



# Public Meeting of the Board of Directors of La Tierra Community School Minutes

La Tierra Community School  
Mar 22, 2023 at 5:15 PM PDT

@ 123 N. Virginia St, Prescott AZ, 86301 - 5th Grade Room

## **Attendance**

### **Present:**

Members: Anne Boettcher, Matt Hart, Julie Jongsma, Dawn Klaiber, Charles Mentken, Bee/Kathryn Sena/Montoya, Sierra Wilson

## **NOTICE TO THE PUBLIC**

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 the Board of Directors of La Tierra Community School will hold a meeting open to the public.

\*Board members and public may attend virtually upon prior request. Please contact Julie Jongsma by calling the school office or emailing [julie@latierracommunityschool.org](mailto:julie@latierracommunityschool.org) as soon as possible and 24 hours prior to start of meeting for assistance attending virtually.

- Members of the Governing Board will attend either in person or by telephone or video conference call.
- The Governing Board may consider any item on this agenda in any order and at any time during the meeting.
- A copy of the agenda for the meeting will be available at the LTCS Office (located at 134 N. Virginia St., Prescott, Arizona 86301) during regular work hours and on the school website at [www.latierracommunityschool.org](http://www.latierracommunityschool.org) at least twenty-four (24) hours in advance of the meeting.
- Copies of agendas and supplementary documentation relative to public meetings are available from the LTCS Office during normal work hours 24 hours prior to meeting and on the evening of the meeting.
- Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting Julie Jongsma at 928-445-5100 prior to the meeting. Requests should be made as early as possible to arrange the accommodations.

 [NOTICE TO THE PUBLIC.pdf](#)

## **I. Opening Items**

### **A. Call to Order (Presenters: Anne Boettcher, Charles Mentken)**

Called to order by Anne at 5:28 pm.

Members present: Anne Boettcher, Bee Sena, Charles Mentken, Matt Hart, Kathryn Montoya, Sierra Wilson.

No members absent.

### **B. Adoption of Agenda**

#### **Motion:**

Motion to approve without revision.

Motion moved by Anne Boettcher and motion seconded by Sierra Wilson.  
Motion passed 6-0

C. Approval of Minutes (Presenters: Anne Boettcher)

Approve minutes from 15 February 2023 and 22 February 2023.

 [Minutes 2 22 2023 \(1\).pdf](#)

 [Minutes 2 15 2023.pdf](#)

**Motion:**

Motion to approve minutes from 2/22/2023 and 2/15/2023 without revision.

Motion moved by Anne Boettcher and motion seconded by Matt Hart. Motion passed 6-0

II. Information Items

*Items to be heard only; the Governing Body will not propose, discuss, or take legal action during the meeting unless the specific matter is properly noticed for legal action*

A. Director Report (Presenters: Julie Jongsma)

1. Enrollment

LTCS will have a booth at the Kindergarten fair this Saturday. Dawn, Trisha, and two LTCS parents will be there.

Julie will facilitate open houses in April and will have flyers for that at the fair.

April 22nd Earth Day - LTCS will have two tables with activities. This is a well-attended event.

a. Current

134 students. 128.5 FTE (kindergarten counted as half). No change from last month.

b. 2023-2024 Projections

Re-enrollment numbers: 109 students, 105 FTE (breakdown by grade below).  
Open enrollment will begin soon.

K - 8

1-9

2-15

3-13

4-18

5-12

6-14

7-not provided

8-5

2. Maintenance

Waiting for installation of DG ground cover in the playground. Was not completed over the spring break. A family has pledged \$1,000 for playground improvements.

a. Status of La Tierra 22-23 Payments

School has spent \$1,583 year to date.

3. Personnel

One staff member had an accident at school and has been out with an injury since the Tuesday before spring break. Has returned to school this week but is still in need of support.

4. Compliance

Submitted School Specific Change to Grades Served amendment request to charter board (ASBCS) to include 8th grade for the next school year. Waiting for approval.

a. Snow Day Make-Ups

In order to meet the instructional minutes requirement from the state, all remaining half days will be bumped to full days (four left). The school will not extend into the summer.

5. Health and Safety

No news aside from staff injury.

B. Academic Coordinator Report (Presenters: Dawn Klaiber)

1. Student Achievement

- AZEALA testing complete.
- State achievement testing starts tomorrow. AZ Sci (only 5th grade). All grades 3-7th start other testing the first week of April going through the week of 4/18. We have until 4/28 to finish for makeups.
- Dibbles reading assessment use data to report for MOWR will start the last week of April.
- Dawn is collecting feedback from teachers about best time for Galileo.

2. Instructional Oversight

Working on final observations and then will complete summative evaluations. After completion, Dawn will meet with Julie to make recommendations for teacher contracts.

