



MINUTES of PUBLIC MEETING of the BOARD of DIRECTORS of LA TIERRA COMMUNITY SCHOOL

A public meeting of the Board of Directors of La Tierra Community School was convened.

Time: Wednesday, July 20, 2022 at 5:10pm

Location: 124 N. Virginia St, Prescott AZ, 86301. 5th grade room.

Members Present: Sierra Wilson, Anne Boettcher, Matt Hart (joined meeting during Board Report), Bee Sena,

Members Absent: Charles Mentken

Staff Present: Julie Jongsma, Dawn Klaiber

Meeting Type: Regular Session

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

I. Opening Items

Sierra Wilson

- A. Mtg Called to order at 5:15 pm. In attendance, Julie, Dawn Kiaber, Sierra Wilson, Anne; Matt Hart arrived about 5:50 pm
- B. Adoption of the agenda (Discussion of items is not in order)

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

- C. Approve Minutes from June 15, 2022 and June 29, 2022. (Tabled til Matt arrives)
 1. Approved just prior to adjournment at 6:39 pm

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

II. Information Items

A. Director Report

Julie Jongsma

1. Enrollment - K-8; 1-17,2-18; 3-23; 4-10; 5-12; 6-20 7-8 = 116, 112 FTE; several tours scheduled; Kindergarten banners going up again around town for 3 weeks.
2. Student Achievement (Dawn) - has been working on new Kindergarten entrance assessment (KEA) - soft launch this year, encouraged this year, required next year. They have not yet figured out what that assessment is going to be yet. Other project - Move On WhenReading – supposed to have a dyslexia training (DTD) - K-3 teacher has to take a course (new requirement during recent legislative session in 2019). There are state approved courses, most are expensive (over \$1500). One being offered via Pima Community College (\$290 per, ½ price for Mary-she qualifies for a discount) ... Trisha and Mary this year, 2nd and 3rd grade teacher next year. Dawn is working with the State to review compliance. Dawn still getting her feet under her in her new

position. Per Sierra - Charles Mentken is going to provide mentoring for Dawn this year. Per Anne - in process of hiring a new STEM outreach person at ERAU. Will continue to provide programing planning assistance to LTCS.

3. Maintenance - 1 AC unit is being replaced next Mon; chip sealed parking lots and painted; carpet cleaners came (new company did great job); handyman jobs (Dave is helping), electrician (referred by Bill, \$500) came in 7/7/22 - repaired lights upstairs and fixed some electrical outlets; Plumber came (\$1800, referred by Bill) and coming again tomorrow to fix/replace some toilets and sinks with higher use models; wall put up in 5th grade
4. Finance
5. Personnel - Carolyn Allen hired – going to do 2 days of art and 2 days of P.E. New employee orientation on Mon. rest of staff return on Tuesday (3 already have come back to paint rooms etc.)
6. Compliance - charter representative filing submitted; it's been held up by some other previously submitted Corporation Commission paper work processing -Julie is working with Charter rep to resolve that issue (she has to get listed as a voting member of the Corporation Commission)..
7. Health and Safety - insurance provider is being changed. Insurance renewal is not due til Sept.; There is a buckle in the sidewalk that Julie has tripped on 4 times. Going to get a concrete company in to fix this.
8. Food Service - training next Thursday at Franklin Phonetic.

B. Board Report

Sierra Wilson

1. Planning/Board Calendar - review upcoming board work
 - a) Board Self Evaluation- revisiting tool for Julie, and creating one for Dawn. Need to get those ready ASAP.
 - b) OnBoard Training #1- Sierra is beginning to work on this. Trying to get ready to launch for August meeting.
 - c) Grants Update - investigate new grants; Julie working on No Kids Hungry grant, there will be quarterly reports; Haven't heard from Bill (grants specialist volunteer) in a while.
 - d) Tax Credit Drive/Fundraising planning - should discuss at an upcoming meeting
 - e) Facilities - board will identify key actions needed for 1st quarter
 - (1) Building Lease Renewal - we have to make a decision by December, so facilities will likely be a topic of discussion at every meeting. If there is any desire to not continue residency at current location, need to notify Bill by Dec.
 - f) Strategic Planning - Anne will still be leading this charge
 - g) Review Charter -
 - h) Approve Family and Staff Handbooks - need to update the handbooks due to new laws recently passed (Moment of Silence; sports legislation)... will come in form of another quick meeting to approve the policy updates.
 - i) Approve Policy corresponding to end of legislative session
 - j) Approve Board Calendar - in August
 - k) Approve Summative Evaluation tool for Academic Program Coordinator
 - l) Approve Revised Summative Evaluation tool for Director
 - m) Approve Growth Plans for Julie and Dawn - work on these for August / September
 - n) Draft Board Goals -discussion needs to happen about this; suggestion: how to be sustainable;
2. Training - board will discuss training needs for upcoming year - suggestion: fundraising

3. Recruitment/Board Composition - review composition and recruitment needs - Sierra plans to meet with 2 people (husband/wife) when returns to town.
4. Sierra went to ASBCS Boot Camp training for charter representatives - takeaways:
 - a) ASBCS has grown significantly and will increase Pop-In checks this year. Has tools for admin to ensure they are prepared.
 - b) Sierra suggests that the board Secretary always be a charter board rep to ensure increased accountability of the Board of Directors to compliance obligations and oversight.
 - c) Suggests board initiate quarterly compliance review as a secondary method of ensuring compliance and oversight. She will work on tool to provide to the Board in September in time for 1st quarterly review.

