



# Public Meeting of the Board of Directors of La Tierra Community School 5/17/23 Minutes

La Tierra Community School  
May 17, 2023 at 5:30 PM MST

@ 123 N. Virginia St, Prescott AZ, 86301 - 5th Grade Room

## **Attendance**

### **Present:**

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

### **Absent:**

Members: Sierra Wilson

Guests: Tasha Weeks (presenter)

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.

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, Charles Mentken)

Anne calls meeting to order at 5:30 pm

### B. Adoption of Agenda (Presenters: Anne Boettcher, Charles Mentken)

**Motion:**

Agenda adopted without revision

Motion moved by Anne Boettcher and motion seconded by Charles Mentken.

Anne: Aye, Charles: Aye, Matt: Aye, Kathryn: Aye

**Motion:**

Motion to approve without changes

Motion moved by Anne Boettcher and motion seconded by Charles Mentken.

Anne: Aye, Charles: Aye, Matt: Aye, Kathryn: Aye

- C. Approval of Minutes - Approve 4/19/2023 meeting minutes. (Presenters: Anne Boettcher, Charles Mentken)

Approve minutes from 19 April, 2023

[Permanent Website Link](#)

**Motion:**

Motion to approve without changes

Motion moved by Anne Boettcher and motion seconded by Charles Mentken.

Anne: Aye, Charles: Aye, Matt: Aye, Kathryn: 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. Yavapai County Grant Presentation - Ms. Weeks will present her grant results to the board. (Presenters: Tasha Weeks)

Ms. Weeks presents her grant results to the board.

Ms. Weeks needed mason jars...used for terrariums, crystals, storage, etc. Lunch trays helped with prep and with teaching in a circle, mobile stations, helped with lunch situation as well, neat and tidy. Utilized for science ed in plant propagation, water cycles, etc. Sent home 60 terrariums, 40 open terrariums. Shared overages with other teachers.

Kathryn: who funded? Yavapai County Education Foundation funded.

Congratulations for the grant, oldest foundation in YC, only foundation that provides services to all ed in county, fall and spring grants available, mini grants available that can be matched, every teacher can apply for \$500 grants, and the school can apply for a \$1k grant with matching.

- B. Director Report (Presenters: Julie Jongsma)

In the future updates will be shared in written report added to agenda to save time -- if there are questions board will ask at meetings.

Last minute addition, health and safety--reports of vaping in the upstairs bathroom, a search yielded nothing, a vape was found in the girls bathroom, information was sent home about vaping, flyer sent home at pickup, prompts to have conversations with youth about dangers of vaping, some students came forward with information about other students vaping. Some of the students were emotional and one student came forward as the offender. A student had access to vapes and shared them with other students.

The searches were performed based on names coming up and conducted according to guidance from Tim Carter.

## 1. Enrollment

Enrollment numbers are static at this moment

### a. Current

133/127.5 FTE (Full Time Enrollment)

- Kindergarten: 11
- 1st: 21
- 2nd: 21
- 3rd: 23
- 4th: 14
- 5th: 15
- 6th: 20
- 7th: 8

### b. 2023-2024 Projections

135/127 FTE (Full Time Enrollment)

- Kindergarten: 15
- 1st: 11
- 2nd: 15
- 3rd: 20
- 4th: 19
- 5th: 15
- 6th: 16
- 7th: 18
- 8th: 6

## 2. Maintenance

### a. Status of La Tierra 22-23 Payments

Current maintenance expenses remain at \$2075.

Will be securing companies to complete playground maintenance in next few weeks. Maintenance will include sidewalk concrete patching, partial replacement of black edging around play structure, delivery of decomposed granite for playground, delivery of wood chips and replacement of a section of chain link fencing near play structure. Additionally will be re-staining the outdoor classroom and wooden fencing in the main playground.

## 3. Personnel

2023-24 School Year:

2nd teacher David McNelly - Dave has decided to step into 2nd grade

3rd grade teacher Grace Kinney - Grace has 3 years experience teaching in 3rd and 4th grades and an additional 3 years experience in micro schools and administration

Art teacher: Isabelle Martin - new graduate. She came in and taught a lesson in 1st, 4th, and 7th grades and did amazing

STEM teacher: TBD

PE instructor: Martin Weeks - current 1:1 SPED aide will transition to the PE instructor position

#### 4. Upcoming Events

- This Wednesday through Friday will be Portfolio Presentations.
- Next Wednesday at 5:30 at the Adult Center on Rosser will be our annual Passages Ceremony.
- Next Thursday will be our last day of school for the year. We will have field day in the morning at Ken Lindley Field.
- The week of May 30 through June 2 will be teacher work week.

#### 5. Compliance

##### a. Charter Compliance Update

Amendment to change grade levels served to include 8th grade was accepted by the Arizona State Board for Charter Schools on April 24th.

Auditor scheduled and will be on campus June 8-9

#### 6. Marketing

We will have 6 banners (3 kindergarten specific and 3 La Tierra general) placed around town from the beginning of June through mid-July.

