



# Public Meeting of the Board of Directors of La Tierra Community School - 17 January 2024

## Minutes

La Tierra Community School  
Jan 17, 2024 at 5:30 PM MST  
@ 123 N. Virginia St, Prescott AZ, 86301 - 6th Grade Room

### Attendance

#### Absent:

Members: Matt Hart, Julie Jongsma, Dawn Klaiber, Charles Mentken, Kathryn Montoya, Bee Sena, Christine Vollstedt

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.

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\*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.

**[ONLY ADD IF YOU ARE HAVING VIDEO CONFERENCING OPTION - To join the video meeting, click this link: <https://meet.google.com/kbr-vtrb-dmv> Otherwise, to join by phone, dial +1 262-682-3955 and enter this PIN: 751 678 908#]**

- 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.

### I. Opening Items

#### A. Call to Order (Presenters: Charles Mentken)

Charles calls the meeting to open at 5:33.

#### B. Action Item: Adoption of Agenda (Presenters: Charles Mentken)

[Approval of Agenda](#)

**Motion:**

Motion moved by Charles Moves to approve agenda and motion seconded by Bee Sena.

- C. Action Item: Approval of Minutes - Approve 15 November 2023 and 20 December 2023 Minutes (Presenters: Charles Mentken)

Approve minutes from 15 November 2023 and 20 December 2023

[LTCS BOD Public Notices - Online](#)

 [Approval of Minutes](#)

**Motion:**

Motion moved by Charles moves to adopt minutes and motion seconded by Matt Hart.

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)

Julie offers overview of current enrollment. No maintenance issue this month.

1. Enrollment

- a. 2023-2024

Kindergarten: 14

1st: 13

2nd: 16

3rd: 19 (+1)

4th: 20 (+1)

5th: 14 (+1)

6th: 17

7th: 14

8th: 6

FTE: 126 (129)

2. Maintenance and Facilities

- a. Status of La Tierra 22-23 Payments

No new maintenance payments this month

- b. Update on Site Visit and Meeting with Trinidee Shelton (Presenters: Julie Jongsma, Matt Hart)

Julie gives overview of recent visit of potential purchase of current site. Matt offers some information about upcoming contact with building owner. Julie meet with an architect recently to discuss purchase of the current school site and potential issues with zoning regarding current building on-site.

3. Personnel

New Aide Nick has decided to go back to school in Flagstaff. Currently holding interviews for replacement aide.

#### 4. Marketing

Have contacted the company to put kindergarten banners back up. Will have kindergarten information nights on February 1st and 6th. Kat and Tricia will be going to preschools the week of the 22nd with flyers and cookies.

#### 5. Compliance

Compliance statement of assurance completed and submitted.  
Special Audit of Arizona Auditor General office on school safety webinar will be attended on 1/18.

#### 6. Health and Safety

No concerns

#### 7. Upcoming Events

MLK Day March and Activities on 1/15/24  
Parent information nights for grades kinder through 5th 1/16-1/18  
Kindergarten Information Nights: 2/1/24 and 2/6/24  
Valentines Dance 2/8/24

##### a. Action Item: Approval of 24-25 Calendar

 [FY25 Staff Calendar.pdf](#)

 [Approval of 24-25 Calendar](#)

##### **Motion:**

Motion moved by Charles moves to approve 2024 - 2025 SY calendar. and motion seconded by Kathryn Montoya. All other member in favor of approving calendar.

#### B. Academic Coordinator Report (Presenters: Dawn Klaiber)

##### 1. Student Achievement

Professional Learning Community- Mid Year check-in was 1/12/24, focus for the remainder of the semester will be data analysis, formative assessment, and ELA curriculum development.

##### 2. Instructional Oversight

Professional Learning Plan mid year review was 1/12/2024 teachers shared out with the group their progress and future steps.  
2nd formal observations are scheduled throughout the next month

##### 3. Funding and Compliance

Cycle 4- Approval letter sent 12/26/2023  
MOWR second data submission sent to ADE 1/11/2024- awaiting approval  
sam.gov registration renewed: expiration date 12/18/24  
new process for Integrated Action Plans is coming out- working with Nancy to learn about that process and structure it for our school

 [La Tierra Cycle 4 letter.pdf](#)

C. Board Report (Presenters: Charles Mentken)

1. Director and Academic Coordinator Review Process Recommendations

a. Process

Review of previous year process, recommendations for improvements

b. Surveys (Presenters: Dawn Klaiber, Julie Jongsma)

2017-18 Parent Survey Model

Proposed Staff: 2 stars and wish model

 [2017-2018 Survey.pdf](#)

2. Upcoming meetings

February Board Meeting: 21 February 2024

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

1. Monthly Financial Report

 [LaTierra Dec23 Reports.pdf](#)

2. Update on Certificate of Deposit Status

2 \$125,000 CD's opened on 12/28/23. One 3 month and one 6 month. Current value at \$125,054.79

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. Discussion Items - Matters about which the Governing Body may engage in discussion but will take no action during the meeting.

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

A. 2024-2025 Salary and Pay Scale Recommendations and Discussion (Presenters: Julie Jongsma, Charles Mentken)

Proposal A includes a 3.2% increase

Proposal B includes a 2.0% increase

 [2024-2025 CERTIFIED TEACHER PAYSACLE PROPOSAL A \(1\).pdf](#)

 [2024-2025 CERTIFIED TEACHER PAYSACLE PROPOSAL B \(1\).pdf](#)

B. Fundraising

C. Volunteer Coordinator

D. Board Visibility and Recruitment (Presenters: Kathryn Montoya)

8 February next Community Event

E. Future Agenda Items

V. Adjournment

**CERTIFICATION OF POSTING NOTICE - Date and Time of Posting**

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]