



# Public Meeting of the Board of Directors of La Tierra Community School - 15 November 2023

## Minutes

La Tierra Community School  
Nov 15, 2023 at 5:30 PM MST  
@ 123 N. Virginia St, Prescott AZ, 86301 - 6th Grade Room

### Attendance

#### Absent:

Members: Anne Boettcher, Matt Hart, Julie Jongsma, Dawn Klaiber, Charles Mentken, 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](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)

Ann calls meeting to order 5:34

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

☑ [Approval of Agenda](#)

**Motion:**

All in favor

**Motion:**

All in favor

- C. Action Item Approval of Minutes - Approve 18 October 2023 meeting minutes. (Presenters: Anne Boettcher, Charles Mentken)

Approve minutes from 18 October 2023

[LTCS BOD Public Notices - Online](#)

 [Approval of Minutes](#)

**Motion:**

Motion moved by Anne Boettcher and motion seconded by Bee Sena. All in favor with just a few edits where there is no notation of board member approving motions.

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)

1. Enrollment

- a. 2023-2024

Kindergarten: 15  
 1st: 14  
 2nd: 17  
 3rd: 19  
 4th: 19  
 5th: 15  
 6th: 17  
 7th: 14  
 8th: 6  
 FTE: 128.5

Anne asks about potential new students. Julie is not aware of any until potentially beginning of new year. Matt asked about 8th grade student stability and Julie says the numbers are holding.

2. Maintenance

- a. Status of La Tierra 23-24 Payments

New hot water heater in cottage: \$1780.00  
 Tree root removal from toilet drainage pipe in cottage: \$398.00  
 Totals: \$2,178.00

Matt asks Julie about the longevity of tree root removal. Julie says that technicians do not guarantee that the root might come back. Regular maintenance is suggested.

### 3. Personnel

New aide, Nick Powers hired to work as upper grade level aide (5th through 8th grade). Cynthia Owens (current aide) will transition to become the lower grade level aide (1st through 4th grade).

### 4. Marketing

None currently

Anne asks about banners and Julie says they are working on getting new banners put up.

### 5. Compliance

#### a. Charter Compliance Update

Updated Compliance Statement of Assurance for the ASBCS received on 11/9/23 with a due date of January 17, 2024. The updated CSA includes a listing of recently approved statutory provisions pertaining to charter schools which were not included in previous years. Working on completion at this time with expected submission prior to next board meeting.

#### b. ADE State Letter Grade Information

On 10/30/2023 the Arizona Department of Education posted A-F School Letter Grades.

The Letter Grades used are as follows:

A = Excellent

B = Highly Performing

C = Performing

D = Minimally Performing

F = Failing

LTCS received a letter grade of "B" which was also our 2021-2022 letter grade.

Please see the attached document for a comparison of our letter grade to all local K-8 schools as well as a breakdown and definition of factors used to calculate the score.

 [LTCS 2022-23 Letter Grade.pdf](#)

#### c. Annual Audit Package

Our annual audit was initiated in June 2023 and completed in October 2023 by Brett Backlund. We received our completed audit with no deficiencies on November 10th. Please see attached Financial Statements and Independent Auditors Report and Arizona State Board for Charter Schools Legal Compliance Questionnaire and Independent Accountant's Report on Applying Agreed-Upon Procedures.

 [LCQ Final LT 2023.pdf](#)

 [Financials Final LT 2023.pdf](#)

6. Health and Safety

No concerns at this time

7. Upcoming Events

Campus Campfire: November 16

Thanksgiving Break: November 22-26

Julie out for Conscious Discipline Conference: November 28-December 1

Celebration of Learning: December 14

Anne asked about attending Celebration of Learning. Dawn invites board members to attend to see the amazing work the students are creating.

B. Academic Coordinator Report (Presenters: Dawn Klaiber)

1. Student Achievement

Fall semester Celebration of Learning- Thursday December 14

Training for statewide achievement testing is scheduled to open in December. Testing windows have been shared and will run from mid-March-April. AZELLA reassessment will begin in January.

2. Instructional Oversight

Our first in person EL Education professional development was Friday October 27.