#### 7. Health and Safety

No current health or safety concerns

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

Nancy Alexander will be working to assist dawn in her cont. ed.

#### 1. Student Achievement

- Achievement testing scores will be coming out over the next two weeks
- All end of year benchmark assessments are completed
- Using benchmark data to complete final MOWR report- due June 1, expected completion date May 16
- Celebration of Learning was May 11, the students were excited to share their learning
- Portfolio presentations scheduled for May 17, 18, 19
- Passages will be Wednesday May 24

#### 2. Instructional Oversight

Beginning work with Nancy Alexander to create professional development calendar and individualized professional development plans for teachers.

#### 3. Funding and Compliance

- ESEA grant completed and awaiting approval
- IDEA grant completed and awaiting approval
- IAP submitted

- Governor's grant: Addressing Educational Disparities- competitive grant: applied and awaiting review
- Final MOWR report- due June 1, expected completion date May 16
- Safe Return to Learning plan accepted

D. Board Schedule and Board Compositions (Presenters: Anne Boettcher, Charles Mentken)

1. Staff and Family Surveys

Is there time to revise the surveys? Currently in line with national leadership standards but don't have to be, can be more streamlined and curated for our specific situation. Could get more and more helpful responses with a more targeted approach. And same for evaluation tools--will leave up to Julie and Dawn...shared at June meeting.

2. Review Administrator Support and Evaluation Tools - Determine if updates are needed.

3. Upcoming meetings

Two meetings in June--One for Budget, one for approval,  
 June 21 regular meeting  
 July 5 proposed meeting--must be submitted for approval on the 15th--  
 Julie--as long as everyone is in agreement the meeting takes five minutes--phone call ok  
 schedule checks for everyone--  
 July 6, 9 am--meet for approval--How do we host a phone call? GoogleMeet, everyone will call in for the meeting

4. Officer Nominations and member term renewals

Missing some officers, uncertain how we proceed with nominations with officers missing,  
 Kathryn will likely become secretary,  
 Will Bee continue with the board next year?  
 Will Charles and Anne continue as Co-chairs? Likely, pending needs of the board...

5. Passages Recognition

Passages next Wednesday, Recognize Sierra Wilson for her work on the board, her record of performance and dedication to the School, Matt present? After acknowledgement of departing staff, Wednesday the 24th, Matt agrees,  
 The board could recognize staff for their hard work, gifts will have to be discussed later...

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

Everything looks good right now Kristy doesn't have any concerns, pre-ordering things for next year with excess from this year, adding onto custodial orders, etc. Maint. projects in June before next fiscal year,  
 Anne--concerns with rain/work being done--  
 Julie--the DG helps with precipitous weather  
 Matt--looking at cash balance, looks like we will end in a better spot than anticipated--are we looking to move funds to facilities fund?  
 Julie--Kristy says we can do either, moving into savings or keeping it liquid,

Matt--moving it into savings changes the optics for the state and budget and the way we utilize the funds, we should be saving towards our future to utilize for lending, etc.

Anne--is that easy to do?

Julie--we just need to ask Kristy about maintaining the daily balance, etc.

Funds can be moved without board approval...

Matt and Julie--Was there a number per fte that is better than what has been budgeted for?

Yes, it's 2.92% increase and a one time payout of \$3mm split between all schools (\$25-30k)

lump sum may not be included in budget at this time

#### 1. Monthly Financial Report

 [LaTierra April23 Reports.pdf](#)

 [LaTierra April23 PY Comparison.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.

*No Public Comments*

- 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. Friday Daycare Update - Board and administrators will discuss possibility of adding Friday programming to students. (Presenters: Julie Jongsma, Dawn Klaiber)

Board and administrators discuss possibility of adding Friday programming to students.

No updates really--talked to AZserve, a rep (Shawn) came by and looked at the school, we meet criteria, we just need to apply, the application has been submitted, a follow up email has been sent and we are awaiting response. Brandon is the new contact. Neither is in contact. part of AmeriCorps

They likely would find candidates, set up interviews, we conduct interviews, they are hired through AZserve, they are paid through AZserve, our cost is \$4500 for the year, they pay the rest, the fees for families would be income based,

Adventure ed based, time for projects homework,

Insurance--Jason--he stopped doing insurance but he's kept us on, Insurance ends in September and we are looking for a local rep--using space for Friday school and other meetings,

Charles--can't you call the insurance company directly?...

- B. Budget Planning - Board and administrators will discuss key drivers for FY24 budget. (Presenters: Julie Jongsma, Anne Boettcher, Charles Mentken, Dawn Klaiber, Bee Sena)

Board and administrators will discuss key drivers for FY24 budget.

