
**MINUTES OF PUBLIC MEETING OF THE GOVERNING BOARD
OF TUCSON COUNTRY DAY CHARTER SCHOOL OF MEETING HELD
JUNE 25, 2022**

A public meeting of the Governing Board of Tucson Country Day Charter School was convened on Saturday, June 25th, 2022, at 9:00 AM at 9239 E. Wrightstown Rd., Tucson, AZ 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 9:08 AM by Allan Stockellburg

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

WELCOME AND OPENING REMARKS

- Board Members Bruce Forche and Allan Stockellburg made remarks regarding this past school year and the excitement about being back together in person.

CALL TO PUBLIC

- None

ACTION: APPROVAL OF MINUTES FOR THE FOLLOWING BOARD MEETINGS:

May 10th and 26th and June 5th and 17th, 2022

Motion to approve the minutes of the School Board meetings for May 10th and 26th and June 5th and 17th, 2022

Motioned by Bruce Forche and seconded by Josh Ruddick

Final Resolution: Motion Passed

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

RECAP OF THE 2021/2022 SCHOOL YEAR

- Jordan Krause commented on the school year. The TCDS community came together, and we came out of this COVID phase better than we went into it. Jordan presented state testing scores data. A snapshot for each grade level for ELA and Math were provided.
- Board Member Renee Danielson provided data for the test results from several comparative charter schools around Tucson versus state test results. The breakdown included the school, their overall grade, school year, subject, and percentage of proficiency. Noticed that lower graded schools seem to receive more funding. These schools may be Title 1 schools and therefore receive more funding from the state. Renee averaged the years from 2016-2021. TCDS Middle School ELA and Math scores are better than the state average.
- Mr. Krause acknowledged that some schools have a different philosophy and they “teach to a test.”
- The data provided is to be used as another resource to look at how TCDS is doing, how our students are doing and how we are spending. Also, what’s working in our teaching model and what we can do differently. The data is an opportunity to see how we can change things for the better.

DISCUSSION AND ACTION TO REVIEW AND APPROVE THE PROPOSED BUDGET FOR THE 2023 FISCAL YEAR

- Lauren Mosgrove presented the proposed State budget to the Board Members for the 2023 fiscal year. The State Legislature approved the budget this past Thursday. Based on the State budget, our funding will increase by \$343,000. This is based on our current enrollment for the 2022/2023 school year of 518 students. The Legislature also approved an addition to funding of \$85.95 for each free and reduced student.
- Lauren then went into detail, line by line of the budget with the Board Members.
- At our 100-days of school, if our enrollment is less than 518 students, we will need to prepare a revised budget in the spring to submit to the state again.
- Lauren requested that the Board Members approve the proposed budget for the 2023 school year and set up a July board meeting to then adopt the proposed budget.

Motion to approve the proposed budget for the 2023 fiscal year.

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

DISCUSSION AND ACTION TO SET DAYS OF LIQUIDITY GOALS

- Lauren Mosgrove provided the Board Members with history of days of liquidity from 2016-2022. During different times of the year achieving a goal is not always possible.
- The Board Members discussed what would be a good goal. The Arizona State Charter Board's standard is 30 days. A good goal would be 30 days of liquidity by the 100th day of school, with an update at the 100th day and at the end of the fiscal year from Lauren Mosgrove.

DISCUSSION AND ACTION REGARDING PAST DUE CHAMPION CARE ACCOUNTS

- Lauren Mosgrove provided the Board Members with data for the past due Champion Care accounts from the 2021/2022 school year.
- The Board Members and the Leadership Team discussed many possible solutions to unpaid balances, such as:
 - Suspending extracurricular activities
 - Paying quarterly instead of weekly
 - Pulling from other paid accounts such as the Student Store/Dress Down
 - A kind contribution option/
 - Scholarships
 - Payment plans
 - Administration setting face to face meetings with parents
 - Running a report weekly for administration to look over and call parents who may be falling behind.
 - Providing a monthly report to the Board with the same information the administration receives weekly.
- The Board requested to see the Champion Care terms of registration with appropriate edits at the next meeting.

DISCUSSION AND ACTION REGARDING A PROFESSIONAL GROWTH PLAN FOR EMPLOYEES

- Jordan Krause provided a simple outline for the Professional Growth Plan for the employees. There will be a driving question that all staff will be responsible for developing themselves with the growth coach. Twice a year the staff member will sit down with their direct report/growth coach. The staff member is required to give a deliverable – something they are submitting for formal feedback with evidence of growth.
 - Phase One – Course corrections with feedback that isn't negative but is part of growth. The staff should expect these course corrections.
 - Phase Two – When course corrections aren't enough support and things are not going well. Document action and set schedule observations between growth coach and staff.
 - Phase Three – Administration action is needed. When action is negatively affecting the school culture, safety of the students and/or the staff is being insubordinate, administration above the growth coach would need to be involved. Action could include a leave of absence, termination, etc.
 - The Board Members decided that the deliverable needs a rubric, so employees know what is expected of them. The rubric should be decided between employee and growth coach.

Motion to approve the process for the Professional Growth Plan with the condition that the individuals will have a mutually agreed upon rubric.

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

DISCUSSION AND ACTION REGARDING YEAR END STAFF SURVEY RESULTS

- The Board Members put out a staff survey with 10 questions during the last week of school. Approximately 30 staff answered the survey. The questions were as follows:
 - My administration team is strong in these areas.
 - I would like to see my administration team grow in these ways.
 - I feel like my administration team will advocate for me, why or why not.

