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**MINUTES OF PUBLIC MEETING OF THE GOVERNING BOARD  
OF TUCSON COUNTRY DAY CHARTER SCHOOL OF MEETING HELD  
OCTOBER 5, 2021**

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

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 5:03 PM by Allan Stockellburg

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

**PRESENTATION OF THE 2020/2021 ANNUAL FINANCIAL AUDIT AND  
AUDITED FINANCIAL STATEMENTS BY HENRY FORTINO, CPA, AND  
ROLL CALL VOTE TO ACCEPT THE AUDIT AND COMPLIANCE  
QUESTIONNAIRE**

- All School Board Members received copies of the audit statement and the financial statement.
- Tucson Country Day School received a clean opinion and no findings this year.
- Our compliance questionnaire is a yes or no answer document. We did very well, with only 2 no's. The first no was related to comparing state attendance records with the school's attendance records, there was a small difference. The second no was related to the 45-day screenings. Due to COVID-19 students were not in person in January 2021 to complete the in person 45-day screenings. TCDS waited for these students to come back in person, and this made the 45-day screenings late.

Motion to accept the 2020/2021 annual financial audit and audited financial statements.

Motioned by Renee Danielson and seconded by Richard Cooper

Final Resolution: Motion Passed

Richard Cooper-Yes

Renee Danielson-Yes

Bruce Forche-Yes

Josh Ruddick-Yes  
Allan Stockellburg-Yes

Motion to accept the 2020/2021 compliance questionnaire.

Motioned by Renee Danielson and seconded by Richard Cooper

Final Resolution: Motion Passed

Richard Cooper-Yes

Renee Danielson-Yes

Bruce Forche-Yes

Josh Ruddick-Yes

Allan Stockellburg-Yes

### **CALL TO PUBLIC**

- Linda Meck spoke regarding withdrawing her child due to the mitigation policy.
- Heidi Hatley spoke regarding the mitigation policy.

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

#### **September 14th and 28th, 2021**

Motion to approve the minutes of the School Board meeting for September 14<sup>th</sup> and 28<sup>th</sup>, 2021.

Motioned by Josh Ruddick and seconded by Renee Danielson

Final Resolution: Motion Passed

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

### **GUIDANCE COUNSELOR UPDATE**

Diane St. Amand

- Students have come back to school after COVID-19 closures with quite a bit more anxiety, depression, suicidal ideations, self-harm, and behavioral concerns. There have been more DCS calls and more referrals to the crisis response center. Diane has had a huge increase of parents seeking her help and 504 plan requests.
- We have systems in place to help support and guide families as well as staff.
- Diane is developing some mental health support groups. Champion Check-in is a good place for students to have a voice and be heard. This information funnels to Diane from the teachers.
- The Attorney General's office sent someone to speak to the staff about suicide prevention. They will be back next semester to speak to students and parents.
- NAMI has also come to speak to the students, and will present to parent tomorrow, October 6<sup>th</sup>.

- The “Be Unique” program is back, helping to build healthy relationships, good decision making, goal setting, effective communication skills, refusal skills, etc.
- We have been able to offer 32 different guidance lessons amongst groups this 1<sup>st</sup> quarter, including True Colors, Fair is not always equal, A great classmate is, 4 part apology, Is it rude, mean or bullying?, and Friendships.
- Our Courageous Bystander program allows Diane to count on students reporting what she doesn’t see. It encourages students to report serious behaviors such as bullying, cutting, suicidal ideations, drugs, weapons, tobacco, etc.
- We have partnered with the Optimist Club for 4<sup>th</sup>-8<sup>th</sup> grade students, recognizing outstanding student achievement at the end of each quarter.
- Lunch Bunch Friendship groups will start to meet once the weather improves a bit.
- Diane seeks out help when she needs it and can turn to our Seal team. She recognizes that Tucson Country Day School has enough students to warrant a second Guidance Counselor on staff.

