



# Public Meeting of the Board of Directors of La Tierra Community School - 09-20-2023 Minutes

La Tierra Community School  
Sep 20, 2023 at 5:30 PM MST

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

## Attendance

### Present:

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

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: Anne Boettcher)

Anne calls the meeting to order at 5:31 PM

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

### C. [Approve Agenda](#)

### Motion:

Anne moved to approve agenda

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

D. Action Item: Approve Minutes 09/23/2023 (Presenters: Anne Boettcher)

LTCS 08/16/23 Minutes:

<https://public.onboardmeetings.com/Meeting/bce0vfMVZyuRid9TMD2K15ovPiDFmCKPV8%2F4Hg2hE6sA/OFG9NEgpXEXo6Y12E5CSKnGXDgDkpPjylvlwalt9F4A?ReturnUrl=%2FOrganization%2Fbce0vfMVZyuRid9TMD2K15ovPiDFmCKPV8%252F4Hg2hE6sA>

E.  [Minutes 9/23/2023](#)

**Motion:**

Anne moves to adopt minutes from August meeting.

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

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)

Julie relates that our first Prescott College workstudy student has been approved. Julie gives an overview of the potential purchase of an intercom system.

Anne asks Julie a clarifying question regarding the audit.

1. Enrollment

a. 2023-2024 Current

Kindergarten: 15

1st: 14

2nd: 17

3rd: 19

4th: 20

5th: 18\*

6th: 18\*

7th: 15

8th: 6

FTE: 134.5

\*currently full

2. Maintenance

Still working on 3 estimates for a shade structure for lunch area.

Looking at an intercom system called Visiplex. Currently we have 2 classrooms that do not have any form of telephone or communication options. We currently need to call personal cell phones with limited/poor success. This system would allow us to have a

base unit in the office to be able to call the classrooms. The unit is completely moveable if we end up moving locations in the future we would be able to take it with us. We would purchase the base unit and 2 class units now for the cost of \$4,769 and then add the outdoor unit and the remaining 6 classrooms next year for the cost of \$4,773 (current cost). Not having the ability to contact all of the classrooms is extremely difficult. We have received quotes before on phone systems with a cost of \$20,000 and that would not be a movable system.

 [QUOTE 270368.pdf](#)

a. Status of La Tierra 23-24 Payments

No maintenance costs yet

3. Personnel

No current issues

4. Marketing

Sunday the 24th we will be hosting a kids activity table at the Prescott Peacebuilder Concert at Granite Creek Park.

5. Compliance

Our Auditor will be completing our annual audit on October 2nd and 3rd.

a. Charter Compliance Update

Emailed ASBCS on 8/17/23 for clarification of Charter Representative paperwork as directed by our Charter Representative. Still awaiting feedback. Resent email on 9/15/23.

6. Health and Safety

No concerns.

7. Upcoming Events

Math night was last week with limited participation (approximately 15 families). Those who joined us had positive feedback and enjoyed the night.

Prescott Peacebuilders have invited us to once again participate in the International Day of Peace ceremony at the Courthouse Square on September 21st at 6:30. We will have a representative of the 3rd, 4th and 5th grade classes speaking at the event.

Additionally, they asked us if we would like to have an activity table at the Concert on Sunday the 24th. We will host the kids activity table and a parent who is a professional face painter will be there with us as well.

Student led conferences will be next week, Wednesday through Friday.

Chipotle fundraiser will be October 4 from 4-8 with 33% of proceeds coming back to the school.

Fall break will be the week of October 9.

B. Academic Coordinator Report (Presenters: Dawn Klaiber)

1. Student Achievement

Beginning of the year benchmark assessments have been completed. Data has been shared with teachers and I have collected the data that I will use to complete our first MOWR report (due October 1).

Teachers are working on confirming student led conference appointments. Conferences will be held Wednesday September 27, Thursday September 28, and Friday September 29.

## 2. Instructional Oversight

I have been conducting the first formal observations of the school year with classroom teachers. They are going well so far, I have been able to provide a lot of positive feedback to teachers and had had helpful discussions at pre observations and post observation meetings.

We had our first training with the new ELA curriculum Friday September 15. This training was specifically for learning how to navigate and utilize the digital platform. Supplies (books, workbooks, manuals) have been ordered and are expected early to mid October.

7 teachers are participating in a science of reading course titled LETRS. We are taking the class through the Yavapai County Education Service Agency. The course includes textbook reading/studying, online coursework, and in person coursework. We have 4 dates scheduled for the first half of the class between November and March for this in person work.

## 3. Funding and Compliance

Our final Safe Return to In Person Learning submission was approved.

We are in Cycle 4 for our Title 1 grant. Shari and I are working through the process. I will hear later this semester when our on campus visit will be. Traditionally these are scheduled between November and February.

Julie and Cristal received their coursework for the QPR train the trainer course. So far 13 staff have been trained this year in suicide prevention. (Hopefully the last 4 completed their training Wednesday morning!). Grant closes September 29, I have updated our award in ADEConnect and will email assurances as soon as all trainings have been completed.

Our first MOWR submission is due October 1. This submission includes our literacy plan as well as our first data submission.

I have been meeting with Nancy to work on our Gap Analysis, which is part of this year's IAP.

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

Anne reminds us of our next board meeting.

### 1. Upcoming meetings

October Board Meeting: 18 October 2023

### 2. Recruitment of Members

Anne introduces a parent who is interested in becoming a board member. Christine Vollstedt give a brief introduction of her self and why she would like to become a board member. Anne describes the process of becoming a board member.

 [Christine Vollstedt - Resume.pdf](#)

### 3. OnBoard Updates, Corrections, Review

Anne gives an update regarding On-Board and potential future changes to the structure and our use of On-Board.

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

Bee asks if there are any questions on the enclosed budget. There are no questions.

 [LaTierra Aug23 Reports.pdf](#)

**Motion:**

1. Monthly Financial Report
  - a. Budget Flexibility
2. Action Item: Approval of FY23 Final Budget

 [LaTierra AFR23.pdf](#)

 [Approval of FY23 Final Budget](#)

**Motion:**

Anne moves to approve the FY 23 AFR

Motion moved by Anne Boettcher and motion seconded. All other members vote yes to approve FY23 AFR.

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

Board discusses a variety of different ideas about raising money.

- B. Facilities - Future needs, approach (Presenters: Matt Hart, Julie Jongsma)

Matt offers overview of current facilities and potential use of existing saving that we could potentially invest for future facilities.

- C. Volunteering (Presenters: Julie Jongsma, Dawn Klaiber, Jackie Goodin)

- D. Board Meet and Greet (Presenters: Kathryn Montoya)

Kathryn offers overview of her idea about creating a parent/board meet and greet.

- V. Information Items For Future - 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

[THIS IS THE PLACE FOR BOARD MEMBER OR ADMIN TO REQUEST ITEMS BE PUT ON AGENDAS. ALSO INCLUDES REQUEST FROM PUBLIC COMMENTS SECTION IF THE BOARD CHOOSES TO ENTERTAIN THEIR REQUESTS]

Vote to put saving in CD.

- B. Meeting Dates

October Board Meeting: 18 October 2023

VI. Adjournment

Anne moves to adjourn meeting at 6:30 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]