3. Funding and Compliance

- Grant to fund school counselor was turned in one month ago. It's a first come first serve and Dawn submitted the grant earlier than most other schools. Has heard feedback that it was a strong proposal and should likely receive award. State is giving priority to refunding existing programs.
- Entitlement Grants - all pieces for IAP (Integrated Action Plan) are completed (all due in May). dawn is working with state on their feedback to update plans. Has gotten feedback from fishbone (part of the process), and now awaits IAP feedback. All done and in ADE Connect. Next step is writing the grants and planning out the spending of funds. Figuring out which grants fund which programs. Entitlement Grant funding is expected to be down \$8500 from this school year.
- Governor's Grant - Dawn attended webinar and plans to submit a proposal. Funding has to be spent by June 30th - Submission is due April 6th.

- Summer programming grants from the governor are only supplementing existing programs.
- United Way grants proposals were due in January. LTCS will not submit a grant proposal this cycle.
- G5 Grant (Rural funds that we already receive). Dawn has been working with Rhetta (her predecessor), Kristy (LTCS accountant), and Shari (at YCESA) to get access to that grant. Due mid-April. Julie comments that she will help Dawn gain access to the portal as she already has access herself.
- County grants - Dawn will start sorting through non state grant opportunities after finishing entitlement grants. Sierra offers to provide assistance with that.

C. Board Report (Discussion Item) (Presenters: Anne Boettcher, Charles Mentken)

1. Lease

Lease is signed and delivered.

2. Letter to Families and Staff

Letter will be revised for typos and sent out asap.

 [BOD Newsletter 3.22.2023.pdf](#)

3. Planning Board Schedule/Calendar

Board will shift to Strategic Planning and Budget this spring.

D. Finance Report (Presenters: Julie Jongsma, Bee Sena)

1. Monthly Financial Report

Board reviews monthly reports.

 [LaTierra Feb23 Reports.pdf](#)

2. Tax Credit Donation Uses

Sierra asks to consider extracurricular fee schedules at April meeting.

III. Public Comments

No public present.

IV. Discussion Items

*Matters about which the Governing Body may engage in discussion but will take no action during the meeting*

A. Charter Compliance Review (Presenters: Sierra Wilson)

Proactive review of charter compliance indicators. [Quarterly Review Tool](#). Sierra presents compliance tool she created to support BOD and leadership staff stay abreast of charter board compliance expectations.

 [LTCS Board of Directors Charter Compliance 360 Review Tool.pdf](#)

B. Budget Planning (Presenters: Julie Jongsma, Dawn Klaibler, Anne Boettcher, Charles Mentken)

Board and administrators discuss key drivers for FY24 budget.

1. Extra Curricular Activities

Possible split of Art and PE staff. Budget will not support at this point.

2. Fee Structures for Aftercare and Full Day Kindergarten

Kinder will remain the same. Aftercare will be modified to include time brackets. Can approve at April meeting.

3. Technology Planning (Presenters: Dawn Klaiber)

Dawn gives an overview current tech on hand and future needs.

4. ESSER Funding Gap

Board discuss impact the depletion of ESSER funding will have on next year's budget. School will have a moderate funding gap.

5. Facilities Planning (Presenters: Anne Boettcher, Charles Mentken, Matt Hart)

Board discusses potential people that could support the facility planning committee.

Sierra Wilson exits the meeting at this time.

C. Administrator Pay Scale (Presenters: Anne Boettcher, Charles Mentken)

Anne communicates that leadership will be offered a 5% pay increase for the 23-24 SY.

V. Action Items

*Matters on which the Governing Body may take legal action during the meeting*

A. Director and Academic Program Coordinator Pay (Presenters: Anne Boettcher, Charles Mentken)

Board considers compensation for administrators for FY24.

**Motion:**

Motion to increase leadership pay 5% for the 24 SY.

Motion moved by Anne Boettcher and motion seconded by Charles Mentken.

Motion passes 5-0 (Sierra Wilson exited the meeting after discussion item B budget planning and was not present for remainder of meeting including action items)

B. Safe Return to In-Person Learning Plan (Presenters: Dawn Klaiber)

Board considers Safe Return to In-Person Learning Plan

 [Safe Return to In-Person Instruction- 90900.docx.pdf](#)

**Motion:**

Motion to approve as written.

Motion moved by Anne Boettcher and motion seconded by Charles Mentken.

Motion passes 5-0

C. Updated Calendar 2023-2024

Board will approve updated calendar for next year.

Item Tabled.

Moved to April meeting.

D. Revised Budget FY23

Board will consider revised budget for Fiscal Year 2023.

Item Tabled.

Moving to April meeting.

 [budget23Revised.pdf](#)

 [RevisedBudgetFY23 Worksheet.pdf](#)

 [PayrollSummary23.pdf](#)

VI. Information Items

*The Governing Body will not propose, discuss, or take legal action during the meeting*

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

Request to discuss Friday daycare

B. Meeting Dates

May 19th, 2023 at 5:30 pm.