



# Combined Public Meeting and Executive Session of the Board of Directors of La Tierra Community School Minutes

La Tierra Community School  
Jun 21, 2023 at 5:30 PM MST  
@ 123 N. Virginia St, Prescott AZ, 86301 - 5th Grade Room

## **Attendance**

### **Present:**

Members: Anne Boettcher, Julie Jongsma, Charles Mentken, Kathryn Montoya (remote), Bee Sena

### **Absent:**

Members: Sierra Wilson, Matt Hart, Dawn Klaiber

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.

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. As indicated in the agenda, pursuant to A.R.S. § 38-431.03 Subsection (A), paragraphs [1] the Board of Directors of La Tierra Community School may vote to go into executive session, which will not be open to the public, to discuss certain matters.

\*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.

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: Anne Boettcher, Charles Mentken)

Anne calls meeting to order at 5:33 PM

B. Adoption of Agenda (Presenters: Anne Boettcher, Charles Mentken)

**Motion:**

Motion to adopt agenda without revision. Motion moved by Anne Boettcher and motion seconded by Charles Mentken.

Motion to approve without changes. Anne: Aye, Charles: Aye, Bee: Aye, Kathryn: Aye

C. Approval of Minutes - Approve 5/17/2023 meeting minutes. (Presenters: Anne Boettcher, Charles Mentken)

Approve minutes from 19 April, 2023

[LTCS BOD Public Notices - Online](#)

**Motion:**

Motion to Approve minutes. Motion moved by Anne Boettcher and motion seconded by Charles Mentken. Noted that minutes need to add Tim Carter as guest.

Motion approve with noted change to add guest. Anne: Aye, Charles: Aye, Bee: Aye, Kathryn: Aye

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

*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

a. Final 2022-23

Kindergarten: 11

1st: 20

2nd: 20

3rd: 23

4th: 14

5th: 14

6th: 20

7th: 8

FTE: 124.5

b. 2023-2024 Projections

Kindergarten: 14

1st: 10

2nd: 17  
3rd: 19  
4th: 22  
5th: 17  
6th:17  
7th: 17  
8th: 7  
FTE: 133

## 2. Maintenance

Summer projects moving forward:  
Wall removed from 4th grade classroom  
Carpet cleaning completed 6/19/23  
Fence bulge corrected  
DG ordered  
Wood chips ordered  
Carpet ordered awaiting installation  
Concrete repair to be completed prior to day 1

### a. Status of La Tierra 22-23 Payments

Current maintenance expenses remain at \$2075

## 3. Personnel

2023-24 School Year: All positions filled except STEM teacher. Bee has sent info to departments at Prescott College. Anne has reached out to a few people. Still listed on Indeed.

## 4. Marketing

Banners are up. Reaching out to a marketing person who specializes in social media. Discussed various options for this, with a focus on Kindergarten

## 5. Compliance

### a. Charter Compliance Update

I've started the summer update of the website using the ASBCS Website Self-Checklist.

## 6. Health and Safety

No current health or safety concerns

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

Dawn Klaiber absent.

### 1. Student Achievement

#### [Achievement and Benchmark Data](#)

- Achievement testing scores received, see attachment
- Action Steps: Achievement and Benchmark assessment scores indicate low achievement across grade levels. Throughout the 2023-2024 school year we will be completing a gap analysis for both ELA and Math. This effort will help us determine areas of weakness in our instruction. 4 teachers and myself are

registered for LETRS reading program, 2 more on the waitlist- this course will help teachers become more effective at providing reading instruction. Professional Learning Communities will meet more regularly providing time for teachers to collaborate and strengthen instruction and classroom assessment.

Will include discussion of assessment at July 19, 2023 Meeting

## 2. Funding and Compliance

- FY 24 ESEA grant completed and approved
- IDEA grant completed and awaiting approval
- Project AWARE grant completed and awaiting approval- used for Julie and Cristal to complete QPR: Become an Instructor Training, they will then lead LTCS staff in QPR: Gatekeeper training
- Governor's grant: Support for Arizona LEAs, award granted- funds to be spent by 6/30/2023
- Purchased new chromebooks and iPads with funding through Governor's Grant along with salary/benefits for second grade aide position for the end of the school year.

### C. Board Schedule and Board Compositions (Presenters: Anne Boettcher, Charles Mentken)

#### 1. Staff and Family Surveys

Plan to develop new models for 2023-24 school year with deployment in February

#### 2. Upcoming meetings

Second Budget Approval 7/6/2023, 9:00 am - Virtual. Regular Session 7/19

#### 3. Officer Nominations

Officer nominations and resignations will occur at July 19, 2023 meeting.

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

 [LaTierra May23 Reports.pdf](#)

#### 1. Monthly Financial Report

End of year in good standing. Funds transferred to savings.

