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**MINUTES OF PUBLIC MEETING OF THE GOVERNING BOARD  
OF TUCSON COUNTRY DAY CHARTER SCHOOL OF MEETING HELD  
SEPTEMBER 13, 2022**

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A public meeting of the Governing Board of Tucson Country Day Charter School was convened on Tuesday, September 13th, 2022, at 5:00 PM via Zoom.

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

Christina Brown, 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:**

**August 9th, 2022**

Motion to approve the minutes of the School Board meeting for August 9th, 2022

Motioned by Christina Brown and seconded by Renee Danielson

Final Resolution: Motion Passed

Yes: Christina Brown, Renee Danielson, Bruce Forche, Josh Ruddick and Allan Stockellburg

**ADMINISTRATION UPDATE**

**CEO-Jordan Krause**

- The TCDS Emergency Operations Plan (EOP) is an ever-evolving document. We have a plan in place and would like to present to the Board Members at the October meeting.
- Tucson Country Day School won the Reader's Choice Award for Best Charter School in Tucson for the 5<sup>th</sup> year in a row! We are getting t-shirts made for all staff, students, volunteers, and Board Members.
- Our Lil Champs program currently has 50 students, up 2 from the last meeting. Our Kinder-8<sup>th</sup> grade program has 517, up 4 from the last meeting.

- Professional Growth Plans (PGP) are currently being developed. Mr. Bravo is holding a PD tomorrow, The Art of the Driving Question. Staff are being asked to provide an open-ended driving question to pursue their PGP. Process targets are being established. Systems and processes that staff build, work on, and refine are most important to the PGP. All driving questions must be submitted by this Friday and plans should be in motion by quarter two.
- The TCDS website is getting revamped. It will be more user friendly to current and perspective families. The revamped site will include new pictures, videos, distinct sections for Lil Champs, Kinder-5<sup>th</sup> grade and Middle School, testimonials, and the “Why” behind Love and Logic.
- Our first Open House is being held on September 20<sup>th</sup>. 18 families have RSVP’d so far. Parents will have an opportunity to be on campus and in their child’s classroom for the day.
- A parent movie night is being held on September 15<sup>th</sup> to show “Most Likely to Succeed” Parents and students will enjoy a pizza dinner, and childcare will be offered while parents watch the movie.
- Bus Update- There have been some challenges with the Department of Public Safety. The bus still needs to be inspected before they can get it to us. Potentially, we could have the bus next week, or we may need to cancel all together with this company. Training drivers will be a challenge also. We must find a training program that will allow teachers to be at school and do training during other hours. To start off, we will likely hire drivers while we get our staff trained.

### **CSA-Terra Maddock**

- Terra Maddock, Diane St. Amand and Samantha Campbell attended a mental health training for youth and received their certificates. One statistic that stood out is that one in four children from age zero to seventeen have experienced some sort of trauma.
- The Phased Response Plan was created to help teachers distinguish how behaviors should be handled and by who. At recent PLC meetings, teachers were given different scenarios and asked which phase those scenarios fall under, to help them better understand the plan.
- SEAL Team and Guidance Counselor Partnership-together this team is identifying social, emotional, and academic intervention needs of our students. Restorative sessions, circles, Champion Check-In, and staff support groups are forthcoming. Staff recognition is occurring weekly during the Trait Tuesday flag ceremony. Throughout the year, all staff will be recognized with a certificate. Character Strong this month is based around respect and responsibility. Staff feedback for Character Strong has been positive and interactive for all grade levels. Middle School is community building right now.
- Mr. Josh from our Resource Department has decided to accept a new opportunity. We will be filling his position internally.

### **CIO-Claudio Bravo**

- PD this week is “The Art of the Driving Question.” Helping staff figure out the “How” and the “Why” behind their driving question and moving forward with their growth coach. First year teachers may need additional support with this. Individual staff plans will help design future PDs based on needs. For example, if a teacher needed help with classroom management, they would be assigned to a specific PD that is based around that, where others may not.

