



## 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, June 30, 2021 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, Matt Hart

**Members Absent:** Bee Sena

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

**Guests Present:** Anne Boetcher

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

I. Opening Items

Sierra Wilson

- A. Call to order - Sierra call meeting to order 5:10
- B. Adoption of the agenda (Discussion of items is not in order)

Sierra moves to adopt the agenda.

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

C. Approve Minutes from [5/19/21](#) and [6/16/21](#)

Sierra moves to approve minutes from the last board meeting.

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

II. Information Items

A. Director Reports

Rhetta Buller and Julie Jongsma

- 1. Enrollment  
Board discussion of enrollment trends
- 2. Student Achievement
- 3. Maintenance
- 4. Finance
- 5. Personnel
- 6. Compliance - Annual audit draft received
- 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.

Sierra goes over Julie's portion of the directors report. Sierra gives an overview of enrollment numbers.

Matt asks clarifying questions about marketing program payment.

Sierra goes over staffing progress.

Rhette gives an overview of new spanish teaching.

Sierra asks clarifying questions about how Spanish teacher will be integrated into schedule.

Sierra goes over charter board acceptance of additional board member.

Sierra asks about Audit. Sierra goes over the handbook and office closure.

Rhette continues to manage grants specifically SR3 covid related grant and how monies are being used. Got back info regarding school improvement grant. Rhette has been going over school data and AzM2 scores. Rhette also goes over the aides that are soon to be interviewed.

Sierra asks clarifying questions about AzM2 scores.

#### B. Board Report

Sierra Wilson

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 talks about board accomplishments the past year. Sierra goes over resources that will support future board training.

Anne, future board president presents a powerpoint that goes over strategic planning concepts and processes.

Sierra expresses excitement about what Anne will bring in regards to future strategic planning.

Matt offers perspective about the strategic planning process and how we frame the final plan so that it is something that all stakeholders can understand and integrate.

Sierra offers insight into future recruiting and needing to wait for the charter board to approve Anne's paperwork. Also, Sierra asks about future training ideas.

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

Julie Jongsma and Sierra Wilson

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.

3. Community donation discussion

Sierra gives an overview of the monthly budget. Sierra feels considering the challenges of the year, we are in a pretty good place.

Matt asks a clarifying question about liquidity and board requirements.

Anne asks clarifying questions about summer budget costs.

Sierra offers an explanation of how the budget is affected by summer.

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)

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

A. [Approve LTCS Governing Board Calendar FY 22](#)

Sierra introduces the board calendar and opens discussion regarding dates and needs.

Sierra asks about the board's need for the data dashboard we have talked about in the past.

Matt believes the need for a data dashboard is not currently needed.

Rhette offers understanding of data that is collected and how it is used

Sierra asks the board about the current tech plan and does it need to be changed regarding it being revisited sooner than every three years.

Matt offers perspective on the current tech plan cycle.

Sierra asks Rhette about the time frame during the school year to discuss teacher pay schedule changes.

Rhette and Matt offer perspectives about when is the ideal time to have this discussion.

Board members and director engage in discussion of effective dates for board meetings.

Rhette lets the board know that LTCS recently received a 10,000.00 donation. Rhette is going to check with accountant to see where this money was used.

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

B. [Adopted Budget FY22](#) Approval

Sierra moves to approve Adopted Budget FY22

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

C. Policies and Documents Review

Pursuant to A.R.S. § [38-431.03](#)(A)3, board may enter executive session to review policies and documents.

Board will consider adopting the following policies and documents:

- [LA TIERRA COMMUNITY SCHOOL, INC. WHISTLEBLOWER POLICY](#)
- [AMENDED AND RESTATED ARTICLES OF INCORPORATION OF LA TIERRA COMMUNITY SCHOOL, INC.](#)
- [AMENDED AND RESTATED BYLAWS OF LA TIERRA COMMUNITY SCHOOL, INC.](#)
- [LA TIERRA COMMUNITY SCHOOL, INC. DELEGATION OF AUTHORITY POLICY](#)
- [LA TIERRA COMMUNITY SCHOOL, INC. GIFT ACCEPTANCE POLICY](#)
- [LA TIERRA COMMUNITY SCHOOL, INC. CONFLICT OF INTEREST POLICY](#)
- [LA TIERRA COMMUNITY SCHOOL, INC. RECORDS RETENTION AND DESTRUCTION POLICY](#)

Sierra recommends that we table this vote until Anne is a voting member of the board.

Motion: Sierra	Second: Matt				
Sierra:	Matt:	Charles:	Bee:		3-0-0

D. Approve Directors Summative Evaluation and discuss Director Goals for FY22

Pursuant to A.R.S. § [38-431.03](#)(A)1, board enters executive session to discuss and revise annual summative evaluation as part of LTCS Annual Director Evaluation Process.

Sierra recommends that we meet next Wednesday, at 10:30 with Julie to complete Operational Director’s evaluation.

**Board enters Executive Session at 6:40**

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

**Board exits Executive Session at 7:15**

Sierra moves to finalize Rhetta’s director evaluation.

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

V. Information and Discussion items

A. Revision needs for LTCS Annual Director Evaluation Process

Sierra opens a discussion on how we currently complete director evaluations. Sierra gives a brief overview and asks Rhetta to offer her perspective about the role the board was used in the process. Sierra offers some ideas about the role the board will have next year in evaluating directors.

Rhetta asks questions about the rubric that is currently in use. Rhetta also expresses the conversations that her and Julie have had about the rubric and how it does not differentiate between their positions. Rhetta also asked about how feedback will be used in the future to support her growth.

Sierra offers perspective on the need for changes to the evaluation process.

Matt offers perspective about Rhetta’s views, and Matt offers insight into the complexities of evaluating directors. Matt feels that whatever system we decide to use it needs to be consistent from year to year.

B. Facilities Discussion

Sierra asks Matt if he wants to discuss this or wait for Julie at the next meeting.

VI. Information Items

A. Future Agenda Items

B. Meeting Dates: July 28th, 5:10 pm regular session, TBD for policies and documents approval, TBD Julie’s evaluation.

VII. Adjournment: 7:21 pm

Sierra moves to adjourn.

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

Minutes submitted 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.

Office:

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

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

Website:

Dated this 5th day of May, 2021 by 5:00 pm (see website for specific time).

By Sierra Wilson, Board President