



MINUTES of COMBINED PUBLIC MEETING and EXECUTIVE SESSION of the BOARD of DIRECTORS of LA TIERRA COMMUNITY SCHOOL

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 held a meeting open to the public. As indicated in the agenda, pursuant to A.R.S. § 38-431.03 Subsection (A), paragraphs [1] and [7] the Board of Directors of La Tierra Community School voted to go into executive session to discuss certain matters.

Time: Wednesday, February 15th, 2023 at 5:15pm

Location: 124 N. Virginia St, Prescott AZ, 86301. 5th grade room

Meeting Type: Combined Regular Session and Executive Session

Members Present: Anne Boettcher, Matt Hart, Charles Mentken, Sierra Wilson, Kathryn Montoya, Bee Sena

Members Absent: None

Staff Present: Julie Jongsma, Dawn Klaiber

Meeting Type: Combined Regular and Executive Session

The following matters were discussed, considered, and decided at the meeting:

I. Opening Items (Anne Boettcher and Charles Mentken)

- A. Call to order by Anne at 5:18 pm
- B. Agenda adopted with no changes

Motion: Anne	Second: Charles				Vote: 6-0-0
Matt: Aye	Kathryn: Aye	Anne: Aye	Sierra: Aye	Charles: Aye	Bee: Aye

- C. Approved - minutes from January 18, 2022. No changes.

Motion: Anne	Second: Sierra				Vote: 6-0-0
Matt: Aye	Kathryn: Aye	Anne: Aye	Sierra: Aye	Charles: Aye	Bee: Aye

II. Information Items

A. Director Report (Julie Jongsma)

- 1. Enrollment - 133, 127 FT

Kindergarten info nights complete. 8 families attended. Data from attendees indicates parents heard about LTCS mostly through word of mouth and social media group recommendations. LTCS will participate in the Northern AZ Sci Fest on March 4th. Mary Layman (1st grade teacher) is planning activities for LTCS participation.

- 2. Maintenance - Ongoing maintenance activities this month. No new emergency concerns.
- 3. Personnel - 2 new aides. Part time aide has been hired for 1st and 3rd grade aide and 2nd grade aide resigned due to family emergency and has been replaced with new hire.

4. Health and Safety - Currently there are a few COVID cases. Some staff and students are out sick but we are returning to more normal numbers.
 5. Marketing - Valentine's Dance Benefit was very successful. 200 attendees. Kids had a great time and staff received positive feedback. A staff family member paid for the facility rental for the dance. The fundraiser raised \$675 for the LTCS Family who recently experienced a family tragedy.
- B. Academic Coordinator Report (Dawn Klaiber)
1. Student Achievement - Aezella testing in process (for English Language Learners 3-7th grade). Dawn has completed all district test coordinator trainings and she will ensure appropriate staff attend 3/3/2023 training for testing coordinators.
 2. Instructional Oversight - 2nd round of teacher observations will begin after Aezella.
 3. Funding and Compliance
 - a) Progress monitoring submitted for SSI (School Safety and Sustainability) grant at the end of January and Dawn received positive feedback.
 - b) MOWR (Move On When Reading) report submitted to the state at the end of January.
 - c) CNA (Comprehensive Needs Analysis) completed with leadership team.
 - d) Nancy and Dawn worked on RCA (Root Cause Analysis) fishbones. Still in draft stage. Dawn has submitted unofficially to contact at the state and he will provide feedback by Friday. Nancy will help build a new IAP (Integrated Action Plan) to be shared with the Board in the March meeting. She will share with staff earlier in March.
 - e) Title IV revision has been approved and Dawn has begun allocating funding.
- C. Board Report (Charles Mentken and Anne Boettcher)
1. Planning Board Schedule/Calendar - Finalize lease at this meeting. Board will move to strategic planning and budget planning in spring semester.
 2. Recruitment - Kathryn Montoya's membership has been approved by the AZ State Board for Charter Schools. Board still requests active recruitment from all members.
- D. Finance Report (Bee Sena and Julie Jongsma)
1. Monthly Financial Report - Enrollment numbers have increased substantially from budgeted number and the board will need to approve a modified budget by May 15th 2023. Will approve at the April meeting.
 2. FY23 Update - No concerns. LTCS accountant has approved the cost of the updated staff pay scale with current enrollment numbers.

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)

No public present

IV. Discussion Items

A. Grade Configuration (Julie Jongsma and Dawn Klaiber):

Proposed Change:

Add an 8th grade program to La Tierra's grade configuration. The 8th grade class would be a combined class serving 7th and 8th together for the 2023-24, 2024-25 and 2025-26 school years. For the 2026-27 school year the 8th grade would become a stand alone classroom.