### 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.

*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. Friday Daycare Update - Board and administrators will discuss possibility of adding Friday programming to students. (Presenters: Julie Jongsma, Dawn Klaiber)

Board and administrators will discuss possibility of adding Friday programming to students. Our AZ serve job has been approved and they are looking for candidates.

- B. Fundraising (Presenters: Charles Mentken, Kathryn Montoya)

Working on fall 2023 organization of possible garage sale and disc golf tournament Charles working to coordinate disc golf tournament.

Individual classes will assist with monthly events, 50/50 raffle will be included at each, possible auction items to be included. Schedule to be set prior to start of fall term.

Fundraising thermometer to be created with \$20,000 market and benchmark at \$8,000 to cover a shade structure.

Tax credit material and target uses to be set prior to fall term.

Possible creation of joint volunteer coordinator/fundraising coordinator position - Julie is discussing with potential volunteer.

- C. Volunteering (Presenters: Julie Jongsma, Dawn Klaiber, Anne Boettcher)

Sign-up Genius will be primary platform for recruiting volunteers. Individual accounts will be established for each teacher with templates prior to teacher work week, A campus account will be established for all school events/needs and will be populated prior to teacher work week.

We are identifying ways to share from e-mail to text using Sign-up Genius

- V. Action Items - Matters on which the Governing Body may take legal action during the meeting.

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

- A. FY24 Budget - Board will approve budget for fiscal year 2024.

Note: There may be additional funds provided by state, possible use could be for retention of students.

 [LaTierra Budget24 Proposed.pdf](#)

 [Proposed Budget 6/21/2023](#)

**Motion:**

Motion to approve FY24 Budget based on 129 FTE. Motion moved by Anne Boettcher and motion seconded by Bee Sena.

Motion moved by Anne Boettcher and motion seconded by Bee Sena. Motion Approved. Anne: Aye, Charles: Aye, Bee: Aye, Kathryn: Aye. Docusign document created and signed by all present, including Director. Signature by Academic Coordinator also secured

- B. Executive Session: Director Summative Evaluation

Anne moves to enter Executive Session pursuant to A.R.S. § 38-431.03 Subsection (A), paragraphs [1], which will not be open to the public, to discuss Director Performance.

Board exits closed session at 6:45 pm.

 [End of year reflection - Julie PGP 2022-23.pdf](#)

**Motion:**

Motion to approve Director Summative Evaluation. Motion moved by Anne Boettcher and motion seconded by Charles Mentken.

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

Motion Approved. Anne: Aye, Charles: Aye, Bee: Aye, Kathryn: Aye

C. Policy Approval (Presenters: Anne Boettcher, Julie Jongsma)

1. LTCS School Fieldwork Fee Policy (Presenters: Julie Jongsma)

The policy provides guidelines on fees for fieldwork.

 [LTCS fieldwork fee policy.pdf](#)

**Motion:**

Motion to approve fieldwork policy. Motion moved by Anne Boettcher and motion seconded by Charles Mentken.

Motion moved by Anne Boettcher and motion seconded by Charles Mentken. Motion Approved, Anne: Aye, Charles: Aye, Bee: Aye, Kathryn: Aye

2. ASBA Charter School Policy Advisory - Volume 23, Number 1 May 2023 (Presenters: Anne Boettcher)

Board will consider revisions to and/or initial adoption of the following policies and exhibits:

Policy IGA — Curriculum Development Policy Advisory

Policy IGD — Curriculum Adoption Policy Advisory

Policy IJJ — Textbook/Supplementary Materials Selection and Adoption Policy Advisory

Policy JLCD — Medicines / Administering Medicines to Students

Regulation JLCD-R — Medicines / Administering Medicines to Students

NEW - Exhibit JLCD-EB — Medicines / Administering Medicines to Students (Arizona Seizure Action Plan)

\*exhibits and regulations are optional but must be used by the school if adopted.

 [CPAs2023Vol23No2.pdf](#)

**Motion:**

Motion to approve the following policies as written:

Policy IGA — Curriculum Development Policy Advisory

Policy IGD — Curriculum Adoption Policy Advisory

Policy IJJ — Textbook/Supplementary Materials Selection and Adoption  
Policy Advisory

Policy JLCD — Medicines / Administering Medicines to Students

Regulation JLCD-R — Medicines / Administering Medicines to Students

NEW - Exhibit JLCD-EB — Medicines / Administering Medicines to  
Students (Arizona Seizure Action Plan)

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

Motion moved by Anne Boettcher and motion seconded by Charles  
Mentken. Motion Approved. Anne: Aye, Charles: Aye, Bee: Aye, Kathryn:  
Aye

New page added to school website describing services available,  
Parent who works at community organization mentioned another school  
is partnering to provide school lunches, something to look into,

- VI. Information Items - The Governing Body will not propose, discuss, or take legal action during the meeting.

*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

Approve staff and family handbooks,

- B. Meeting Dates

- VII. Adjournment

Meeting adjourned at 7:10 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]