



Public Meeting of the Board of Directors of La Tierra Community School - 29 April 2024

Minutes

La Tierra Community School
Apr 29, 2024 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, 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 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)

Motion:

Anne moves to start meeting at 5:31

Motion moved by Anne Boettcher.

B. Adoption of Agenda (Presenters: Anne Boettcher)

Motion:

Anne moves to adopt agenda

Motion moved by Anne Boettcher and motion seconded by Matt Hart.

C. Action Items: Approval of Minutes (Presenters: Anne Boettcher, Charles Mentken)

Approve minutes from 17 March 2024 Open Meeting
Approve minutes from 17 March 2024 Executive Session
[LTCS BOD Public Notices - Online](#)

Motion:

Anne moves to approve minutes for March 17th.

Motion moved 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. 2024-2025 Staffing Needs, Opportunities, and Direction

 [Academic Coordinator Job Description.pdf](#)

 [Administrative Assistant Job Description 2021 .pdf](#)

 [School Director Job Description 2022.pdf](#)

Anne opens conversation regarding staffing needs for 2024-2025 SY. Anne gives overview of what took place last meeting and what our focus is for this meeting.

Julie gives overview of her preferences and ideas about staffing for the next school year.

Katherine Montoya asks Julie clarifying question about staffing roles.

Matt Hart asks Julie clarifying question about staffing roles.

Katherine asks clarifying questions regarding Title 1 and grants.

Anne asks Julie clarifying question about new hires.

Matt asks clarifying question regarding increase in budget regarding new hires.

Anne asks Julie clarifying question regarding about the new hires reporting to the board.

A number of teachers present their perspectives about the potential changes to leadership structure and new hires.

Christine Vollstedt asks Julie clarifying question about how new hires will fill the role that the Academic Coordinator played this year.

Board engages in a broad discussion of new positions and potential challenges and benefits.

Dawn gives her perspective regarding potential changes to leadership structure and new hires.

Board engages in a discussion of school growth and site capacity.

Board members give individual perspectives about potential changes before voting.

1. Essential Functions Current Academic Coordinator

- a. Oversight of academic programs by proposing and implementing strategies that ensure staff excellence and student achievement

Includes: Recruitment and screening of applicants and participation in hiring of all instructional personnel; revision and monitoring of school-wide improvement plan, assists with implementation of individual student assessment and its implications for early intervention;

- b. Supervision, training, and evaluation of instructional personnel

Includes: State approved evaluation processes, assistance to Director on policies and procedures related to discipline, learning community oversight,

- c. District Test Coordinator

- d. Title I Coordinator and Teacher of Record

- e. Title I, II, IV, and RLIS Grant Manager (development and management)

Includes: Assurance of compliance, ADE requirements,

- f. Child Study Team Coordinator

Includes: AZ Child Find requirements, coordination of academic based child study team meetings and referrals to special education

2. Technology Coordinator

Includes: Organization and updates of all tech equipment, set up the back end for tech based instructional programs

3. Additional Positions

As stated in the April Governing Board Meeting, there are several current staff members who have reported they will need to leave LT either this year or at the end of the 2024-25 SY due to financial hardship. A few of these staff members have further stated they will need to get second job this coming year to be able to make ends meet. In addition, there were several comments on the Director Survey from staff regarding

the lack of options for increased leadership and responsibility among the staff. The proposal was created to address these issues by creating smaller parcels of job duties pulled from the current academic program coordinator position that can be completed by current staff who are interested in these areas for additional compensation and responsibility.

This proposal includes

- modification of current job descriptions for Director and Administrative Assistant
- addition of front office staff (pt)
- parceling of current Academic Coordinator Position into job duties to be assigned for additional compensation by current staff.

This proposal is a general overview and does not contain complete job descriptions. Additionally, a survey was sent to classroom teachers asking for information on if they were interested in additional duties for additional compensation, the additional time they were willing to spend and a survey of areas they are interested in providing support in. The results of this survey of 9 classroom teachers is included.

 [Board review 2024-2025 Proposed positions.pdf](#)

 [board review - staff survey - stipends.pdf](#)

B. Action Item: Approved Proposed 2024-2025 Positions

Motion:

Anne moves to approve proposed 2024 - 2025 positions with careful consideration of staff workload.

Motion moved by Anne Boettcher and motion seconded by Bee Sena. Motion is approved.

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. Future Agenda Items
- B. Future Meeting Dates: 15 May 2024, 5:30PM

V. Adjournment

Anne calls for meeting to adjourn at 6:28 pm.

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]