Rationale:

1. Evaluating our competition and their grade configurations we see the disadvantage created by serving a Kindergarten through 7th grade configuration. Prescott Unified School District's configuration creates a natural transition for students to enter a district school in 5th, 7th, or 9th grade.
2. Studies supported by safesupportivelearning.ed.gov point to the importance of aligning social and emotional learning practices between elementary and middle school to provide the highest level of support to middle school students. Research shows that middle school is a time of major social and emotional growth. Due to our strong social and emotional learning foundations and teachings our students do not experience the same level of peer pressure and bullying common in other middle school settings. Both Conscious Discipline and Expeditionary Learning have strong foundations in self-awareness and ownership of actions which is critical during middle school as students work towards developing a sense of pride in accomplishments and an awareness of their challenges. Our students develop strong social and emotional competencies throughout elementary school and offering a middle school will continue to strengthen students' foundations and better equip them to face the challenges of their teen years and beyond.
3. Parents frequently inquire as to our grade level configuration and express a desire for continuation through 8th grade.

Logistics:**Academic:**

In order to provide the most appropriate and rigorous program for our students while accommodating an 8th grade, instruction of 6th, 7th, and 8th grades will be split among two core teachers and an instructional aide with a stand alone 6th grade and combined 7/8th grade crew.

Teachers will specialize in the subjects of Math/Science and English Language Arts (ELA)/Social Studies. Each class will begin the day with their crew leader then attend block classes for core subjects. Each class will participate in one extra curricular class per day. Core teachers will have scheduled time to plan and monitor student progress collaboratively.

Staff has begun planning the academic curriculum for grades 6, 7, and 8. Math classes will continue to use the EngageNY Math curriculum used by all classes schoolwide. In ELA, students will participate in two book studies, one during the fall semester and a second during the spring. Along with these book studies grammar and writing standards will be met through the Writing and Rhetoric program and supplemented with ArgoPrep. 7th and 8th grade ELA standards make a significant shift to literature and the use of these programs and book studies will support this shift. Each class will continue to participate in one learning expedition each semester and will trade between a social studies based expedition and a science based expedition. All expeditions will be aligned with grade level standards and science lab work will be implemented in all classes.

Procedures for communication and monitoring of student progress will remain consistent with schoolwide protocols and standards.

Facilities:

One of the biggest obstacles to adding the 8th grade class is our current facility. The addition of 8th grade will require Art and STEM classes to once again be a mobile class. Classroom

reconfiguration plan will include opening previously bifurcated rooms for larger classes as well as relocating on site storage unit for Art and STEM materials.

Financial:

Current and expected enrollment data indicates an increase in revenue despite increase in staffing and material costs. Board provided with expected costs for staffing, technology resources, and curricular materials and equipment as well as budget projections from school accountant. Additional costs would be related to increased science equipment needs. Staff will seek funding for costs associated with science needs from Donors Choose, Grants, or other sources of funding.

B. Fundraising (Anne Boettcher, Sierra Wilson, Julie Jongsma, and Dawn Klaiber)

1. Fundraiser - Recent survey data indicates parent and staff concern that board is not fundraising.
 - a) Sierra suggests board consider better communication of board fundraising activities to parents and staff. In recent 2 years board has secured funding for the school counselor and school nutrition assistance. Board has also formed partnerships with community resources such as St Mary's Food Bank and Embry Riddle Aeronautical University which have brought additional nutrition assistance and storage equipment as well as technology resources to the school. The board has also prioritized expenditures for grant mentorship/assistance for state grants for many years and as a result the school benefits from a notable increase in state grant funding.
 - b) Anne suggests board prioritize fundraising skills/capabilities in new member recruitment. She and Bee are not legally allowed to fundraise for the school due to restrictions from their paid positions in higher ed.
 - c) Sierra suggests board revisit fundraising plan which has been bumped from planning in recent years due to urgency of other areas of focus such as covid and facilities.
 - d) Kathryn suggests call to action from parents since 100% of all school fundraising is currently done by staff and board members. Sierra sees potential to renew parent committees that were active prior to covid. Matt suggests researching avenues to reinvigorated parents with spirit of shared responsibility for our community school.
 - e) Anne and Charles will work on spring newsletter. Sierra will provide template. Kathryn has started working with parent volunteers and will continue to seek opportunities for increased parent involvement.
 - f) Board will continue discussion at March meeting.
2. Grants
 - a) Board members continue to seek new grant opportunities and have also provided administrators with mentorship and guidance regarding grant opportunities as well as the grant writing processes.
 - b) Current grant secured by the board from No Kid Hungry will expire this year. Consider reapplying despite facilities setbacks.
 - c) AZ Community Foundation Grant cycle is in progress and Dawn has attended necessary workshops for LTCS to continue to seek grant funding. As discussed in the previous meeting, new leadership at the state level (superintendent Horne) has suggested curbing schools' ability to fund SEL programs with state grants such as the SSI. LTCS may need to seek new funding sources for our school counselor. Board suggested Dawn collaborate with Matt Hart to revisit the initial grant he secured from the AZ Community Foundation to fund our school counselor once again.

