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**MINUTES OF PUBLIC MEETING OF THE GOVERNING BOARD  
OF TUCSON COUNTRY DAY CHARTER SCHOOL OF MEETING HELD  
JANUARY 17, 2023**

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A public meeting of the Governing Board of Tucson Country Day Charter School was convened on Tuesday, January 17, 2023, 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, and Allan Stockellburg

Absent: None

Quorum present? Yes

**CALL TO ORDER**

The meeting was called to order at 5:02 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:**

**January 10th, 2023**

Motion to approve the minutes of the School Board meeting for January 10th, 2023

Motioned by Christina Brown and seconded by Renee Danielson

Final Resolution: Motion Passed

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

**DISCUSSION AND ACTION TO ACCEPT THE RESIGNATION OF CFO, LAUREN MOSGROVE**

- CFO Lauren Mosgrove has tendered her resignation for June 30<sup>th</sup>, 2023. Lauren will continue as an employee using her vacation time until November 2023. During this time, she will keep her laptop and email to be available for any questions or assistance to her successor.
- The Board Members discussed the resignation date further. Mrs. Mosgrove's successor will take over duties starting July 1<sup>st</sup>, 2023.

Motion to accept the resignation of CFO, Lauren Mosgrove as of November 30<sup>th</sup>, 2023.

Motion by Christina Brown and seconded by Renee Danielson

Final Resolution: Motion Passed

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

## **DISCUSSION AND ACTION REGARDING THE CFO POSITION**

- The Board Members discussed a proposal of the dissolution of the Chief Financial Officer position at Tucson Country Day School. Ideally this position can be broken into two positions. The budgetary role of the position would be held by a contracted consulting firm called ADI. The payroll, human resources and accounts payable would be handled by a successor. TCDS has worked with ADI for years and we have asked them to take this portion of the job starting in July.

Board Member Josh Ruddick joined the meeting at 5:20 PM.

Motion to dissolve the Chief Financial Officer position as of November 30<sup>th</sup>, 2023.

Motion by Bruce Forche and seconded by Christina Brown

Final Resolution: Motion Passed

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

Motion to contract with the consulting firm, ADI for the 2023/2024 fiscal year.

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

Motion to create a business manager position, to include human resources, payroll and accounts payable for the 2023/2024 fiscal year.

Motion by Bruce Forche and seconded by Renee Danielson

Final Resolution: Motion Passed

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

## **DISCUSSION AND ACTION REGARDING THE PROPOSED 2023/2024 ORGANIZATIONAL CHART**

- The org chart for 2023/2024 was modified to condense the document and to change some roles. All Director positions will be under both the CSA and CIO. There would now be two additional directors on campus. An Elementary Director who would oversee teachers in 2<sup>nd</sup>-5<sup>th</sup> grade and a Middle School Director. These positions would not be in the classroom teaching. The maintenance department, IT department and Camp Adventure would report to the CIO next school year. The new business manager position would oversee the Food Service program, the front office staff and the A/R Specialist.
- The Board Members discussed the changes at length. There were concerns brought up about the amount of direct reports moved from under the CEO position to the CIO.

- The Board Members agreed that they were not ready to vote on the new org chart as presented. They would like to see new descriptions for the CSA, CIO and CEO positions with changes to their roles and responsibilities first.

Motion to approve the Business Manager position on the 2023/2024 org chart.

Motion by Bruce Forche and seconded by Renee Danielson

Final Resolution: Motion Passed

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

Motion to approve the creation of Elementary and Middle School Director roles that will allow administrations to post for these positions now. Placement of these roles in the org chart will be discussed at a later meeting.

Motion by Josh Ruddick and seconded by Bruce Forche

Final Resolution: Motion Passed

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

## **ANNOUNCEMENTS**

- The next Board Meeting is February 7<sup>th</sup> at 5:00 PM via zoom.
- Tuning protocols are scheduled for February 1<sup>st</sup>. Mr. Bravo will send the schedule to the Board Members.

Motion to adjourn meeting.

Motion by Renee Danielson and seconded by Christina Brown

Final Resolution: Motion Passed

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

Meeting adjourned at 6:08 PM

Dated this 17<sup>th</sup> day of January 2023

The Governing Board of Tucson Country Day Charter School

Minutes taken by Board Secretary, Rachel Robertson