



# Combined Public Meeting and Executive Session of the Board of Directors of La Tierra Community School - 08/16/2023 Minutes

La Tierra Community School  
Aug 16, 2023 at 5:30 PM MST  
@ 123 N. Virginia St, Prescott AZ, 86301 - 4th Grade Room

## **Attendance**

### **Present:**

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

### Minutes

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)

Anne calls the meeting to order at 5:41

B. Adoption of Agenda (Presenters: Anne Boettcher)

Anne calls for the adoption of the agenda. Matt seconded motion. All members present vote aye to adopt agenda.

C. Approval of Minutes - Approve 07/06/2023 and 07/25/2023 meeting minutes. (Presenters: Anne Boettcher, Charles Mentken)

Approve minutes from 06 July 2023 and 25 July 2023

[LTCS BOD Public Notices - Online](#)

Minutes from the 6th of July were updated. Anne moved to adopted minutes from the 6th and Matt seconded. All other members present voted aye. Anne moved to adopt the minutes from July 25th. Matt seconded. All other members present voted 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)

Julie asks if any body has questions about the report.

Anne asks about attendance this first full week.

Julie says it was about 50%.

Julie expresses how the Peter Piper Pizza fundraiser went

1. Enrollment

a. 2023-2024 Enrollment

Kindergarten: 15

1st: 14

2nd: 15

3rd: 19

4th: 20

5th: 17

6th: 17

7th: 15

8th: 5

FTE: 129.5

2. Maintenance

a. Status of La Tierra 23-24 Payments

Zero at this point

3. Personnel

All positions are filled. New staff are doing amazing.

4. Marketing

Will have an ad in the School Sports insert from the Daily Courier.

## 5. Compliance

Updated ACC website officers  
Working on completing Governing Board Amendment

## 6. Health and Safety

No current issues

## 7. Upcoming Events

Peter Piper Pizza fundraiser was on Aug. 10  
Parent Information nights this week  
Girls on the Run first practice Aug. 28

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

Anne asks Dawn about the curriculum that was recently adopted with the funds from a grant. Dawn gives a overview of the history of the past curriculum and the current curriculum and how it is structured for teachers to use effectively. Dawn offers some perspective about a few teachers that were not to keen on the curriculum and how this curriculum will support these teachers in creating effective expeditions. The grant that allowed us to purchase this curriculum also includes funds for PD that supports expeditions development. This curriculum is also state sanctioned. This curriculum will also support our work in meeting state requirements in ELA. Matt asks a clarifying questions about the curriculum.

Dawn offers a deeper understanding of how the curriculum is structured and how it will support teachers in creating more time to meet other content areas, as they will not have to plan as much for their ELA lessons.

Anne asks about how the curriculum will be used in future years as PD is only going to be supported this year.

Dawn feels confident that she and other teachers will be able to develop and understanding of the training to be able to replicate the PD in future years.

#### 1. Student Achievement

Classes are working through their first Galileo benchmark assessment. The window is open August 7-August 17. We are also completing the first DIBELS benchmark, expected to be completed August 17. Both assessments are used to inform instruction and help determine Title 1 instructional needs/groups. DIBELS data is used to complete the MOWR report.

#### 2. Instructional Oversight

I am working to schedule teachers' first formal observation. These will be completed prior to fall break in October. Additional monthly observations will take place.

Classroom walk throughs have already begun.

We are still using the Danielson model as our foundation for teacher standards.

All teachers have begun working on their individual professional development plans.

#### 3. Funding and Compliance

Safe Return to Learning Plans will be submitted 8/17 pending approval at this meeting. Julie and Cristal have been working on their PQR training for the Project AWARE Grant. They will follow up with staff Suicide Prevention using the PQR strategy on Friday August 25.

All Federal Grants are in Approved Status

We were awarded the ARPA Educational Disparities, Support for Education, and Professional Development Grant. We will use this funding to purchase the EL English Language Arts curriculum and several sessions of both in person and virtual training and coaching.

Our first MOWR report and literacy plan is due October 1. I will begin working on this as soon as I have the results from the DIBELS assessment.

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

Anne tells us the next board meeting is September 20th. We are still looking for more board members. We have one person who is interested and might be here at the next board meeting to observe.

