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**MINUTES OF PUBLIC MEETING OF THE GOVERNING BOARD  
OF TUCSON COUNTRY DAY CHARTER SCHOOL OF MEETING HELD  
JULY 20, 2021**

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A public meeting of the Governing Board of Tucson Country Day Charter School was convened on Tuesday, July 20th, 2021, at 5:00 PM at Tucson Country Day School, 9239 E. Wrightstown Rd., Tucson, Arizona, 85715.

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

Richard Cooper, Renee Danielson, Bruce Forche, Josh Ruddick and Allan Stockellburg

Absent: None

Quorum present? Yes

**CALL TO ORDER**

The meeting was called to order at 5:04 PM by Allan Stockellburg

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

**CALL TO PUBLIC**

- None

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

**June 30, 2021**

Motion to approve the minutes of the School Board meeting for June 30<sup>th</sup>, 2021.

No objections

Final Resolution: Motion Passed

Yes: Richard Cooper, Renee Danielson, Bruce Forche, Josh Ruddick and Allan Stockellburg

**CFO UPDATE**

Presented by Allan Stockellburg in lieu of Lauren Mosgrove

- The state released the school budget forms. Using last year's equalization funding level, we've budgeted around \$500k of our CARES Act funds to balance our budget for the 2022 school year.
- The legislature approved several new bills that effect schools. A couple of those effect the finance side. One is that schools will now be required to issue annual total compensation statements to all employees. Lauren has obtained a template

from the Society for Human Resources Management that will be used to manually create these statements. The other bill is that governing boards are now required to approve the annual financial audit. The audit has not needed to be approved by the board in the past. It must be approved by a “roll call vote” which is not how our board normally carries out a vote.

### **DISCUSSION AND ACTION TO APPROVE AND SIGN THE REVISED FOOD SERVICE PERMANENT SERVICE AGREEMENT FOR THE SCHOOL LUNCH PROGRAM**

- Rachel Robertson is now the National School Lunch Program Coordinator.

Motion to approve the revised Food Service Permanent Service Agreement for the school lunch program.

No objections

Final Resolution: Motion Passed

Yes: Richard Cooper, Renee Danielson, Bruce Forche, Josh Ruddick and Allan Stockellburg

### **ADMINISTRATION UPDATE**

Jordan Krause

- Enrollment update: Lil Champs is now at 46 students. Kinder-8<sup>th</sup> is at 558. Most availability is in our Kinder-4<sup>th</sup> grade.
- Camp Adventure wrapped up on July 16<sup>th</sup>. We went with a six-week camp this summer instead of an eight-week program. The average weekly enrollment for camp was 155 campers.
- Campus improvements are under way. Campus beautification day is on Saturday July 17<sup>th</sup>. The green hill is getting new artificial turf today. Awnings are being put up on our Resource and Middle School buildings this week. New sinks and toilets are being installed in the student bathrooms.
- Staff return on July 28<sup>th</sup>. Meet n Greet is on July 30<sup>th</sup> and August 2<sup>nd</sup> from 5:00-7:00pm. Dinner will be provided. The first day of school is August 4<sup>th</sup>.
- Parents will not be permitted on campus for drop-off and pick-up. Staff will be available to direct students to their classrooms. Students will come on campus and go directly to classrooms.
- Our parent fellowship, aka PTSA, will meet weekly on campus. Parents will be invited on campus on those days.
- Our Google ad for the past month and a half has had 1,600 impressions.
- An Instagram account has been created for the school. We have a Facebook page already.

### **DISCUSSION AND ACTION TO REVIEW AND APPROVE THE EMPLOYEE HANDBOOK**

Jordan Krause

- Jordan sent the Employee Handbook to the board members to look over prior to today's meeting. Allan Stockellburg and the other board members had several changes that were discussed.
- Jordan agreed to make all changes.

Motion to approve the Employee Handbook with the suggested edits.

No objections

Final Resolution: Motion Passed

Yes: Richard Cooper, Renee Danielson, Bruce Forche, Josh Ruddick and Allan Stockellburg

### **DISCUSSION AND ACTION TO REVIEW AND APPROVE THE MITIGATION STRATEGIES PLAN TO INCLUDE THE MASK POLICY**

- Bruce read an update from the American Academy of Pediatrics, Recommendations for Opening Schools in Fall 2021. The American Academy of Pediatrics recommends universal masking as the most effective strategy for keeping our students safe. Bruce recommended that all students and staff, Preschool-5<sup>th</sup> grade, who are unable to get vaccinated, continue wearing masks in the classrooms.
- The governor of Arizona recently passed an executive order stating that "Arizona does not allow mask mandates, vaccine mandates, vaccine passports or discrimination in schools based on who is or isn't vaccinated."

