
**MINUTES OF PUBLIC MEETING OF THE GOVERNING BOARD
OF TUCSON COUNTRY DAY CHARTER SCHOOL OF MEETING HELD
NOVEMBER 9, 2021**

A public meeting of the Governing Board of Tucson Country Day Charter School was convened on Tuesday, November 9th, 2021, at 5:00 PM 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 5:00 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:

October 5th, 2021

Motion to approve the minutes of the School Board meeting for October 5th, 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

ADMINISTRATION UPDATE

Jordan Krause AND Terra Maddock

- We have had 17 total COVID-19 cases on campus as of 11/9/2021. There are currently no signs of community spread within the school.
- Admin has decided that it is in the best interest of the staff to pause the Professional Growth Plan (PGP) for the time being. Some staff have expressed felling anxious about the PGP. Teachers who are still interested in continuing

with their PGP are welcome to and will be supported through the process. Jordan will continue with his own PGP.

- PBL Progress: This week marks the third round of Professional Learning Community (PLC) meetings focused on developing project units. The staff get to collaborate on designing a project. At each upcoming board meeting a teacher and students will present a project they are working on for the board members. The second quarter Champion Showcase will be held on Friday, December 3rd from 5:00-7:00 PM. The goal is for each showcase to be better than the previous one(s).
- We have hired a full-time evening custodian. Cheyenne's first day is today. Maintenance staff will be able to focus more on the buildings, landscape, etc. They are given a weekly list to work on that is reviewed every Monday. Renee recently did a campus walk through, and the other board members are invited to do the same to review the state of the buildings and grounds. Three main things that were needed are nearing completion; sweeps under all doors have been added, screens on all windows have been built and are almost done being installed, exhaust fans in the bathrooms by the office have been fixed.
- A campus beautification day will be held on Saturday, November 20th from 9:00-11:00 AM. The goal is to trim all the trees alongside the east access road in preparation for the check dams that 4th grade will be building.
- SEAL Team Update-Literacy Specialist-Denise Fiore. As this is a new role for Denise this school year, she is still learning and adjusting. 54 students have been tested and qualify for Resource. There is a higher need in 1st and 2nd grade where students are taught foundational skills. A ClassDojo class has been created to stay in communication with these parents.
- Denise and Wendy Schofield are currently taking dyslexia training. We will be using DIBELS as our universal screening tool starting in January with K-5th grade students.
- Denise is currently in the process of looking for a science of reading program that is evidence based specifically one that is PBL based. She would like to align instruction in all grades with this program beginning next school year.
- The Reading Mentor program started this school year with middle school students offered this option as an elective. It is a new program and a work in progress. There are currently 34 mentors. With teacher input and feedback, they have chosen specific students in K-5th grade who would benefit from working with a mentor. This program is more than just reading buddies. Mentors provide books, reading activity games, skill practice daily and even take students to the library to choose books they are interested in.
- Board Member Bruce Forche asked what feedback Denise has gotten from the mentors, are we keeping track of progress with students and if relationships are being built.
- The majority of mentors have given great feedback, they enjoy working with the younger students. Teachers have also given great feedback. This program creates a lot of responsibility for these middle school students as they have been given training and are now on their own with the students.

CHIEF FINANCIAL UPDATE

Lauren Mosgrove

- Lauren sent the budget to the board members to look over. She is still in the process of submitting the application for ESSER 3 funds.
- As of the end of October, the Lil Champs program has netted \$21,000, Champion Care has netted \$17,000, the Student Store has netted \$5,800, and Dress Down donations have netted \$12,000.
- The Board Members previously asked Lauren what the goal is for cash on hand. To meet standards provided by the AZ State Board for Charter Schools we should be at 30 days or more of cash on hand.
- The Board Members asked Lauren to gather quarterly data from the past 5 years, as well as a list of maintenance needs that need to be done around campus. The board will use this data to create a 1, 3 and 5-year plan and a potential policy regarding a specific cash reserve limit.

DISCUSSION AND ACTION REGARDING GRANTS FOR THE SCHOOL

- The Board had a previous discussion about getting grants for campus improvements to free up money in other departments within the budget. We need to create a process that is easy to use and doesn't create more work for the teachers. Perhaps a grant writing committee.
- The board decided to put together a template within Google docs for teachers to access with a list of available grants, who qualifies and other pertinent information. The template will be prepared and ready to give to the other board members for feedback at the next meeting.

DISCUSSION AND ACTION REGARDING SCHOOL-WIDE MITIGATION POLICIES

- Sweeps for all doors, screens for all windows and exhaust fans in the bathrooms were already discussed during the Administrative Update.

ANNOUNCEMENTS

- Our next board meeting is Tuesday, December 14th at 5:00 PM over Zoom.
- The Champion Showcase is Friday, December 3rd, 5:00-7:00 PM.
- Beautification Day is Saturday, November 20th, 9:00-11:00 AM.

Motion to adjourn meeting.

Motion by Renee Danielson and seconded by Richard Cooper

Final Resolution: Motion Passed

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

Meeting adjourned at 7:06 PM

Dated this 9th day of November 2021
The Governing Board of Tucson Country Day Charter School
Minutes taken by Board Secretary, Rachel Robertson