



## 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(A)7 the Board of Directors of La Tierra Community School voted to go into executive session to discuss certain matters.

**Time:** Wednesday, January 18th, 2023 at 5:15pm

**Location:** 124 N. Virginia St, Prescott AZ, 86301. 3rd grade room\*

**Members Present:** Anne Boettcher, Matt Hart, Charles Mentken, Sierra Wilson, Kathryn Montoya (membership pending approval from AZ State Board for Charter Schools. Will abstain from voting until membership is approved by ASBCS)

**Members Absent:** Bee Sena,

**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. I. Opening Items
  - A. Called to order by Anne at 5:29 pm
  - B. Adoption of agenda - Adopted without revision.

Motion: Anne	Second: Matt				Vote: 4-0-0
Matt: Aye		Anne: Aye	Sierra: Aye	Charles: Aye	

- C. Approve minutes from December 22nd, 2022 - Approved without revision

Motion: Anne	Second: Charles				Vote: 4-0-0
Matt: Aye		Anne: Aye	Sierra: Aye	Charles: Aye	

- II. Information Items
  - A. Director Report (Julie Jongsma)
    - 1. Enrollment – 132, 127.5, up 4 from last month

- a) Kindergarten enrollment starts February 1<sup>st</sup>. Julie and Ms. Trisha planning recruitment activities at local preschools for the next two weeks. Julie and Tricia plan to visit area preschools next week. Kinder info nights 2/1 and 2/8.
2. Maintenance – New leaks after storms and carpeting needs replacement due to increasing trip hazard.
  - a) Julie reviews Annual Maintenance Costs Summary of last two years with board. Increased deductible in proposed lease will have negligible impact on budget.
3. Finance – Carpets will be unforeseen expenditure.
4. Personnel – Interviewing people for new part time aide.
5. Compliance - nothing to report
6. Health and Safety – Closer to normal attendance numbers after holiday break. Staff and students still out with illness. 1 COVID case.
7. Marketing – Kindergarten banners are up again for 6 weeks. Parent info nights are next week.

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

1. Student Achievement – Staff trained with Lisa Hosking from PUSD about using benchmark testing data effectively. Title I staff currently reevaluating students who will receive Title I services. Miss Cora has just finished Dibbles testing. Charles asks if Dawn can find resources through YCESA for AZALEA testing. Dawn will look into it. Sierra asks about how Title I program is going with changes to staffing this year. Dawn feels successful so far. Gearing up to review data from most recent benchmark tests.
2. Evaluation Process – Will start 2<sup>nd</sup> teacher observation cycle in the next 2 weeks.
3. Grants – Dawn has been working on grants with Shari Sterling and Nancy Alexander. New grant cycles are starting and the process is in full swing.
  - a) Drafted SSI report with Nancy this week. Has been in contact with grant supervisor at the state to ensure successful grant completion.
  - b) Submitted ARPIDEA grant with Shari yesterday.
  - c) Additional SPED funding (\$2k) will help fund speech programs at LTCS.
  - d) Will revise Title II grant tomorrow - No success in scheduling Project Wild so Dawn will change that grant to fund Nancy Alexander to train staff Friday and also provide more mentorship for Dawn.
  - e) Dawn will start CNA (Comprehensive Needs Analysis) which informs the IAP (Integrated Action Plan) with leadership team.
  - f) Dawn attended Arizona Community Foundation grant cycle workshop making LTCS eligible to apply for their grant cycle.
  - g) Anne is mentoring Dawn and will help her investigate United Way grant funding (cycle starts January 30th).
  - h) New leadership after elections at AZ Dept. of Ed. is reevaluating Social Emotional Learning expenditures and as a consequence the School Safety Grants will be on hold for now. LTCS receives over \$40K annually. If it ends up blocked at the state level, LTCS will need to secure alternate sources to fund our school counselor for the next fiscal year. Possibly revisit AZ Community Foundation grants which funded counseling program the first year.

#### C. Board Report (Charles Mentken and Anne Boettcher).

1. Planning Board Schedule/Calendar – Director Check-Ins, Lease, Surveys upcoming. After this board will hopefully have time to revisit strategic planning.
2. Recruitment (Discussion Item) - DPS fingerprint card secured for Kathryn Montoya. Sierra will work with Dawn to file amendment request to add Kathryn to the board (file with AZ. State Board for Charter Schools) next week.

D. Finance Report - Julie Jongsma

4. Monthly Financial Report - Julie recaps. Sierra and Charles asks about tax credit donations. Low this year. Sierra suggests booth at pick-up, drip-off, and/or parent nights. Could use Zelle or Venmo for instant donations instead of directing parents to LTCS website, Kathryn suggests QR code. Julie will investigate options.
5. FY23 Update - No concerns.

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 comments

IV. Discussion Items

- A. Open Meeting Law Review - Sierra Wilson reviews A.R.S. 38-431 - Arizona’s Open Meeting Law. Board discussion of circumstances under which school boards accidentally or intentionally commit violations.
- B. Staff Salary Schedule - Julie Jongsma
  1. Board reviews proposed changes to the staff compensation schedule for 2023/2024 school year. Schedules based on either 2% or 5% increase. If enrollment stays as it is or higher, both schedules work with budget.
- C. Grade Configuration 2023/2024 School Year - Julie Jongsma
  1. Julie requests board input on what information members will need in potential proposal for reconfiguring upper grades (and adding 8th grade). Board requests financial impact information, academic plan for any combined grade classrooms, and logistical plan to accommodate any new classes in existing spaces.

V. Executive Session - Review Updated Lease Terms and Appraisal

Pursuant to A.R.S. § 38-431.03(A)7, the board enters executive session at 7:05 pm for discussions or consultations with designated representatives of the public body in order to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property.

Motion: Anne	Second: Matt				Vote: 4-0-0
Matt: Aye		Anne: Aye	Sierra: Aye	Charles: Aye	

Board exits closed session at 7:20 pm.

VI. Action Items

A. Updated Lease Terms

Anne moves to approve new lease terms requested by Bill Feldmeier with the changes discussed in closed session.

Motion: Anne	Second: Sierra				Vote: 4-0-0
Matt: Aye		Anne: Aye	Sierra: Aye	Charles: Aye	

B. 2023/2024 School Calendar - Dawn Klaiber

Board approves calendar for 2023/2024 school year.

Motion: Anne	Second: Charles				Vote: 4-0-0
Matt: Aye		Anne: Aye	Sierra: Aye	Charles: Aye	

VII. Information Items

- A. Future Agenda Items - Staff, Board, Public requests for future board discussion or consideration.
- B. Meeting Dates - Regular Session 2/15/2023 to be Combined with Executive session for administrator performance reviews.

VIII. Adjournment - Meeting adjourned at 7:27 pm.

\*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.

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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](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.
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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 23rd day of January, 2023 at 12:36 pm (specific time of posting listed on web page).

By Sierra Wilson, Secretary