- I would like to see the TCDS Board grow and/or be more/less involved in these areas.
- I believe our school is functioning well in these areas.
- I would like to see our school improve in these ways.
- I am seeing actualized or potential value in PBL in these areas.
- Our school would be more successful utilizing PBL if.
- Regarding operations and maintenance, our campus is doing well in these areas.
- Regarding operations and maintenance, our campus needs improvement in these ways.
- The Board Members and the Leadership Team went over the results and commented on each question. Some results were negative and some positive.

DISCUSSION AND ACTION REGARDING EVOLVING STAFF POTITIONS AND ENROLLMENT

- Lauren Mosgrove provided the Board Members with staff and enrollment data from 2016-2022, as well as expected staff and enrollment data for the 2022/2023 schoolyear.
- Enrollment has gone down over the years to many things such as competition and COVID. However, as we have had less students on campus, we have also had less staff and we have also changed our spending habits.

DISCUSSION AND ACTION REGARDING THE PROPOSED ORGANIZATION CHART FOR THE 22/23 AND 23/24 SCHOOL YEARS

- Jordan Krause provided a proposed Org Chart and detailed job descriptions to the Board Members.
- The Org Chart and descriptions were discussed. Questions regarding CIO and CSA titles were brought up. Why CIO and CSA versus Principal and Assistant Principal. Some different titles were proposed. Jordan Krause explained that they are like co-administrators that each have very different roles. The titles of Principal and Assistant Principal don't give enough context. The CSA is an advocate for students, working closely with the SEAL and Resource Teams. The CIO is a point person for curriculum and the teachers.
- The new Leadership Team will include all Directors. The entire SEAL Team and the Guidance Counselor should be listed on the Org Chart. Lauren Mosgrove as a Chief should be included in the Administration.
- The Board Members proposed that all hiring, terminations and salaries changes for all Chief positions go through the Board.

- Hiring procedures need to be written out for all Directors to follow when hiring.

Motion to approve the Tucson Country Day School Organizational Chart and Job Descriptions with the revisions discussed.

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

Motion to formally recognize Jordan Krause's acceptance as CEO of Tucson Country Day School as of July 1st, 2022.

Motioned by Bruce Forche 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 ADOPTION OF SCHOOL SUCCESS METRICS

- Jordan Krause proposed that the CEO Professional Growth Plan use the following school success metrics:
 - State Testing
 - Enrollment/Retention
 - Parent, student and staff satisfaction
- The Board will use the Growth Plan and the success metrics to evaluate Jordan Krause and CEO.

REVIEW AND UPDATE REGARDING PROJECT BASED LEARNING

- Claudio Bravo was unable to attend our annual board meeting, so he made a video for the board to watch in regard to PBL. The video can be found at the following link: <https://loom.com/share/91fc7ee954f94ec7972918cfeacf5983>

DISCUSSION AND ACTION REGARDING PROGRAMMATIC GROWTH AREAS FOR THE 22/23 SCHOOL YEAR

- The Board Members discussed what lessons we have learned this past school year and how we are learning from those lessons.

- We learned a lot from the open-classroom concept. We know now that grades with an open-classroom concept must have a much tighter schedule. That is already being worked on for the 22/23 school year.
- We have learned that communication is key. ClassDojo must be run better than it currently is. The Administration Team must have one voice. The Monday Memo will continue, a Wednesday one sentence post regarding what's happening in the classroom, and a Friday picture collage of how the week went. The idea is to have all teachers follow this pattern so that no one teacher is posting more than another. The School Board should have their own ClassDojo to send communications to parents.
- The TCDS website is getting revamped this summer to be easier for current and prospective families to navigate. Our Instagram, Twitter and Facebook accounts will also be utilized more in the 22/23 school year.
- The bus we purchased is going through inspection and should be delivered soon. The bus and student field trips are big for public relations.
- NJHS will maximize their leadership with things they have done in the past and will bring back such as the Diaper Drive and Community Food Bank donations.
- P.L.E.D.G.E needs to step up to get more parent involvement. One idea was to have a class parent every month who helps to organize field trips, volunteers in the classroom, etc.
- During the 22/23 school year all teaching staff will be expected to participate in a committee or conducting an afterschool club. Many other schools require this as part of a teacher contract. We are starting it up this year and next school year it will be mandatory.

DISCUSSION AND ACTION TO REVIEW RESUMES FOR POTENTIAL GOVERNING BOARD MEMBER CANDIDATES

- We received two letters of interest from parents of TCDS students. Jesse Morris and Christina Brown. The Board Members will invite the two candidates to interview at our next board meeting.

DISCUSSION AND ACTION REGARDING SCHOOL-WIDE MITIGATION STRATEGIES

- This past school year was rough as we were still navigating through COVID. The Board came together and made decisions as a group. Almost every decision made last year was unanimous.
- Jordan Krause would like the Board to consider no longer communicating every case to the public.

- It was suggested that TCDS continue to follow the guidelines set forth by the Pima County Health Department. If PCH is still suggesting that we communicate each case, then we should. The Board will reassess at the next meeting.

ANNOUNCEMENTS

- This is Richard Cooper's last Board meeting. After 54 years, he is sad to go, but very confident about what TCDS will accomplish through the Board, Administration and Staff.
- Our next Board meeting will be held on Tuesday, July 12th at 5:00 PM via Zoom.

Motion to adjourn meeting.

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

Meeting adjourned at 5:04 PM

Dated this 25th day of June 2022

The Governing Board of Tucson Country Day Charter School

Minutes taken by Board Secretary, Rachel Robertson