



Public Meeting of the Board of Directors of La Tierra Community School - 20 December

Minutes

La Tierra Community School
Dec 20, 2023 at 5:30 PM MST
@ 123 N. Virginia St, Prescott AZ, 86301 - 6th Grade Room

Attendance

Present:

Members: Anne Boettcher, Matt Hart, Julie Jongsma, Dawn Klaiber, Kathryn Montoya, Bee Sena, Christine Vollstedt

Absent:

Members: Charles Mentken

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 as soon as possible and 24 hours prior to start of meeting for assistance attending virtually.

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 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: Anne Boettcher)

Call to order @ 5:36

B. Action Item: Adoption of Agenda (Presenters: Anne Boettcher)

Anne motions @ 5:37, Kathryn seconds, All present approve

☑ [Approve Agenda](#)

- C. Action Item: Approval of Minutes - Approve 15 November 2023 meeting minutes.
(Presenters: Anne Boettcher)

Tabled until 1/24

[LTCS BOD Public Notices - Online](#)

☑ [Approval of Minutes](#)

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 begins @ 5:37

Bee Sena joins in person @ 5:39

1. Enrollment

- a. 2023-2024

Kindergarten: 15

1st: 14

2nd: 16

3rd: 19

4th: 19

5th: 15

6th: 17

7th: 14

8th: 6

FTE: 127.5

2. Maintenance and Facilities

Details about cottage repair below.

- a. Status of La Tierra 23-24 Payments

Kitchen sink in cottage clogged due to backwater door broken and clogged.

Charge of \$209.00

Total charges currently at @2,387.00

- b. Action Item: Approval of Site Review and PAC Meeting Material

Bill Feldmeier contacted me in late November to let me know he has a buyer interested in the school property. He has scheduled a tour of the property for January 2nd. I had been working on contacting an architect to discuss feasibility of property working for our future needs. Was able to talk to her (Trinity Shelton) and she would be able to come meet with me and discuss our future needs/wants and create a basic site plan. She stated her top recommendation would be to attend a City of Prescott PAC (Pre-Application Conference) to ensure the city would approve our site plan and potential

expansion/future growth. The cost for her to do a site walk-through, site plan and represent us at the PAC meeting would be \$2500. Discussed in finance meeting with Kristy and she feels there is no problem with us taking on this cost.

Discussion about potential timeline should a buyer make an offer to Bill including right of first refusal in lease and what may happen if an offer is made. Kathryn asks what the advantage there is to investing in working with an architect and going down the process of engaging during a PAC meeting. Anne motions to approve @ 5:45, Bee seconds, all present vote in favor.

[Approval of Site Review and PAC Meeting Material](#)

3. Personnel

Nothing new at this time.

4. Marketing

New Aide, Nick Powers, will be handling weekly social media updates. We have created a schedule for classrooms to be showcased (a different class each week). This will begin upon our return to campus in January.

Met with ERAU professor Hatem Bata who will be leading a marketing class in the Spring semester. He will be leading his students in writing a marketing plan for LTCS.

5. Compliance

No new updates.

a. Charter Compliance Update

6. Health and Safety

No new updates.

7. Upcoming Events

Winter break: December 22-January 7

MLK day: January 15

Parent Info Nights: January 15-18

B. Academic Coordinator Report (Presenters: Dawn Klaiber)

Dawn begins presentation @ 5:57

1. Student Achievement

- Students completed their mid-year Galileo benchmark assessments November 27-December 14. I have been working to get materials for the teachers to begin analyzing results at their upcoming PLC meetings.

Anne asks how testing scores are compared to previous years. Dawn responds that data has not yet been compared.

- Fall Celebration of Learning was Thursday December 14. Overall students did well and were proud to show off their learning and teachers felt encouraged.
- Testing window for AZELLA January 29- March 15. All DTC trainings have been completed for administration. 3 students will be testing early in the window.
- Report Cards have been submitted by teachers and will go home prior to the break.

 [2023-2024 Achievement Test Data.pdf](#)

2. Instructional Oversight

- 2nd formal observations will begin mid January for all classroom teachers. They have all been invited to schedule this observation.
- Primary teachers participated in a full day EL Skills Block session on December 8. Those that attended learned a lot about best practices on how to provide this instruction and gained a deeper understanding of how to navigate the program.
- Primary teachers participated in our Unit 2 LETRS training December 15.

