



Combined Public Meeting and Executive Session of the Board of Directors of La Tierra Community School - Monday 17 June Minutes

La Tierra Community School

Monday, June 17, 2024 at 5:30 PM MST

@ 123 N. Virginia St, Prescott AZ, 86301 - 6th Grade Room (2024-2025 8th Grade Room)

Attendance

Present:

Members: Anne Boettcher, Matt Hart, Julie Jongsma, Dawn Klaiber, Charles Mentken (remote), Bee Sena, Christine Vollstedt (remote)

Guests: Tricia Arnts (remote), Erica Ryberg, Cali Smith

Absent:

Members: Kathryn Montoya

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 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 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 call meeting to order at 5:34.

B. ACTION ITEM: Adoption of Agenda (Presenters: Anne Boettcher)

Anne moves to adopt agenda. Bee seconds. All members vote aye.

C. ACTION ITEM: Approval of Minutes - 15 May 2024 (Presenters: Anne Boettcher, Charles Mentken)

[LTCS BOD Public Notices - Online](#)

Motion:

Anne moves to approve minutes with the caveat that minutes need to be updated with who was present. Current minutes show no one in attendance.

Motion moved by Anne Boettcher and motion seconded by Bee Sena. All present vote in favor of the motion.

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. 2024-2025 Projections

Kindergarten: 16

1st: 16

2nd: 14

3rd: 12

4th: 20

5th: 22

6th: 16

7th: 14

8th: 13

FTE: 143/135

2. Maintenance

a. Status of La Tierra 23-24 Payments

Total for the year at \$3467. Still awaiting a bill for electrical work to close out the year.

3. Personnel

All open positions for the 2024-2025 school year have been filled.

4. Marketing

Banners for increased visibility for enrollment will be up this week and remain up for 6 weeks.

Previous banners were damaged so older ones were installed. Julie will work on updating banners with stickers or other solution to prevent need for reprinting entirely new banners at more cost.

5. Compliance

Annual audit part one completed. Part two takes place in October with findings provided to us in November.

6. Health and Safety

7. Upcoming Events

8. ACTION ITEM: Executive Session - Director Evaluation, 2024-2025 Goal Setting, and Pay

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 the Director's Annual Evaluation and Goals for 2024-2025.

Separate confidential minutes to be provided to all present AS WELL AS SUBJECT OF SESSION (aka employee) within 72 hours of meeting. Confidential minutes are kept in a folder in director's office and Auditor will check them.

ANY EMPLOYEE OR STUDENT MUST BE NOTIFIED IN ADVANCE AND GIVEN OPPORTUNITY TO REQUEST MEETING BE HELD IN PUBLIC. They do not have the right to enter a closed session unless invited by board. But they can request you hold it in public thereby waiving their right to confidentiality. See [Notification Form](#) to be provided prior to executive session. This can also be printed from PolicyBridge.

 [2023-24 End of Year Reflection - Julie PGP.pdf](#)

 [Governing Board - Julie PGP 2024-25 - Draft.pdf](#)

Motion:

Motion to move into Executive Session for the Director's evaluation @ 7:18,

Motion moved by Anne and motion seconded by Bee Sena. All in favor

9. ACTION ITEM: Approval of Evaluation for the Director

Motion:

Motion to approve the Director's evaluation for the 23/24 Academic year.

Motion moved by Anne Boettcher and motion seconded by Bee Sena. All in present vote in favor of the motion.

10. ACTION ITEM: Approval of 2024-2025 Goals for the Director

No action was taken on this item, this item is tabled for a future meeting with the plan for updates to the current draft of the Director's goal for the 24/25 academic year.

11. ACTION ITEM: Director Pay 2024-2025

Motion:

Motion to approve the new pay proposal sent to the Board from the Director

Motion moved by Anne Boettcher and motion seconded by Matt Hart. All in favor vote in favor of the motion

B. Academic Coordinator Report (Presenters: Dawn Klaiber)

1. Student Achievement

Achievement and benchmark test data has been received and analyzed. Teachers had the opportunity to spend some time with their data during our end of year work week. Report cards were sent home the week of June 3 and AASA/AzSCI results will go home no later than June 20.

 [2023-2024 Achievement Test Data.pdf](#)

2. Instructional Oversight

Formal evaluations for classroom teachers completed.
Files are being prepared for transition and recommendations will be shared in SOP.

3. Funding and Compliance

All Federal Grants for FY25 have been submitted. Training with Julie and Shari has been completed, Shari will continue to train as new requirements are released for FY25.

Final MOWR report submitted 5/31/24

4. Transition Plan

Working on completion of SOP which will be added to documents folder in OnBoard.
In the process of updating contacts with various agencies.
Completing training meetings as needed.

 [Klaiber letter of resignation.pdf](#)

Dawn met with Anne and SOP documents will be uploaded to OnBoard for future access.

5. ACTION ITEM: Executive Session - Evaluation for the Academic Coordinator

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 review of Academic Coordinator.

Separate confidential minutes to be provided to all present AS WELL AS SUBJECT OF SESSION (aka employee or student) within 72 hours of meeting. Confidential minutes are kept in a folder in director's office and Auditor will check them.

