



## 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

- A. Called to order by Sierra Wilson at 5:15 pm.
- B. Adoption of the agenda (Discussion of items is not in order)

Motion: Sierra	Second: Anne			Vote: 3-0-0
Sierra: Aye	Matt: Not Present Yet	Bee: Aye	Anne: Aye	

- C. Approve Minutes from June 15, 2022 and June 29, 2022. (Item moved to end of meeting)
  - 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

1. Julie reviews enrollment numbers and strategies - K-8; 1-17,2-18; 3-23; 4-10; 5-12; 6-20 7-8 = 116; several tours scheduled; Kindergarten banners going up again around town for 3 weeks.
2. Student Achievement (Dawn Klaiber) - has been working on new Kindergarten entrance assessment (KEA) - soft launch this year, encouraged this year, required next year. They have not figured out what that assessment is going to be yet. New project: Dawn has created a multi year training schedule for dyslexia training, ensuring staff excellency throughout the grades (rather than meeting minimum requirements of Move On When Reading). Trisha (K) and Mary (1st) will take state courses this year, 2nd and 3rd grade teachers next year. Dawn is working with the State to review compliance. Still getting her feet under her in her new position. Per Sierra - Charles Mentken will provide mentoring for Dawn in her supervisory role. Per Anne - in process

of hiring a new STEM outreach person at ERAU. This person will continue to provide programming planning assistance.

3. Maintenance (Julie) - 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 landlord, \$500) came in 7/7/22 - repaired lights upstairs and fixed some electrical outlets; Plumber came (\$1800, referred by landlord) and coming again tomorrow to fix/replace some toilets and sinks with higher use models; wall put up in 5th grade to accommodate STEM and Art classroom.
4. 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.)
5. Compliance - Charter Representative filing submitted for Dawn Klaiber; it's been held up by an issue with the Corporation Commission filing - Julie is working with Charter Board to resolve that issue.
6. 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.
7. Lunch Program - training next Thursday at Franklin Phonetic, who will be catering NSLP lunches for LTCS this year.

B. Board Report

Sierra Wilson

\*\*Matt Hart joins meeting at this time.

1. Planning/Board Calendar - First meeting of the new year. Sierra gives overview of upcoming board work plan:
  - a) OnBoard Training #1 - Sierra is beginning to work on this. Trying to get ready to launch for August meeting.
  - b) Tax Credit Drive/Fundraising planning - Suggests discussion at an upcoming meeting
  - c) Facilities - Must topload discussions early in year since renewal is now due in December.
  - d) Strategic Planning - Anne will still be leading this charge
  - e) Review Charter - Will conduct annual review at next meeting.
  - f) Approve Family and Staff Handbooks - need to update the handbooks due to new laws recently passed. Will come in form of another quick meeting to approve the policy updates.
  - g) Approve Policy corresponding to end of legislative session
  - h) Approve Board Calendar - in August
  - i) Approve Summative Evaluation tool for Academic Program Coordinator
  - j) Approve Revised Summative Evaluation tool for Director
  - k) Approve Growth Plans for Julie and Dawn - work on these for August / September
  - l) Draft Board Goals ;
2. Training - Board would like fundraising training this year.
3. Recruitment/Board Composition - Still looking to fill at least one position.

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.

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 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. Looking forward to pop-in as she feels our program is stronger than ever and would like staff at ASBCS to see this in person.
    - 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. Should include annual review of Charter Contract, quarterly review of compliance dashboard, pop-in checklist, website compliance checklist, and Compliance Statement of Assurances.
- B. Board Self Evaluation - Sierra suggest board decide on method of evaluation 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. Staff input important in this process.
- D. Strategic Planning Anne Boettcher
1. Admin committee for programming update - committee members have been sharing things with each other. Ex: list of asks from teachers given to Anne. Committee = Julie (Director), Dawn (Academic Program Coordinator), T.L (teacher), would help if Tasha can join as STEM/Math teacher, Dave (schoolwide support staff) maybe?; if others would like to join, would be welcome.
  2. Other committees have fizzled due to lack of staff/parent interest – need to revive fundraising, marketing.

#### V. Action Items

- A. Approve Extra Curricular Activities for FY23 - Vote tabled pending proposal from administrators. August meeting?
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 approved by the board temporarily due to COVID. If these changes will be permanent, the Director must 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 and Art 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 and fieldwork activities.
- B. Board Officer Positions
1. Board Bylaws include option to create co-chair and/or vice chair positions.

Board votes to add Co-Chair for FY2023

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

C. Board Officer Elections

1. Nominations - All nominees approved and elected as follows:
2. Board elects Anne Boettcher & Charles Menken as chair and co-chair.

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

3. Board elects Bee Sena as Treasurer

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

4. Board elects Sierra Wilson as Secretary

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

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

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

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

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

1. Board will meet at 5:15 pm on 3rd Wed of Month. The only change is to the time. Board will now meet at 5:15 pm instead of 5:10 pm.

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

VII. 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