## **ADMINISTRATION UPDATE**

Jordan Krause AND Terra Maddock

- Jordan will have Denise Fiore prepare an update regarding the Literacy Program for the next board meeting.
- Our first Champion Showcase was last Friday, October 1<sup>st</sup>. A survey will be going out to get some feedback from families that attended. The quarter 2 showcase will have more projects run through the PBL planning components outlined in “Keep It Real with PBL: A Practical Guide for Planning Project Based Learning.”
- 2021 AzM2 Testing takeaways: Writing and language development will be an ongoing school-wide focus area. Mathematically, grades 3-6 will emphasize algebraic thinking and numbers in base ten. In grades 7 and 8 a focus on the Number System will be given extra emphasis this year.
- The Professional Development plan for quarter 2 will start with all staff designing their own Professional Growth Plan (PGP) throughout the second quarter under the guidance of their Growth Coach. The PGP seeks to move away from the one-size-fits-all traditional model of evaluation by incorporating the TCDS Core Values and empowering staff to design their own learning goals within the boundaries of these Core Values. A video tutorial outlining the components of the PGP will be shared with all staff members the week of October 18<sup>th</sup>.
  - Growth Coaches:
    - Wanda McDonnell- Lil Champs staff (Preschool through 1<sup>st</sup> grade)
    - Terra Maddock- 2<sup>nd</sup> through 5<sup>th</sup> grade teachers and specialists
    - Jordan Krause- 6<sup>th</sup> through 8<sup>th</sup> grade teachers, SEAL Team, Admin and Business Office staff, Student services staff and the Leadership Team
    - Kelly Grusendorf- Resource teachers and Paraprofessionals
- SEAL Team update: The team is currently developing and refining schedules that make time for guiding and supporting teachers as they support students, as well as working directly with students. Student Information Profiles, diagnostic testing

- data and teacher observations drive decisions about which students will be receiving on-on-one or small group services.
- 2<sup>nd</sup>-5<sup>th</sup> Grade Collaborative Teaching Model is as follows:
    - 2<sup>nd</sup> Grade: Mentor Teacher-Deborah Morales, Teacher-Laurie Rodriguez, Assistant Teacher-Rachel Field
    - 3<sup>rd</sup> Grade: Mentor Teacher-Shannon Tresvik, Teacher-Pam Hubble, Assistant Teacher-Riley Lialios
    - 4<sup>th</sup> Grade: Mentor Teacher-Krista Young, Teacher-Jacque Clifton, Assistant Teacher-Kate Maxwell
    - 5<sup>th</sup> Grade: Mentor Teacher-Stacy Barney, Teacher-Camille Barnard, Assistant Teacher-Sydney Robbins
  - Champoween will be held Saturday, October 23<sup>rd</sup> from 1-4 PM. Details will be announced tomorrow.

## **REVIEW AND APPROVAL OF THE 2020/2021 ANNUAL FINANCIAL REPORT**

Lauren Mosgrove

- The AFR is a report that we prepare and submit once our annual audit is completed. It tells the state how much money came into the school and how we spent it and includes a summary of all revenues received during the year.
- Lauren went over each page of the AFR with the school board members.

Motion to approve the 2020/2021 Annual Financial Report.

Motion by Josh Ruddick and seconded by Richard Cooper

Final Resolution: Motion Passed

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

## **DISCUSSION AND ACTION REGARDING CAMPUS MAINTENANCE AND THE MAINTENANCE SURVEY RESULTS**

- The Board Members sent out a maintenance survey to all staff to get a feel for how maintenance and janitorial duties were being handled on campus.
- Survey results can be found at the following link:  
<https://docs.google.com/document/d/1SLZIsCXgX88IvNPC50BiV24uJNkTgLOt/edit?usp=sharing&ouid=105523766794161588076&rtpof=true&sd=true>
- 70% of the staff believe that students should take a role in keeping our campus and their classrooms clean. Staff are confident that they can make cleaning a part of the daily tasks in classrooms, however, they don't want classroom time to be taken for these tasks and students should not be the sole executioners of cleaning in the classrooms.
- Board Member Renee Danielson spoke about doing a walk through of campus and the Lil Champs area. Some major concerns were brought up and need to be taken care of immediately.

- Concerns were brought up that there may be too much pressure being put on the Camp Patrol students.
- The board members were like Jordan and Lauren to look at the budget and possible grants to see if we can hire more custodial staff.

#### **ANNOUNCEMENTS**

- Renee Danielson would like to clarify that guests do not have to do a Call to the Public in person, it may be done via Zoom as well. The Board would just like any requests for Call to Public to be made 24 hours in advance.
- Our next board meeting is Tuesday, November 9<sup>th</sup> at 5:00 PM. We may prefer that it is over Zoom.

Motion to adjourn meeting.

Motion by Richard Cooper and seconded by Josh Ruddick

Final Resolution: Motion Passed

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

Meeting adjourned at 7:47 PM

Dated this 5th day of October 2021

The Governing Board of Tucson Country Day Charter School

Minutes taken by Board Secretary, Rachel Robertson