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**MINUTES OF PUBLIC MEETING OF THE GOVERNING BOARD  
OF TUCSON COUNTRY DAY CHARTER SCHOOL OF MEETING HELD  
OCTOBER 4, 2022**

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A public meeting of the Governing Board of Tucson Country Day Charter School was convened on Tuesday, October 4, 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 5:08 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:**

**September 13th, 2022**

Motion to approve the minutes of the School Board meeting for September 13th, 2022

Motioned by Renee Danielson and seconded by Christina Brown

Final Resolution: Motion Passed

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

**DISCUSSION AND ACTION TO REVIEW AND ACCEPT THE FY22 FINANCIAL  
AUDIT, BY HENRY FORTINO, CPA**

- All School Board Members received copies of the audited financial statements, the single audit report, and the legal compliance questionnaire.
- Since TCDS received over \$750,000 in federal grant monies in FY22, the school was subject to an audit of those monies. The ESSER program was the program selected for testing during the audit. There were no audit findings and no deficiencies found during the audit.
- 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 1 no. The no was related to comparing state attendance records with the school's attendance records, there was a small difference.

Motion to accept the FY22 financial audit.

Motion by Josh Ruddick and seconded by Renee Danielson

Final Resolution: Motion Passed

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

Abstain: Christina Brown

## **TCDS EMERGENCY OPERATIONS PLAN REVIEW**

Vickie Jones and Erin Kotel

- The TCDS Emergency Action Plan had not been updated since 2013. Vickie and Erin spent time over the summer going through the document and getting it up to Arizona minimum requirements. The EOP is not just for TCDS but is also given to first responders.
- Items that were updated in the document are as follows:
  - Evacuation points for the students
  - Red, green and yellow cards to be used by staff during emergencies
  - Classroom safety inventory taken
  - Drill schedules created
  - Incident command system created
- Staff was briefed with the changes during summer PD.
- Next steps are to coordinate with Academy of Tucson, Desert Christian and first responders about our EOP.

## **ADMINISTRATION UPDATE**

### **CSA-Terra Maddock**

- Update from Diane St. Amand, Guidance Counselor-
  1. First quarter has seen some good, positive changes. Diane has given 42 guidance lessons, direct teaching to the masses during this first quarter.
  2. She will be sitting down one-on-one with each 504 student during the second quarter and documenting the sessions.
  3. We are currently in the middle of the Healthy Relationships curriculum with middle school students. Diane and Christina Brown are working on a new schedule for next year's Healthy Relationship classes to allow Diane more flexibility.
  4. Tanque Verde High School step up day is on December 9<sup>th</sup>. Diane will be taking students enrolled there for high school to participate. University High prep is ongoing. Nine of our students have been accepted to UHS for next school year.
  5. We have partnered with the Rincon Optimist Club through the 49er's Country Club. We just held the quarter one drawing for the most outstanding student

achievement award. These students will join Diane and Jordan for a luncheon next week at the club.

6. Diane is signed up to attend an informational session about JTED and how we can offer it through TCDS.
  7. The Kindness Club is growing and has gone from four students to now twelve students. We started with the rock garden and are now working to create welcome/kindness bags for new students.
- The Character Strong Program is moving along well. This month the students and staff are working on Responsibility. We are connecting the themes to our Champion traits and at flag.
  - We are working with Student Council and transitioning morning flag to be handled by those students. Terra and Claudio have been responsible for flag for all of first quarter.
  - We are partnering with Casa De Los Ninos to provide training for our staff similar to the training that Diane, Terra and Sam attending regarding mental health and trauma with students. Potential training days may occur in November on a Saturday for a six-hour class.
  - Self-care sessions for staff are being put together for the Wednesday after fall break. This will be a mandatory PD designed for the staff, to know we understand and are here to support them. Sessions will include, yoga, massage, art therapy and food and coffee.

### **CEO-Jordan Krause**

- Our Lil Champs program currently has 50 students, the same as the last meeting. Our Kinder-8<sup>th</sup> grade program has 513, down 4 from the last meeting.
- 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.
- We hired a third maintenance staff. He will tend to the grounds mostly, plants, weeds, exterior buildings, the detail work. He is currently working for before care in the mornings and then switches over to maintenance.
- The Employee Retention Credit is part of the Cares Act, and our auditor, Henry Fortino, suggested that TCDS would qualify. We hired a CPA to complete our application and we will be receiving 1.2 million dollars and could start seeing this money in the next four months. We are currently developing a list of major campus projects and projected costs of those jobs that we will utilize this money for.

### **CIO-Claudio Bravo**

- Staff Professional Growth Plans have been the bulk of Claudio's focus this first quarter. It has been exciting to see how eager the staff have been to improve themselves and their craft. Quarter two will be mainly spent on support for the staff through their PGP process. Some examples of driving questions are building healthy relationships with students and support in meeting academic needs of students.
- During quarter two Claudio will be working with departments and grade level teams to develop PBL projects. Going over ideas of deliverables that the students can provide. Claudio put out an invitation to all Board Members who would like to join the staff for upcoming tuning protocols. Tuning protocols are where colleagues and stake holders can

sit in on an analysis of the project planning tool for teachers who have developed a project and are seeking feedback on that idea. Tuning protocol days are November 2<sup>nd</sup> and 16<sup>th</sup> from 1:00-2:00 PM.

- Quarter two PD will focus on moving forward with academic framework. Academic framework has new learning and personal practice elements.

### **CFO-Lauren Mosgrove**

### **DISCUSSION AND ACTION TO REMOVE RICHARD COOPER AS CHARTER REPRESENTATIVE WITH THE ARIZONA STATE BOARD FOR CHARTER SCHOOLS**

- At our previous meeting, Lauren Mosgrove and Rachel Robertson were added as Charter Representatives with the Arizona State Board for Charter Schools. We are now set up to remove Richard Cooper as a Charter Representative.

Motion to remove Richard Cooper as Charter Representative with the Arizona State Board for Charter Schools.

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

### **DISCUSSION AND ACTION TO APPROVE THE FY22 ANNUAL FINANCIAL REPORT**

- 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 line of the AFR with the school board members.

Motion to approve the FY22 Annual Financial Report

Motion by Renee Danielson and seconded by Bruce Forche

Final Resolution: Motion Passed

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

### **ANNOUNCEMENTS**

- Fall break is next week
- Fall Festival is Saturday, October 22<sup>nd</sup> 2:00-5:00 PM
- Josh added a website to the chat that gives grant money to allow for payment to staff members who do Saturday trainings.

Motion to adjourn meeting.

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

Meeting adjourned at 8:26 PM

Dated this 4<sup>th</sup> day of October 2022

The Governing Board of Tucson Country Day Charter School

Minutes taken by Board Secretary, Rachel Robertson