C. Finance Report (Discussion Item)

Julie Jongsma and Sierra Wilson

Monthly finance reports review tabled for August meeting. Finance meeting scheduled for 7/21/2022. Will give updates at the August meeting.

Sierra indicates that state has approved increase in per pupil funding which amounts to around . Budget is looking better consequently.

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 present.

IV. Information and Discussion items

A. ASBCS Compliance Quarterly Review

Sierra Wilson

1. Sierra suggests board review compliance dashboard quarterly. She will create/find a tool for board to start using in September (1st quarterly review).
2. Reviewed current dashboard – academic performance. LTCS is a B school. Unfortunately the public has to look in the detail section to see this. Sierra has clarified with ASBCS regarding schools stuck in the School Improvement cycle due to COVID (as LTCS has been). Schools in improvement status are automatically placed in the “Falls Far Below” category which shows on the public dashboard. This would typically necessitate charter board intervention. However, ASBCS is aware of the inconsistency and until the state decides what they will do with letter grades and school improvement (still no decisions made) they are not penalizing schools. Unfortunately there is no way to get it off the dashboard (which is available to the public).
3. 360 cycle should include review of Charter Contract once a year.
4. Pop In Preparation Checklist available - tool for being prepared for a drop in visit from State.
5. Compliance Statement of Assurances – submitted yearly by Julie. Board needs to make sure we view these things at least quarterly.
6. Sierra is going to work on creating a tool for board/directors to be able to keep track of when certain things for compliance need to be done (example: 5 year review).

B. Board Self Evaluation - Sierra suggest board decided if this is necessary this year. Will send different options for evaluation tools prior to August meeting.

C. Facilities - Due to change in terms of lease, which includes December signing, board will need to identify key drivers for facilities focus for FY23 as soon as possible.

D. Strategic Planning

Anne Boettcher

1. Discuss membership needs and action steps for strategic planning administrative advisory committees - funding, programing, marketing.

2. Programming committee update - committee members have been sharing things with each other. Ex: list of asks from teachers given to Anne. (committee = Julie, Dawn, Tiel, would help if Tasha can, ___ has been coming too, Dave maybe?; if others would like to join, would be welcome)
3. Other committees have fizzled – need to revive fundraising, marketing

V. Action Items

- A. Approve Extra Curricular Activities for FY23.
 1. This year’s activities include Art, PE, STEM. Activities which are no longer part of the LTCS curriculum include, Music, Spanish, and Community Connections.
 2. Initial changes to extra-curricular activities were temporary due to COVID. If these changes are going to be permanent, Director will need to submit a written proposal to be approved by the board.
 3. Julie will bring written proposal next meeting
 4. Sierra asks Julie to work with Dawn to discuss options for integrating the Community Connections program into STEM programming. Since LTCS has chosen to amplify and enrich our fieldwork, and we have a dedicated STEM/Math teacher, there may be room to include a community connections piece into the STEM classes.

- B. Board Officer Positions - Board will consider approving new officer positions and revising roles and responsibilities of existing positions.
 1. Bylaws include option to create co-chair and/or vice chair positions.

VI. Move to add a co-chair

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

- A. Board Officer Elections - Board will elect officers for FY23
- B. Nominations:
 1. Board elects Anne B & Charles M for chair and co-chair.

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

2. Board elects Bee for treasurer

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

3. Board elects Sierra for secretary

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

C. Charter Representative - Board will add additional Charter Representative to ASBCS (Pending ASBCS Approval). Moving forward board will ensure Secretary also serves as Charter Representative.

1. Motion to add Sierra Wilson as charter representative in her position as Secretary.

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

D. Set time of meetings for FY23 - Board will consider revision of meeting times to accommodate member schedules.

1. Meet at 5:15 pm on 3rd Wed of Month, will meet in person, Zoom will be option

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

VII. Information Items

A. Future Agenda Items - Staff, Board, Public requests for future board discussion or consideration

1. Approve handbook policy changes

B. Meeting Dates -

1. July 27th (Wed) at 2:30 - 3:00 pm (to approve handbook changes)
2. suggested 8/17/2022 at 5:15 pm. Board Retreat -TBD

VIII. Adjournment: 6:39 pm

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).

Office:

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

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

Website:

Dated this 25th day of July, 2022 at 2:00 pm (specific time of posting listed on web page).

By Sierra Wilson, Secretary