye		Charles: Aye	Bee: Aye		

Minutes submitted by Charles Mentken and 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.

Office:

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_ [time]

By \_\_\_\_\_ [name and title of person signing the certification]

Website:

Dated this 29th day of March, 2021 by 12:15 pm.

By Sierra Wilson, Board President