C. Technology FY24 (Julie Jongsma and Dawn Klaiber)

Technology needs - Dawn requests increased funding for technology and suggests a need for long-term planning. Board will revisit technology plan which was scrapped during pandemic and work with Dawn to create immediate and long term plans for technology. Board will add technology needs to the budget priority list for 2024 fiscal year.

- D. Extra Curricular Activities (Julie Jongsma and Dawn Klaiber)
 - 1. Current year programming enrichment - Science, Art, and PE.
 - a) Discussion of enrichment opportunities for PE program.
 - b) Science teacher continues to seek new funding as well as training.
 - 2. FY24 plans - no changes requested at this time
- E. Purchase of Square (Julie Jongsma and Dawn Klaiber): Request from parent volunteer group to purchase square for fundraising. Accountant suggests board approval to purchase.
- F. OnBoard Overview (Sierra Wilson) - Board will move to new board management platform at the March meeting. Sierra reviews program and asks board members to review training materials to be sent prior to next meeting.

V. Executive Session (Pursuant to A.R.S. § 38-431.03, Subsection (A), paragraphs [1] and [7], the board enters executive session at 6:35.

Motion: Anne	Second: Sierra				Vote: 6-0-0
Matt: Aye	Kathryn: Aye	Anne: Aye	Sierra: Aye	Charles: Aye	Bee: Aye

This executive session is authorized under A.R.S. § 38-431.03, Subsection (A), paragraph [7].

Board exits closed session at 7:40 pm.

VI. Action Items

- A. Approve Conflict of Interest Disclosure and Request from Kathryn Montoya
Request from Kathryn Montoya to serve as substitute teacher at LTCS.

Board determines that a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, and determines by a majority vote of the disinterested members that the arrangement is in the School's best interest, for its own benefit, and it is fair and reasonable.

Please see [LTCS Conflict of Interest Policy](#) for more information.

Motion: Anne	Second: Charles				Vote: 5-1-0
Matt: Aye	Kathryn: Abstain	Anne: Aye	Sierra: Aye	Charles: Aye	Bee: Aye

- B. Approve Grade Configuration 2023/2024 School Year
Board approves grade configuration proposal as discussed in this meeting.

Motion: Anne	Second: Matt				Vote: 6-0-0
Matt: Aye	Kathryn: Aye	Anne: Aye	Sierra: Aye	Charles: Aye	Bee: Aye

C. Approve Staff Payscale

Board approves revisions to staff pay scale amounting to a 5% increase.

Motion: Anne	Second: Sierra				Vote: 6-0-0
Matt: Aye	Kathryn: Aye	Anne: Aye	Sierra: Aye	Charles: Aye	Bee: Aye

D. Approve Purchase of Square

Board approves of purchase of Square payment processing services and equipment.

Motion: Anne	Second: Charles				Vote: 6-0-0
Matt: Aye	Kathryn: Aye	Anne: Aye	Sierra: Aye	Charles: Aye	Bee: Aye

E. Approve Lease 2023-2026

Board approves lease terms with amendments recommended by legal representation reviewed in closed session.

Motion: Anne	Second: Matt				Vote: 6-0-0
Matt: Aye	Kathryn: Aye	Anne: Aye	Sierra: Aye	Charles: Aye	Bee: Aye

VII. Information Items

- A. Future Agenda Items - Staff, Board, Public requests for future board discussion or consideration
 - 1. Dawn requests board approve Safe Return to In Person learning plan at March meeting.
- B. Meeting Dates - Regular Session 3/22/2023.

VIII. Adjournment: 7:47

*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.

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- 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.
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CERTIFICATION OF POSTING NOTICE

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]

Website:

Dated this 20th day of February, 2023 at noon (specific time of posting listed on web page).

By Sierra Wilson, Secretary