
**MINUTES OF PUBLIC MEETING OF THE GOVERNING BOARD
OF TUCSON COUNTRY DAY CHARTER SCHOOL OF MEETING HELD
APRIL 21, 2020**

A public meeting of the Governing Board of Tucson Country Day Charter School was convened on Tuesday, January 21st, 2020 at 4:00 PM through a public Zoom meeting.

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 4:08 PM by Bill Iveson

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

APPROVAL OF MINUTES FOR THE FOLLOWING BOARD MEETINGS:

January 21, 2020

Moved by Don Lawhead and seconded by Richard Cooper to approve with corrections to the Excessive Absences Policy discussion.

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

PTSA UPDATE

PTSA rep Erin Stockellburg

- The PTSA is currently working to get more members to join the PTSA Facebook page.
- Teacher/Staff Appreciation week is coming. PTSA is still planning to do something for the staff.

ADMINISTRATOR'S UPDATE

Jordan Krause

- School has been closed due the COVID-19 pandemic for the rest of this school year. The administrative team is happy with where things have progressed with online learning. Jordan submitted a remote learning plan to the Arizona Department of Education that included programs being used, how we communicate with our parents/students, work packets, etc. Unfortunately we are unable to mandate student participation and some families are going through very difficult times.
- Parent, Staff and Student surveys have been sent out to see how everyone is doing

- during this time and with remote learning. Parents are saying students are spending 2-5 hours per day on remote learning. 70% of parents/students believe the communication from the teacher/admin is just enough.
- Some of our staff have been furloughed due to the pandemic including our PS/PK staff, Extended Care staff and two of our Maintenance staff. Some of the staff from our Supervision Team are working a few hours a week from home and we are still able to pay them for their supervision hours.
 - Weekly Zoom meetings are being held with the grade level teams. We are currently doing a book study with the teachers of Teaching with Love and Logic: Taking Control of the Classroom, by David Funk and Jim Fay.
 - Next school year we are going back to early release Wednesdays. The teachers will have weekly time to collaborate with their teams. Teachers will receive weekly planning and reflection.
 - The Leadership Team is currently in discussion about how best to phase into summer camp and being out in public again with social distancing as a new norm. Reality is that the pandemic may still exist in the fall when we return to school and there may be no “normal” again. This will force the institution to look at what education *could* be.
 - Our Student Success Team is already in place to support students with academic intervention. Jordan is confident we will get all of our students back where the need to be academically speaking.

CHIEF FINANCIAL OFFICER’S UPDATE

Lauren Mosgrove

- Prior to the school closure we were on track to be well in the positive by the end of this fiscal year. With the closure we anticipate still being in the positive. We had to remove all the projected revenue that we would have received through the end of the year from the budget.
- Three months ago we were placed on an intervention by the Arizona State Charter Board due to not meeting one of the financial framework measures that the State requires. Lauren had to provide them with our financial statements for 1st, 2nd and 3rd quarter. We will also have to provide the financial statement for our 4th quarter as well as our audit when it is complete. Our projected end of year finances will meet the financial framework measure the State requires, so moving forward we will be back on track.
- Tax Credit donations for the 2019 year is \$56,000. 45% of those dollars were specific to pay for the Washington D.C. trip. This will be the last year that we offer the Washington D.C. trip. Next school year Jordan plans to give Tax Credit a big push to replicate the more successful years we have had in the past.
- Lauren received a public record request from then Arizona Republic and sent all appropriate information.

DISCUSSION AND ACTION TO APPROVE THE ORGANIZATIONAL CHART

Jordan Krause

- Jordan made several changes to the roles under Board of Directors and Chief

Executive Officer. Also added were the other members of the Leadership Team and their roles; Chief Financial Officer, Early Childhood Director and Resource Director.

- The TCDS School Board requested the following changes:
 - Remove all abbreviations
 - Remove the last line under the CEO roles.
 - Add the phrase “The board of Directors has the final authority of school affairs and hiring” to the end of the Board of Directors Role.

It was moved by Don Lawhead to approve the Organizational Chart with the recommended changes.

The motion was seconded by Allan Stockellburg

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

DISCUSSION AND ACTION ABOUT AN ADMIN/LEADERSHIP EVALUATION PROCESS

Jordan Krause

- Currently Jordan Krause evaluates the TCDS staff and the School Board evaluates Jordan. The School Board still needs to create the evaluation process for Mr. Krause. Mrs. Danielson and Mr. Stockellburg will work together to create a survey to go out to all staff regarding how they have been supported by administration during this time. Jordan was challenged to come up with his own self reflection on how he has done during this difficult time.
- Further discussion and action will take place at the next school board meeting.

DISCUSSION AND ACTION ABOUT THE TCDS SCHOOL BOARD BYLAWS

Lauren Mosgrove

- Lauren did some research with the Arizona Corporation Commission regarding bylaws. The School Board is required to have bylaws but is not required to file them with anyone.
- Lauren will continue to update the School Board bylaws with what is required by the Arizona Corporation Commission. Further discussion and action will continue at the next school board meeting.

DISCUSSION AND ACTION TO APPROVE THE UPDATED SCHOOL WELLNESS POLICY

Lauren Mosgrove

- The School Wellness Policy is required by the National School Lunch Program and must be updated every three years.

It was moved by Allan Stockellburg to approve the updated School Wellness Policy with one grammatical change.

The motion was seconded by Don Lawhead

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

DISCUSSION AND ACTION TO APPROVE THE CLASSROOM SITE FUND TEACHER PERFORMANCE PAY PLAN FOR THE 2020 SCHOOL YEAR

Lauren Mosgrove

- TCDS receives funds for the classroom site fund (prop 301) every year. These funds are to be allocated for teacher performance pay. Currently we haven't been able to allocate it and so we have carried it over for a couple years. We have used a little over the years for signing bonuses and teacher service bonuses.
- Jordan and Lauren have come up with a plan for this school year for every teacher, including para-pros, the librarian and speech teachers. 53 employees all together. TCDS would give these employees who are to be re-contracted for the next school year a \$500 bonus at the end of this school year.
- These employees would receive the same bonus next year based on enrollment. If enrollment holds steady for each quarter, these employees would receive a quarterly bonus.
- We would also like to use this money for pay increases for specific situations such as a non-certified teacher becoming certified or a teacher becoming nationally certified.

It was moved by Allan Stockellburg to approve the classroom site fund teacher performance pay plan for the 2020 school year, allocating a \$500 bonus for each teacher who is re-contracted at TCDS for next school year and allowing for quarterly bonuses based on FTE.

The motion was seconded by Renee Danielson

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

CALL TO PUBLIC

- Erin Stockellburg commended Jordan and Terra for their efforts during this difficult time to keep up moral with the students and parents on ClassDojo and the TCDS Facebook page.

ANNOUNCEMENTS

- The TCDS School Board retreat in Tubac scheduled for the end of May has been cancelled.

It was moved by Bill Iveson and seconded by Don Lawhead to adjourn at
6:07 PM

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

Dated this 21st day of April, 2020

The Governing Board of Tucson Country Day Charter School

Minutes taken by Board Secretary, Rachel Robertson