

---

**MINUTES OF PUBLIC MEETING OF THE GOVERNING BOARD  
OF TUCSON COUNTRY DAY CHARTER SCHOOL OF MEETING HELD  
DECEMBER 3, 2019**

---

A public meeting of the Governing Board of Tucson Country Day Charter School was convened on Tuesday, December 3rd, 2019 at 5:00 PM at 9239 East Wrightstown Road, Tucson, Arizona, in Room 101.

Present at the meeting were the following members of the Governing Board of Tucson Country Day Charter School:

Richard Cooper, Renee Danielson, Bill Iveson, Don Lawhead and Allan Stockellburg

Absent: None

Quorum present? Yes

**CALL TO ORDER**

The meeting was called to order at 5:02 PM by Bill Iveson

**The following matters were discussed, considered, and decided at the meeting:**

**APPROVAL OF MINUTES FOR THE FOLLOWING BOARD MEETINGS:**

**October 14, 2019**

Moved by Renee Danielson and seconded by Don Lawhead to approve.

Yes (5) No (0) Abstain (0)

**PTSA UPDATE**

PTSA President Erin Stockellburg

- The PTSA Cookie Dough Fundraiser wrapped up last month. Orders were distributed on November 14<sup>th</sup>. We had good sales this year but were down about 100 items from last year.
- PTSA is looking into creating a spirit shirt that parents would be able to purchase from the website. Students would be able to wear them on Mondays.
- Mr. and Mrs. Krause's are working with Erin to make the PTSA a part of the school website.
- Restaurants Nights have been setup and include Chick Fil A in December and Sweet Tomatoes in January.
- The PTSA and some TCDS staff have been working together on the new staff break room. The PTSA is donating a mini fridge, a microwave and a couple of toaster ovens.
- We have a spring event idea that is in the works. Something like Champ-o-ween. A free or very inexpensive event to get families together on campus. More info to come.

## **PRESENTATION OF THE 2018/19 FINANCIAL AUDIT AND AUDITED FINANCIAL STATEMENTS**

Henry Fortino, CPA

- The audit went well this year. Clean opinions on all reports. No internal control findings to report.
- Some changes were implemented in the report. Henry explained the changes.
- We had a couple of isolated incidents within the compliance questionnaire.
- Henry made several suggestions, most have already been implemented.

## **ADMINISTRATOR'S UPDATE**

Jordan Krause

- We have just recently gone online with all of our marketing. Through Facebook and Google ads. Between November 18<sup>th</sup> and December 1<sup>st</sup> we had 8,614 views of our Google ad, 360 clicks to our website, 46 verified calls to the school through the ad and 207 map actions to see where the school is located. Our Facebook campaign started last week.
- Open enrollment has been moved up to December 9<sup>th</sup>. It has always been in January.
- The Vision Team has met several times. They recently finished a book study called What School Could Be. The book looks at what innovative schools around the country are doing. The Vision Team is working to create a 5 year plan for the school that they will present to the School Board in the spring.
- The academic design of TCDS is moving in the direction of project-based learning. Project –based learning is not a curriculum, it is a way of learning. There are 9 essential project design principles that the staff are currently studying.
- We recently received notice that the Arizona State Charter Board will be doing our 5-year internal review soon. We won't know exactly when they are coming. They will look at things like our academic systems, attendance procedures, basic structures of our school, etc. They will review us and we will receive a report of the findings. The findings will also be accessible on the AZ State Charter Board website.
- The administrative team would like the School Board to consider implementing an excessive absences policy. This policy would give the administrative team permission to administratively withdraw a student with excessive absences. This would happen only after many other forms of communications such as letters, phone calls, and in person meetings about the absences. The admin team will put a policy together to be presented and voted on at the next School Board meeting.

## **CHIEF FINANCIAL OFFICER'S UPDATE**

Lauren Mosgrove

- Mrs. Maddock is officially as signer on our checking account.
- Our numbers for PS/PK are going up. Wanda and the admin team hired a new teacher today. This teacher will start with a new PK class in January. We only have 3 available spots within our K-8<sup>th</sup> charter side.
- TCDS spent some extra money on the art building and the awnings this year, but

these are considered assets to the campus and not counted as an expense.

### **DISCUSSION AND ACTION TO RENEW THE TCDS LINE OF CREDIT AT PACIFIC PREMIER BANK**

Lauren Mosgrove

- The School Board needs to approve the TCDS line of credit that we must renew each year with Pacific Premier Bank. There is a \$250 fee associated with the renewal.

It was moved by Don Lawhead to renew the TCDS line of credit at Pacific Premier Bank. The motion was seconded by Renee Danielson  
Yes (5) No (0) Abstain (0)

### **DISCUSSION AND ACTION ABOUT A POLICY REGARDING SERVICE ANIMALS ON CAMPUS**

Jordan Krause

- This school year we have a student with a service animal included in her 504 plan. The dog has been extensively trained to sense blood sugar levels. Students have been educated on the purpose of a service animal and his role here on campus. A letter was also sent home to parents. The admin team will put a policy together to be presented and voted on at the next School Board meeting.

### **CALL TO PUBLIC**

- No public present

### **ANNOUNCEMENTS**

- Richard Cooper spoke about Adrian Hannah's resignation.

It was moved by Don Lawhead and seconded by Renee Danielson to adjourn at 6:39 PM  
Yes (5) No (0) Abstain (0)

Dated this 3rd day of December, 2019  
The Governing Board of Tucson Country Day Charter School  
Minutes taken by Board Secretary, Rachel Robertson