Motion to require children under 12 years old to wear a mask while indoors at Tucson Country Day School.

Motion by Bruce Forche

- It was suggested that we seek legal counsel to see what we can do on our campus with the current law in place.

Bruce rescinded his motion.

Motion to approve the Mitigation Strategies Plan with suggested edits and an amendment to the mask language, stating that the American Academy of Pediatrics strongly recommends universal masking as the most effective strategy for keeping our students safe. This language will be revisited within the next 7 days with reapproval after speaking to our attorney.

Motion by Josh Ruddick and seconded by Renee Danielson

Final Resolution: Motion Passed

Yes: Richard Cooper, Renee Danielson, Bruce Forche, Josh Ruddick and Allan Stockellburg

### **DISCUSSION AND ACTION TO SET A BOARD SCHEDULE FOR FY22**

- Allan suggested we stick with the 2<sup>nd</sup> Tuesday of every month.
- The board meetings are set as follows:
  - August 10<sup>th</sup>, 2021, at 5:00 PM
  - September 14<sup>th</sup>, 2021, at 5:00 PM
  - October 5<sup>th</sup>, 2021, at 5:00 PM
  - November 9<sup>th</sup>, 2021, at 5:00 PM
  - December 14<sup>th</sup>, 2021, at 5:00 PM
  - January 11<sup>th</sup>, 2022, at 5:00 PM
  - February 8<sup>th</sup>, 2022, at 5:00 PM
  - March 8<sup>th</sup>, 2022, at 5:00 PM
  - April 12<sup>th</sup>, 2022, at 5:00 PM
  - May 10<sup>th</sup>, 2022, at 5:00 PM
- Champion Showcase days that the Board Members should be on campus will happen quarterly on a Friday evening:
  - October 1<sup>st</sup>, 2021
  - December 3<sup>rd</sup>, 2021
  - March 4<sup>th</sup>, 2022
  - May 20<sup>th</sup>, 2022
- 8<sup>th</sup> grade Promotion will be held on Thursday, May 26<sup>th</sup> in the morning.

### **DISCUSSION AND ACTION TO SET BOARD GOALS AND EXPECTATIONS FOR FY22**

Allan Stockellburg

- Allan discussed what the School Boards goals should be for this year and how best they should support the school.
- Each board member made suggestions as to what they expect from the board and their position on the board this school year.
- The final goals are as follows:
  - Board involvement on campus
  - Giving the leadership team the freedom they need to make decisions without micro-managing
  - Staying on top of enrollment
  - Staying on top of Project-Based Learning
  - Being very thorough with the budget
  - Being as transparent as possible with our TCDS community
  - Developing a succession plan

### **DISCUSSION AND ACTION TO DEVELOP A PLAN FOR BOARD COMMUNICATION TO THE PUBLIC**

- The board members agreed that creating a School Board ClassDojo is the best way to communicate with our parents. ClassDojo is currently being revamped and cleaned up for the 2021-2022 school year.
- The School Board will communicate when there are board meetings and other announcements.
- The school board will only use ClassDojo and mass parent emails that would be sent through Ms. Rachel in the front office.

## **DISCUSSION AND ACTION TO DEVELOP A PLAN FOR EXECUTIVE LEADERSHIP REVIEW**

- Mr. Krause is the Growth Coach for Middle School Teachers, Maintenance, the front office, business office and the Leadership Team.
- Ms. Wanda is the Growth Coach for Lil Champs, Kinder and 1<sup>st</sup> grade teachers.
- Mrs. Maddock is the Growth Coach for the 2<sup>nd</sup>-5<sup>th</sup> grade teachers.
- The board members must create a review with goals.
- Throughout quarter 1 the Growth Coaches will engage with teachers and staff. Staff will be required to design their personal and professional growth plans.
- The board should mirror this plan for their executive leadership review.
- The board will need to reach out to the staff with an employee wide survey about executive leadership.

## **CALL TO PUBLIC**

- Heather Newman-volunteers on campus and other campus opportunities for parents in classrooms. Beautification Day on Saturday was wonderful.

## **ANNOUNCEMENTS**

- A special board meeting will be held on Tuesday July 27<sup>th</sup>, 2021, at 5:00PM to discuss Mitigation Strategies Plan to include mask policy.

Motion to adjourn meeting.

Motion by Renee Danielson and seconded by Josh Ruddick

Final Resolution: Motion Passed

Yes: Richard Cooper, Renee Danielson, Bruce Forche, Josh Ruddick and Allan Stockellburg

Meeting adjourned at 7:26 PM

Dated this 20th day of July 2021

The Governing Board of Tucson Country Day Charter School

Minutes taken by Board Secretary, Rachel Robertson