- Current planning and developing of PLC grade level teams in support of academic framework and data analysis is occurring. Discovering how the plan is going to work, what it looks like and where intervention comes into play. The discussion to determine growth with benchmarks will happen in the next few weeks during PLC meetings.

### **CFO-Lauren Mosgrove**

- After the approval of Rachel Robertson and Lauren Mosgrove as Charter Board Representatives during the last meeting, the change was made with the State.
- Campus improvement projects completed or in process since summer 2021 are as follows:
  1. Roof and flashing repairs to Lil Champs, the Art Studio, the main office, and buildings 100, 200 and 300 - \$32,756
  2. Fiber infrastructure upgrade and cleanup - \$82,099.26
  3. Library expansion - \$30,158.61
  4. Business office conversion - \$7,524.13
  5. Resource building reconfiguration - \$14,187
  6. Electrical work and upgrades to buildings 100, 200, 300, student store, copy room, MPR and Lil Champs areas - \$14,389
  7. Artificial turf on the green hill, activity center, around the pool, and Lil Champs area - \$72,764.75
  8. Awnings by Resource, middle school, and the music building - \$31,602.08
  9. Tuff Shed and concrete sidewalk in Lil Champs - \$11,092.26
  10. New A/C units in Lil Champs and building 200 - \$32,358.92
  11. Kitchen window and fans - \$2,125.
- Employee Retention Credit: Henry, our auditor, let Lauren know about this credit that we can get back for the employer portion of social security tax from 2021. Henry states that we should qualify. TCDS would need to have a CPA do the application on our behalf.
- We are currently in the process of our annual financial audit being completed by Henry Fortino. This year we are doing a federal audit in addition to our annual so it will take a little bit longer. Henry will be at the November Board meeting to present our annual audit. This presentation will not include the federal audit.
- Lauren is currently working on the FY22 AFR which is due October 15<sup>th</sup>. This will also be presented at the November Board meeting.
- The state recently released the FY23 budget, and we know our actual student count. With this information Lauren is projecting good numbers and we will end the year in the positive.

### **DISCUSSION AND ACTION REGARDING THE USE OF TAX CREDIT MONIES**

- At a previous Board meeting, the Board Members voted against the use of tax credit monies for out of Tucson field trips.
- Board Members Allan and Renee have been researching how we can use tax credit monies after some inquiries were made by TCDS parents. The information from the Arizona Department of Revenue states, “such activities may include but are not limited to” and additional guidance was provided around this.

- Extracurricular field trips should not include end of year, for fun 8<sup>th</sup> grade trips or events that are exclusively recreational or amusement activities. The 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade trips are classified as educational trips.

Motion to allow the use of tax credit monies for the 2022 6<sup>th</sup> grade Sky School Mt. Lemmon trip, the 2022 7<sup>th</sup> grade Grand Canyon trip, and the 2023 8<sup>th</sup> grade Catalina Island trip with descriptions attached.

Motion by Josh Ruddick and seconded by Renee Danielson

Final Resolution: Motion Passed

Yes: Christina Brown, Renee Danielson, Bruce Forche, Josh Ruddick and Allan Stockellburg

## **ANNOUNCEMENTS**

- Our next Board meeting will be held on Tuesday, October 4th, at 5:00 PM via Zoom.
- Please don't turn on the sprinklers at 6:00pm, some games are still in progress on the field.
- Terra gave a shout out to Ms. Nicky for all the work that goes into coordinating the field trips.
- A Board summary of decisions should be sent to families after each Board meeting via ClassDojo.

Motion to adjourn meeting.

Motion by Renee Danielson and seconded by Josh Ruddick

Final Resolution: Motion Passed

Yes: Christina Brown, Renee Danielson, Bruce Forche, Josh Ruddick and Allan Stockellburg

Meeting adjourned at 6:46 PM

Dated this 13<sup>th</sup> day of September 2022

The Governing Board of Tucson Country Day Charter School

Minutes taken by Board Secretary, Rachel Robertson