



## MINUTES OF COMBINED PUBLIC MEETING AND EXECUTIVE SESSION OF THE BOARD OF DIRECTORS 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 and executive session of the Governing Board of La Tierra Community School were held. As indicated in the agenda, pursuant to A.R.S. § 38-431.03(A)1 and (A)7, the Board of Directors of La Tierra Community School voted to go into executive session, which was not open to the public, to discuss certain matters.

**Time:** Wednesday, May 18, 2022 5:10pm

**Location:** Due to recent staff and board exposure to COVID-19, meeting was held virtually via ZOOM with attendance instructions and assistance provided on agenda and website.

**Meeting Type:** Combined Executive and Regular Session

**Members Present:** Sierra Wilson, Matt Hart, Charles Mentken, Anne Boettcher, Bee Sena

**Members Absent:** none

**Staff Present:** Julie Jongsma, Rhetta Buller, Dawn Klaiber, Teri Lynn Stout, Heather Sheetz

**Guests Present:** Kristy Aston (Aspire Business Consultants - LTCS Accountant)

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

### I. Opening Items

Sierra Wilson

- A. Sierra calls a meeting to order at 5:12 pm
- B. Adoption of the agenda (Discussion of items is not in order)

Sierra calls for adoption of agenda.

Motion: Sierra	Second: Anne				Vote: 5-0-0
Sierra: Aye	Anne: Aye	Matt: Aye	Charles: Aye	Bee: Aye	5-0

- A. Approve Minutes from 4/20/2022 and 5/2/2022

Sierra moves to approve minutes from last board meetings.

Motion: Sierra	Second: Anne				Vote: 5-0-0
Sierra: Aye	Anne: Aye	Matt: Aye	Charles: Aye	Bee: Aye	5-0

### II. Information Items

- A. Director Reports

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

Julie gives an overview of current enrollment numbers. Julie gives an overview of maintenance issues. Julie gives an overview of current staffing. Julie gives an overview of current Covid issues. Julie gives an overview of Earth Day events. Julie gives an overview of open houses and attendance. Julie gives an overview of recent speaking engagements with rotary and other organizations. Julie gives an overview of the current marketing program.

Rhette gives an overview of recent Galileo testing scores. Rhette gives an overview of 3rd grade ESSA state testing scores. Rhette gives an overview of current federal, state and private grants status.

#### B. 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 current board needs and plans. Specifically, Sierra offers an overview of director summative evaluations and plans to complete them by the end of next month.

#### C. Finance (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.
3. FY23 Budget (discussion). Board will review and suggest revisions for draft budget for FY23.
4. Modifications to academic programming. Board will discuss programming needs in the context of the budget for FY23.

Sierra sets stage for budget discussion.

Anne asks clarifying questions regarding Title 1 funding.

Kristy Aston, financial advisor, answers board questions regarding 22-23 SY.

Conversation among board members, administrators and staff ensues regarding the 22-23 SY budget.

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)

Staff asks questions of the board regarding staffing for next year.

IV. Executive Session - Pursuant to [A.R.S. § 38-431.03\(A\)](#) 1 and 7 Board enters executive session to discuss agenda items IV A, B, and C.

Sierra moves to enter executive session regarding the new administrative staff position at 6:02 p.m.

Motion: Sierra	Second: Anne				Vote: 5-0-0
Sierra: Aye	Anne: Aye	Matt: Aye	Charles: Aye	Bee: Aye	5-0

- A. Staff Configuration - \*\*Pursuant to [A.R.S. § 38-431.03\(A\)](#)1. The Board of Directors of La Tierra Community School held discussion in executive session, which was not be open to the public, to discuss employment, assignment, appointment, promotion, demotion, dismissal, and or salary as they relate to budgetary/payroll considerations for the upcoming school year\*\*
- B. Leadership Structure - \*\*Pursuant to [A.R.S. § 38-431.03\(A\)](#)1. The Board of Directors of La Tierra Community School held discussion in executive session, which was not be open to the public, to discuss employment, assignment, appointment, promotion, demotion, dismissal, and or salary as they relate to administrative staff configuration considerations for the upcoming school year\*\*
- C. Lease - \*\*Pursuant to [A.R.S. § 38-431.03\(A\)](#)7. The Board of Directors of La Tierra Community School held discussion in executive session, which was not open to the public, to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property. \*\*

Board exits executive session at 7:38.

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

- A. Revised Leadership Structure and Administrative Contracts

Board has considered advice of veteran staff as well as lessons learned from past leadership models. Board wishes to keep bifurcated/split leadership structure with a shift in chain of command which ensures one point of accountability between the Board and Administration and Administration and Staff. Board wishes to continue forward with new positions of School Director and Academic Program Coordinator.

**School Director**

As chief administrator and school leader, the School Director is responsible for the successful leadership and management of the school according to the strategic direction set by the Board of Directors.

This position will be subject to oversight from the Board.