Staff seemed engaged and more excited to begin implementing more EL practices and those that had not yet begun using the EL Curriculum felt more confident to start. We will have a second training for the Skills Block (Grades K-3) Friday December 8. I will schedule one more in person PD session in the spring.

Several staff have been working on the LETRS course. We will have our first in person training Friday November 15.

3. Funding and Compliance

Kristy is working on completion reports, she lets me know if/when there are programmatic details to add before submitting. All completion reports are due by 12/31/2023, we are on target to have them submitted prior to that date.

We are working on the closeout for the ARPA Support for AZ LEAs.

ESEA Cycle 4 Programmatic Monitoring- Thursday December 14

4. Action Item: Approve La Tierra Community School Policy and Procedure- Time and Effort

 [La Tierra Community School Policy and Procedure - Time and Effort.pdf](#)

 [Approval of Time and Effort](#)

**Motion:**

All in favor of Approval of Time and Effort with edited date.

C. Board Report (Presenters: Anne Boettcher)

1. ADE Teacher Input Application Report effectiveness designations and use of Personal Growth Plans

Anne offers an explanation of the ADE Teacher Input Application Report and use of Personal Growth Plans and how they will be integrated into our existing growth plans.

2. Upcoming meetings, tasks, actions

December Board Meeting 20 December 2023

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

1. Monthly Financial Report

 [LaTierra Oct23 Reports.pdf](#)

 [LaTierra Sept23 Reports.pdf](#)

2. Presentation of Transfer of Funds to Certificate of Deposit

III. Action Item - Transfer of Funds to Certificate of Deposit

 [Approval of Transfer of Funds to Certificate of Deposit](#)

**Motion:**

Julie gives overview of current investigations of various banking establishments and establishing a CD. Conversation ensues about how to find the best CD rates and the types of CD's we should use.

All in favor of transferring 250,000 dollars in various amount and in various terms. 50,000 for approximately three months. 100,000 for approximately nine month and 100,000 for approximately 11 months.

IV. 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.*

V. Discussion Items

*Matters about which the Governing Body may engage in discussion but will take no action during the meeting*

A. Discipline Policy (Presenters: Julie Jongsma)

The 2023 legislative session recently updated the law regarding suspension and expulsion of students in Kindergarten through 4th grade loosening the requirements minutely. I will be attending a presentation on December 6th from our law office, Osborne Maledon where they will be discussing the updates as well as "procedural hoops" still included in the law. Please find attached our current Discipline Policy that is included in our Student/Family Handbook with the referenced section JK from our Policy Bridge added for your reference. I have also included the

Discipline Matrix (JK-ED) that can be found in our Policy Bridge from ASBA located in the office, online and on our website.

 [Discipline Policy 2023-2024 \(1\).pdf](#)

 [discipline matrix.pdf](#)

Julie gives an overview of current discipline policy and potential challenges of writing policies that encompass the variety of discipline issues that LTCS might experience. What is potentially changing at the state level regarding discipline legislation.

Anne asks about links to policy bridge for parents. Julie offers clarification about how this is laid out for parents.

Julie offers an overview of how she communicates with parents in a variety of ways that offers parents clear understanding of the discipline policies. Julies expresses that she is very proactive in making sure that parents are aware of what next steps might be in the discipline process.

## B. Strategic Planning

### 1. Fundraising

Anne asks about how teachers are currently using existing resources for fund raising and classroom planning. Julie says there is a parent who is actively stepping up to take on the vacant fundraising role.

### 2. Volunteer Coordinator

### 3. Facilities

Matt says that he is able to continue the facilities search. He is actively working with a bank in Phoenix and waiting on feedback from financials. The need to explore a variety of options as we move closer to the end of our lease.

### 4. Marketing

Julie says banners are going up in January. Anne feels we need to start taking more photos and videos to increase our social media presence. Matt offers some ideas about using AI to shape a marketing campaign. Julie says that our new aide is looking for some more hours and he might be able to support us with social media. Matt asks about Embry-Riddle and potential business courses that can support a potential marketing campaign.

### 5. Board Visibility

We need to sustain and increase board visibility. We did good work at fall festival. We need to think creatively about how to attract more parents.

## VI. Adjournment

### **Motion:**

All in favor for adorning meeting.

**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]