127 for next year projected, how many families will be re-enrolling in actuality? Heather will reach out to find out which families are staying. 9 students are maybes with half done packets, seven student buffer is the least we've had in a long time, it's not a comfortable position, lower budget is a higher adm if we had to pick a budget today, do it for 120, but we did our previous budget based on 130, we're still riding the line We don't have potential grants figured into the budget, just the annual grants, there will be some off-set in actuality, We don't have esser funding to cover two teacher salaries, moving staff or increasing enrollment are the only ways that we change the budget, the numbers for staff will remain Anne: What is our misc. revenue?

No answer... when will tech purchases be made? if a grant comes through they need to be made in June, otherwise they can be made any time. internet offsets...e-rate, will try to push technology purchases to June, What will we do if we dip below 120? We just can't dip below 120... any requests before the final budget comes in June? Will the one-time payment be budgeted into the June budget? Tech in this year will help us with next year budget, is 120 the bare minimum adm? yes

1. Review Updated Draft Budget FY 24 (Presenters: Bee Sena)

Includes technology plan and change in salaries.

 [budgetFY24 Worksheet \(1\).xlsx](#)

2. Fundraising (Presenters: Anne Boettcher)

tax credit collection, communication often and clearly, look to flagstaff arts and leadership academy, different approaches, first annual LTCS rummage sale--families donate July 1 actual date--email, share what we are looking for (no garbage!), first week of school we send out an email to families describing event, drop-off on days when staff are on campus, store items, sort items, volunteers to set-up, tables, people power, etc, free ads--courier? Facebook, craigslist, 9-3, Emmanuel Pines--finding out cost to see if it will be feasible,

- a. Tax Credit Updates
- b. Ideas for FY24

Class Auction Baskets, Art Auction, Continue 50:50 Raffle, Partner with Community for Dinner - students prepare and company prepare, golf tournament, ... input from others  
at each event choose a different class to auction baskets, and do a 50/50, each kid can bring one item,  
end of the year event--kids art auction  
collaborate with local restaurants to serve a hosted/child labor prepared dinner/community event--greater community--community center has been a venue in the past  
Matt: check with farmers market to see if they have insight into grants to provide food, kitchen, etc.  
Tie into something we already do to have sponsored events--pulling weeds  
Forming committees? Should we do volunteer and fundraising committee?  
Kathryn and Charles fundraising committee--will use board email  
Volunteer committee will be...Dawn and Anne? sign-up genius for teacher need--David Harris will be the point person

3. Facilities Planning - Board and staff will discuss future facilities needs and determine direction for board and administrator focus.

Maybe tying housing and school together could be useful--look into how Chino and Prescott are facilitating this

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. Policy Advisories - Board will consider Policy Advisory Volume 23 No. 1 and Volume 22 No. 1

SUMMARY:

**23.1**

Policy Advisory JFABDA – Admission of Students in Foster Care – has been updated to align with Federal Non-Regulatory Guidance issued in 2016. The Policy is amended to conform with school district required actions in educating children in foster care as interpreted by the U.S. Dept. of Education and ADE. The policy advisories attached were created by ASBA (Arizona School Boards Association) policy services to assist districts in complying with Arizona legislation, to wit: HB2439, HB2495, and HB2161. Policy Advisory JHD-EB has been updated to address requests for HIPAA protected information.

**LTCS does not have policies IHAMB — Family Life Education or IJL-E, therefore it will not adopt the regulations or exhibits from this advisory pertaining to those policies.**

**22.1**

This policy advisory derives from legislation passed in 2020. In 2020, the Arizona legislature passed “Jake’s Law” which created a fund that provides uninsured and underinsured children access to behavioral health services when they are referred through an educational institution—otherwise known as “school-based referrals.” To make school-based referrals, the legislature required school districts and charter schools to pass a policy that outlined the law as it relates to school-based referrals. The policy must include: (1) an opt-in process for parents; (2) a survey to parents whose children utilize school-based referrals; (3) a list of service providers published on the district website; and (4) an annual report to the Arizona Health Care Cost Containment System (AHCCCS). The policies must be published on the School’s website.



*Regulations and exhibits are optional; the Governing Body should be aware of these regulations and exhibits, but Governing Body action is not necessary to utilize them.*

 [CPAs2023Vol23No1.pdf](#)

 [CPAs2022Vol22No1.pdf](#)

**Motion:**

Motion to approve the following policies as written:

- Policy JFABDA — Admission of Students in Foster Care
- Exhibit JHD-EB — Exclusions and Exemptions from School Attendance
- Exhibit KB-EC — Parental Involvement in Education
- Policy JLDAB.....Referrals to Other Agencies

Motion moved by Anne Boettcher and motion seconded by Charles Mentken.

Anne: Aye, Charles: Aye, Matt: Aye, Kathryn: Aye

B. Approve signers on bank account

School accountant recommends adding two more signers to LTCS bank account.

**Motion:**

Motion to add Anne Boettcher and Heather Sheetz as signers to bank account at OneAZ

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

Aye, Charles: Aye, Matt: Aye, Kathryn: 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

disciplinary action update--vaping is not in the current discipline plan

B. Meeting Dates

VII. Adjournment

Meeting adjourned by Anne Boettcher at 7:09

**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]