3. Funding and Compliance

- ESEA Cycle 4 monitoring presentation was Thursday December 14. They are in the evaluation process and will let me know if they need any more information before sending our final letter.
- ARPA Support for Arizona LEAs has final approval, this grant allowed for new chromebooks and payment for an additional classroom Aide.
- ADE Arts Consumables Grant- \$3000 for the art program
- MOWR 2nd Submission due February 1- will submit early January

 [Cycle 4 Monitoring Link.pdf](#)

C. Board Report (Presenters: Anne Boettcher)

Anne begins presenting @ 6:03

1. Action Item: Approval of Christine Vollstedt to Board

Christine's approval was tabled in October and was not on the agenda in November. Anne motions to approve Christine's board membership @ 6:04, Kathryn seconds, all present vote in favor.

 [Approval of Board Member](#)

2. Food Drive

La Tierra Community School is holding a food drive for the Community Cupboard and families in need

3. COL December 14 2023 Update

Anne expresses praise for organization of event and quality of student work.

4. Director and Academic Coordinator Review Process

Anne states that she will review review process with Julie & Dawn in January. Comparing what has been done in the past and worked well and what has been problematic.

5. Upcoming meeting

January Board Meeting: 17 January 2024

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

Julie & Bee begin presenting @ 6:07

1. Monthly Financial Report

Enrollment is in good shape leaving approximately \$100k in profit over budgeted numbers. Discussion around \$2500 cost for architect was a major topic during finance meeting. Kristy did not identify any major or minor areas of concern that need attention at this time.

2. Certificate of Deposit Update

Julie met with Lynne from National Bank of AZ since last meeting. LTCS falls under public funds laws and the bank isn't able to offer previously discussed CD rates because of the organizations status. Potential to offer money market funds rates between 3-3.5% could be available should the school move both checking and savings accounts to this bank. Julie took this back to OneAZ and asked for a better rate also ensuring that all accounts stay with OneAZ. This was escalated at OneAZ and they approved a rate increase of 0.25% for 4% total for 3 or 6 months, 3.5% for 12 months.

a. Action Item: Approval of CD funding and percentage rate

Anne motions that 2 CD's are opened with OneAZ. Both with \$125,000, one for 3 months and a second for 6 months. Bee seconds, all present vote in favor.

 [Approval of Funding for CDs](#)

3. Action Item: Annual Audit Report

Approval of Annual Audit findings as presented by roll call vote.

Anne motions to approve annual audit @ 6:15, Bee seconds.

Anne votes in favor

Kathryn abstains

Bee votes in favor

Matt votes in favor

The motion passes with a majority vote @ 6:16

 [LCQ Final LT 2023.pdf](#)

 [Financials Final LT 2023.pdf](#)

 [Approve Annual Audit Package](#)

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

A. 2024-25 Salary and Pay Scale

Board will discuss salary & pay scale options in January. Previous year's vote was taken at February meeting. Prior years saw 1.5% increase for two years, with a third increase of 5% approved for the current school year to catch up with inflation and cost of living as funds became available through consistent enrollment.

B. Strategic Planning

1. Fundraising
2. Volunteer Coordinator

Anne requests that call for a Volunteer Coordinator be included in return to school newsletter from Julie in January. This person would not have to join the board to fulfill this role.

3. Marketing

Hatem Bata will be leading a marketing class in the Spring semester at ERAU. He will be leading his students in writing a marketing plan for LTCS.

- a. Prescott Regional SciTechFest

Event will take place on March 2nd. Other colleges and organizations including the City of Prescott are participating. This will be the 10th anniversary of the event.

4. Board Visibility

February 8th is next Community Event. Anne asks if Kathryn is available to take the lead to promote the board and engage with parents and students. Ideas for raffle basket or other opportunity for engagement are discussed.

V. Adjournment

Anne moves to adjourn meeting @ 6:26, Kathryn seconds. All present vote in favor. Meeting is adjourned @ 6:26.

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]