ANY EMPLOYEE OR STUDENT MUST BE NOTIFIED IN ADVANCE AND GIVEN OPPORTUNITY TO REQUEST MEETING BE HELD IN PUBLIC. They do not have the right to enter a closed session unless invited by board. But they can request you hold it in public thereby waiving their right to confidentiality. See [Notification Form](#) to be provided prior to executive session. This can also be printed from PolicyBridge.

 [Dawn PGP FY24.pdf](#)

Motion:

Motion to move into Executive Session for the evaluation of the Academic Coordinator @ 7:16

Motion moved by Anne and motion seconded by Bee. All present vote in Favor of the motion.

Motion:

Motion to approve the evaluation for the Academic Coordinator @ 7:19

Motion moved by Anne and motion seconded by Bee. All in favor approve the motion.

6. ACTION ITEM: Approval of Evaluation for Academic Coordinator

C. Board Report (Presenters: Anne Boettcher)

1. Upcoming meetings

Special Meeting for Final Budget Approval - 8 July 2024 9AM (Virtual or Call in Only)
July Regular Board Meeting - 17 July 2024, 5:30PM

Meeting will move to July 25th @ 5:30 to accommodate schedules to reach a quorum.

2. Branding Discussion

 [Marketing PPT 4.pdf](#)

3. 2024-2025 Board Positions

 [LTCS Governing Board Roles and Responsibilities.pdf](#)

 [LTCS Governing Board Officers and Duties.pdf](#)

a. ACTION ITEM: New Board Member - Erica Ryberg

Vote for approval pending state approval.

 [Erica Ryberg resume.pdf](#)

Motion:

Motion to approve Erica's membership to the Governing Board

Motion moved by Anne and motion seconded by Bee Sena. All present vote in favor of approval.

b. 2024-2025 Board Roles

Board discussed options for new Officers to be voted on during July meeting. Anne will be stepping down as Chair and willing to help someone else through transition or potentially co-chair for a set period of time. Charles is open to staying on as Secretary if another option for remote sessions, especially with help of a microphone is made available. Bee will continue as Finance Representative.

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

1. Monthly Financial Report

 [LaTierra May24 Reports.pdf](#)

2. ACTION ITEM: 2024-2025 Budget Review and Initial Approval

 [LaTierra Budget25Proposed.pdf](#)

 [budgetFY25 Worksheet \(1\).xlsx](#)

Motion:

Anne motions to approve the proposed budget for the 24/25 Academic Year

Motion moved by Anne and motion seconded by Bee Sena. All present vote in favor of the motion.

3. ACTION ITEM: 6 Month CD Renewal

Current rate (with OneAZ is 3.5% for renewal and approval at bank is being sought for 4%.)

Motion:

Motion to not renew current CD which matures on 6/27 and discuss alternative options at July regular session.

Motion moved by Matt Hart and motion seconded by Anne Boettcher. All present vote in favor of the motion.

4. ACTION ITEM: Executive Session - Facilities (Presenters: Julie Jongsma, Matt Hart)

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: Current and future facilities option.

Separate confidential minutes to be provided to all present AS WELL AS SUBJECT OF SESSION within 72 hours of meeting. Confidential minutes are kept in a folder in director's office and Auditor will check them.

Motion:

Motion to move into Executive Session to discuss facilities @ 6:57

Motion moved by Anne Boettcher and motion seconded by Bee Sena. All present vote in Favor.

Motion:

Motion to move out of Executive Session @ 7:15

Motion moved by Anne and motion seconded by Bee Sena. All present vote in favor

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

A. Friday Programming

Presentation from Callie

Aiming for care based program for parents without Friday Childcare. 8-3 with option for lower cost half day. EL based with quarterly expedition that would be presented similar to regular LTCS programming. Ideally based on campus with opportunities to leave campus and engage with businesses and other local organizations.

Goal is to be outdoors as much as possible. Staffed primarily by Callie and Mr. Marty the P.E. teacher. Callie responsible for programming and organization. Would also like to draw on parent volunteers when possible as well.

37 families responded to May survey. 21 responded with interest in full day programming.

Survey did not include Kindergarten families. Pricing was a question in the survey with a range of responses from \$0/day to \$60/day. Idea of having one price for an early commitment ahead of time and another price for drop in. Art, Music, Spanish lessons and swimming are all opportunities for excursions outside of campus that are being explored.

Full day staff = \$150/person. (Likely at least \$300/day for staffing costs)

B. Amplify Science Curriculum for Kindergarten

Amplify Science curriculum is proposed for use in Kindergarten. New curriculum meets new state standards. Shows increases in reading comprehension, writing skills all in addition to science content knowledge. Curriculum also offers better differentiation for students that need more help and resources as well as students that need additional challenge. Skills assessment is also included in curriculum.

C. Future Agenda Items

- Budget
- Friday programming
- Marketing
- Board roles

V. Adjournment

Motion:

Motion to adjourn the meeting @ 8:27

Motion moved by Anne and motion seconded by Bee. All in favor vote in favor of the motion.

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]