Essential functions of this position are:

- Oversees and implements the vision and mission of La Tierra Community school.
- Serves as the primary figure in establishing a school culture based on organizational mission, vision, and strategic direction.
- Ensures that the operation of the school meets the expectations of its stakeholders, Board, and charter issuing and government regulatory authorities.
- Makes executive decisions that enhance overall school climate and sustainability.
- Supports the Board’s effective governance and fiduciary responsibilities.

**Academic Program Coordinator**

As the instructional leader for the school, the Academic Program Coordinator is first and foremost responsible for increasing student achievement by consistently ensuring the implementation of the instructional practices and strategies endorsed by the Board and in accordance with Arizona state standards.

This position will be subject to oversight from the Board (due to the critical nature of reporting to and compliance with state and charter issuing authorities as well as the position’s crucial role in securing financing for the school). Board will require monthly reporting (written or in person depending on current events).

However, at this time, Board will delegate day-to-day oversight of the position to School Director, thereby ensuring more traditional chain of command. This condition is subject to change by board resolution as needed.

Essential functions of this position are:

- Supports Director in oversight of academic program by proposing and implementing strategies that ensure staff excellence and student achievement.
- Provides supervision, training, and evaluation of instructional personnel.
- Serves as District Test Coordinator
- Serves as Title I Coordinator and Teacher of Record
- Serves as Title I, II, IV, RLIS Grants Manager
- Supports Director in implementing strategies that integrate all stakeholders in school-wide programs, projects, and activities.
- Assists Director in supporting the Board’s effective governance and fiduciary responsibilities.

Sierra moves to approve new leadership structure including new job descriptions for School Director and Academic Program Coordinator for 22-23 SY.

Motion: Sierra	Second: Anne				Vote: 5-0-0
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Sierra: Aye	Anne: Aye	Matt: Aye	Charles: Aye	Bee: Aye	5-0
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Sierra moves to offer contract for School Director to Julie Jongsma for the 2022-2023 school year.

Motion: Sierra	Second: Anne				Vote: 5-0-0
Sierra: Aye	Anne: Aye	Matt: Aye	Charles: Aye	Bee: Aye	5-0

Sierra moves to offer contract for Academic Program Coordinator to Dawn Klaiber for the 2022-2023 school year.

Motion: Sierra	Second: Anne				Vote: 5-0-0
Sierra: Aye	Anne: Aye	Matt: Aye	Charles: Aye	Bee: Aye	5-0

- B. Add LTCS Charter Representative for the Arizona State Board for Charter Schools (ASBCS) - Due to the critical nature of reporting to and compliance with Arizona State Board for Charter Schools, the Board wishes to ensure that the LTCS Academic Program Coordinator will serve as a secondary charter representative.

Sierra moves to add Dawn Klaiber as a charter representative to ASBCS for La Tierra Community School.

Motion: Sierra	Second: Anne				Vote: 5-0-0
Sierra: Aye	Anne: Aye	Matt: Aye	Charles: Aye	Bee: Aye	5-0

- C. Lease - Board will approve amendment to lease for FY23. Sierra and Julie to sign lease ASAP. Julie to ensure all heating/cooling units are fixed by landlord under terms of existing lease prior to start of school year.

Sierra moves to approve the 6th amendment to the lease for 22-23 SY.

Motion: Sierra	Second: Anne				Vote: 5-0-0
Sierra: Aye	Anne: Aye	Matt: Aye	Charles: Aye	Bee: Aye	5-0

VI. Information and Discussion items

- A. Admin Committee Updates - Anne offers admin committee updates.
  - 1. Programming Committee met and discussed options to add meaningful and cost effective programming to classrooms next year. Some resources available include instruction, mentorship, work study students, and materials to be provided by Embry Riddle, Yavapai College, Prescott College, and other local resources.
  - 2. Marketing information shared by Julie in Director Report.
  - 3. Funding Committee has been unable to secure membership. Only members so far are Julie, Sierra, and a possible parent volunteer. Julie and Sierra meet monthly at finance meetings with Accountant/Financial Advisor Kristy Aston. Discussion regarding funding sources occurs at those meetings. Sierra will resume committee recruitment at a later date.

VII. Information Items

- A. Future Agenda Items - Items requested by staff and board not already on board calendar.
  - 1. 301 PFP (pay for performance system)
- B. Meeting Dates: June 15th, 2022 - June 29th, 2022

VIII. Adjournment

Sierra moves to adjourn the meeting at 7:59 p.m.

Motion: Sierra	Second: Anne				Vote: 5-0-0
Sierra: Aye	Anne: Aye	Matt: Aye	Charles: Aye	Bee: Aye	5-0

Dated this 23rd day of May, 2022 at 10:00 am Sierra Wilson and Charles Mentken

**CERTIFICATION OF POSTING NOTICE**

The undersigned hereby certifies that a copy of the attached notice was duly posted at the La Tierra Community School Office (124 N. Virginia St, Prescott, AZ 86301) in accordance with the statement filed by the Board of Directors 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 23rd day of May, 2022 at 10:00 am (specific time of posting listed on web page).

By Sierra Wilson, Chairperson