



Public Meeting of the Board of Directors of La Tierra Community School - 21 February 2024

Minutes

La Tierra Community School
Feb 21, 2024 at 5:30 PM MST
@ 124 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.

[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 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 meeting to order at 5:32 PM

B. Adoption of Agenda (Presenters: Anne Boettcher)

[Approval of Agenda](#)

Motion:

- C. Approval of Minutes - Approve 17 January 2024 meeting minutes. (Presenters: Anne Boettcher, Charles Mentken)

[LTCS BOD Public Notices - Online](#)

 [Approval of Minutes](#)

Motion:

Anne moves to approve minutes from last meeting

- 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

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- A. Director Report (Presenters: Julie Jongsma)

Julie gives director report.

- 1. Enrollment

- Matt asks about kindergarten enrollment.

- a. 2023-2024

- Kindergarten: 13

- 1st: 14

- 2nd: 16

- 3rd: 20

- 4th: 23

- 5th: 15

- 6th: 17

- 7th: 14

- 8th: 6

- FTE: 138/131

- 2. Maintenance

- Will be installing a new vent in the boys upstairs bathroom at a cost of \$533.00

- a. Status of La Tierra 23-24 Payments

- No new payments this month. Will be adding vent replacement (see above) by next month.

- Total charges currently at @2,387.00

- 3. Personnel

- New Aide, Cali Smith hired. She has over a year of experience as an aide in middle school and is working on getting her teaching degree.

- David is on FMLA for 2 weeks. We have a substitute filling in.

4. Marketing

Kindergarten banners are up around town.

5. Compliance

Arizona Auditor General Survey on EOP received on 2/14/24 and completed on 2/15/24.

6. Health and Safety

No concerns

7. Upcoming Events

School dance rescheduled for 2/29 and will be a "Leap into Spring" theme.
SciTech fest coming up on March 2nd. Our booth will be "Science is The Real Magic" and will focus on activities with magnets and mirrors.
Spring break will be March 11-15.

B. Academic Coordinator Report (Presenters: Dawn Klaiber)

1. Student Achievement

AZELLA reassessment has been completed with 3 students.

2. Instructional Oversight

Most mid year observations have been completed. 3 are remaining to reschedule and complete.

a. Technology Plan Updates

 [LTCS Technology Plan 2024.pdf](#)

Dawn gives overview of current technology needs. A number of board members ask probing questions regarding current state of internet stability. Board member asks about potential of using app similar to what PUSD is currently using. Dawn will look into it.

Dawn states current system is solid with very few issues.

3. Funding and Compliance






Leadership team worked with Nancy 2/9 to create a drafted IAP for FY25. We will work through this with the rest of the staff 3/1 and will seek board and community feedback during the March board meeting.

C. Board Report

1. Director and Academic Coordinator Review Process (Presenters: Julie Jongsma, Dawn Klaiber, Anne Boettcher)

Anne offers insight into current admin review process. Julie offers her perspective about the previous review process and feels that what is being developed will be more useful for professional growth. Dawn also feels that the new process being developed will also support her growth. There are no concerns from Dawn or Julie regarding the

updated process. Anne gives overview of the process that she has gone through updated year end parent and admin surveys. Matt offers his perspective about the updated parent survey.

- a. Assessment Document
- b. Parent and Family Survey 2023-2024
 -  [La Tierra Community School Family Satisfaction Survey Draft 23-24.docx](#)
 -  [Approve Parent and Family Survey](#)
- c. Staff Survey 2023-2024
 -  [Academic Program Coordinator Staff Survey.pdf](#)
 -  [Director Survey for Staff - TPS based.pdf](#)
 -  [Approve Staff Survey 2023-2024](#)

2. Upcoming Board Meeting: 20 March 2024

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

1. Monthly Financial Report

Bee presents monthly financial report. No questions from the board.

 [LaTierra Jan24 Reports.pdf](#)

2. 2024-2025 Budget Drivers

Anne reviews some potential budget needs for next year such as new technology, intercom system, flooring in office, updated teacher pay scale.

3. Pay Scales

 [2024-2025 CLASSROOM TEACHER PAYSCALE PROPOSAL B \(1\).pdf](#)

 [2024-2025 CLASSROOM TEACHER PAYSCALE PROPOSAL A \(1\).pdf](#)

 [Approval Pay Scale](#)

Motion:

All board member vote aye.

4. OnBoard Membership cost and type (Presenters: Julie Jongsma, Anne Boettcher)

Anne and the board discuss the OnBoard proposals for next school year.

 [OB - 2024 Renewal - La Tierra Community School - Premium V1.pdf](#)

 [2024 Renewal - La Tierra Community School - Essentials V3.pdf](#)

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

Kathryn brings up the development of after school club. The need to find another volunteer coordinator. Need to increase fundraising.

A. 2024-2025 Extracurriculars (Presenters: Julie Jongsma, Dawn Klaiber)

Plan is to continue with Art, PE and STEM for the upcoming school year.
Would like to work on creation of a Friday program to start at the beginning of the school year for parents who need child care on Fridays.

Conversation ensues about the feasibility of the after care program with issues of funding and personnel at the forefront of questions.

B. Facilities (Presenters: Julie Jongsma, Matt Hart)

Please see attached documentation from Trinidee Shelton regarding the PAC Meeting she attended.

 [La Tierra Letter 2024.01.18.pdf](#)

 [PAC24-003 Original Comment Letter.pdf](#)

 [La Tierra Site 2024.01.19 REVIEW.pdf](#)

Julie gives overview of architects findings that the potential to build new classroom structures on the property if possible. Matt asks if it is possible to start building some understanding of the cost of building new classrooms. Anne asks about the current challenges finding contractors. Anne asks Matt about recent conversation with landlord. Matt presents that the lawyers would be more than happy to look at any new changes to the lease from a new landlord.

C. Leap Day Dance (Presenters: Julie Jongsma, Kathryn Montoya, Anne Boettcher)

Board discusses plans for board involvement at the dance.

V. Adjournment

Anne moves to adjourn the meeting at 6:52 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]