Anne discusses Fingerprint cards expiration dates and a conversation ensues about the challenges of getting FP cards in town.

Anne discusses changes in OnBoard to better meet the needs of board members. Anne says that OnBoard can do a virtual training if we want.

Bee lets us know that there are some current challenges with OnBoard and the posting of tonight's agenda.

Julie and Anne are aware of what is going on and a fix is coming.

Board discusses whether a training will be beneficial. Board agrees to have a training session next meeting.

#### 1. Upcoming meetings

September Board Meeting 20 September 2023

#### 2. Officer Nominations

Recommendations for additional members

#### 3. Fingerprint Card Expiration Date

Anne Boettcher 6/11/2027

Charles Mentken 5/9/2024

Matt Hart 9/21/2024

Bee Sena 9/23/2026

Kathryn Montoya 12/16/2028

#### 4. OnBoard and OnBoard Training Options

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

Kristy Aston presents financial documents offering the board an overview of current financial standing.

Anne asks clarifying question about funds that were left over from last year and where they are placed in the budget. Ask asks how much wiggle room we have for this year.

Kristy says that it all depends on our ADM. So we will better understand what we have extra to spend in time as your ADM solidifies.

 [LaTierra June23 Reports Final.pdf](#)

 [LaTierra July23 Reports.pdf](#)

#### 1. Monthly Financial Report

#### 2. Budget Flexibility

- 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.*

A parent has chosen to comment publicly on how the school has dealt with a disciplinary action that took place last year and feels that the disciplinary structure that exists currently does not meet the needs of students and feels that the disciplinary policies need to be analyzed in hopes of making them more effective.

- 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)

Charles discusses storage space and rummage sale and potential disc golf tournament are a no go. Board is discussing other fundraising abilities. The Peter Piper raised over 500.00.

Anne asks about the shade structure.

Charles asks about creating the thermometer. Resources are coming together to put it together.

Matt offers parent opportunity to potentially have a fundraiser at his restaurant.

B. Facilities (Presenters: Matt Hart)

Matt offers some ideas about how to move forward about potentially identifying a new facility. Matt is looking off and on.

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

Anne says that each teacher has their own sign-up genius and so does the school. Anne offers a detailed explanation of how sign-up genius can support teachers in fundraising and trip planning.

Dawn asks question about how it works.

- 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. Board Officer Nominations and Resignations Approvals (Presenters: Anne Boettcher)

1. Nomination: Charles Mentken, Secretary

**Motion:**

Motion moved by Anne Boettcher and motion seconded by Matt Hart. All members vote aye.

2. Nomination: Bee Sena, Treasurer

**Motion:**

Motion moved by Anne Boettcher and motion seconded by Matt Hart. All members vote aye.

**Motion:**

Motion moved by Anne Boettcher and motion seconded by Matt Hart.

3. Resignation: Sierra Wilson, Charter Representative

**Motion:**

Motion moved by Anne Boettcher and motion seconded by Matt Hart. All members vote aye.

**Motion:**

Motion moved by Anne Boettcher and motion seconded by Matt Hart. All members vote aye.

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Motion moved by Anne Boettcher and motion seconded by Matt Hart. All members vote aye.

**Motion:**

Motion moved by Anne Boettcher and motion seconded by Matt Hart. All members vote aye.

4. Nomination: Charles Mentken, Charter Representative

**Motion:**

Motion moved by Anne Boettcher and motion seconded by Matt Hart. All members vote aye.

B. Executive Session: Academic Coordinator Summative Evaluation (Presenters: Dawn Klaiber, Anne Boettcher)

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.

Anne motions to to move into executive session at 6:49

Dawn is sharing what she believes she did well and what needs improvement from her summative evaluation.

Ann motions to move our of executive session at 7:06.

- C. Approve: Safe Return to In Person School Policy

 [Safe Return to In-Person Instruction- 90900.docx.pdf](#)

**Motion:**

Motion moved by Anne Boettcher and motion seconded by Matt Hart. All members vote aye.

- 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

Pre-Meeting for On-Board  
Final Financials  
How do we manage funds for future years.

- B. Meeting Dates

Next meeting date September 20th, at 5:30 pm.

- VII. Adjournment

Anne moved to adjourn meeting at 7:08 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]

- VIII. MINUTES