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**MINUTES OF PUBLIC MEETING OF THE GOVERNING BOARD  
OF TUCSON COUNTRY DAY CHARTER SCHOOL OF MEETING HELD  
JULY 15, 2023**

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A public meeting of the Governing Board of Tucson Country Day Charter School was convened on Saturday July, 15, 2023 at 9:00 AM at Tucson Country Day School located 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:

Christina Brown, Renee Danielson, Josh Ruddick and Allan Stockellburg

Absent: none

Quorum present? Yes

**CALL TO ORDER**

The meeting was called to order at 9:10 AM 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:  
June 20, 2023**

Motion to approve the minutes of the School Board meeting for June 20, 2023

Motioned by Renee Danielson and seconded by Christina Brown

Final Resolution: Motion Passed

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

**ACTION: ADOPTION OF THE FY 2024 BUDGET**

Claudina from ADI joined via ZOOM and asked the Board to adopt the FY 2024 Budget as presented in the June 20, 2023 Board Meeting.

Motion to adopt the FY 2024 Budget

Motioned by Christina Brown and seconded by Renee Danielson

Final Resolution: Motioned Passed

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

**The Board, Administration and Directors took a fifteen minute break to walk the campus and observe projects that have taken place on campus since the last board meeting.**

## **DISCUSSION AND ACTION TO REVIEW AND ACCEPT EDITS/CHANGES TO THE THE LEADERSHIP AND EMPLOYEE HANDBOOKS FOR THE 2023-24 SCHOOL YEAR**

Jordan Krause presented all of the edits/changes to each of the three Handbooks for the upcoming school year.

A Leadership Handbook was developed for this upcoming school year due to the addition of two Directors for the 23/24 school year. Leigh Schockmel will be the Elementary Director and Ismael Soto will be the Middle School Director. Leadership Service Standards were written as expectations for the Leadership team to follow.

The Board suggested re-wording some of the headings, but Jordan Krause felt strongly to leave them as they were written.

The Board asked how the hiring and termination process was being done and recommended that a team be involved in the hiring and termination process so that one person isn't making the final decision. The Board encouraged doing reference checks, background checks, checking social media, etc. to make sure these individuals are the best fit for our school.

Another addition this year will be daily Stand-up meetings where Directors will meet with their teams each school day before flag for a brief (5) five minute meeting to start off the day in a positive and connected manner.

The Employee Handbook was discussed and the biggest changes presented by Jordan Krause were:

- Motto being changed from “ Where Every Student is a Champion” to “Creating the Future.”
- Removing the Core Values and replacing them with Service Standards and definitions for each.
- Jordan Krause stated the theme for the year is “Raise the Bar ” which will be achieved by living these service standards.
- Email communication will be used for Middle School. Elementary will continue to use ClassDojo as the primary way of communicating with families. Monday Memos will no longer be sent out.
- Teachers will submit to their Director a syllabus outlining what will be taught for each semester that can be presented to families.
- The Board suggested that Middle School hold a Spring Parent Open House for current and new families, so parents can be informed about electives and schedules that students will be choosing for the following school year.
- A Skills Enrichment class is a new addition to the Middle School Schedule for the 23/24 school year. It will replace an elective for students who are selected to attend to assist them with academic gaps and/or students who did not score well on the previous year's

AASA State Test. They can *graduate* out and resume an elective of their own choice if they show growth at the end of each semester. This class will be led by Mrs. Post for Math and Mrs. Parks for ELA.

- Phased Response Plan- Additions made were a Buddy Class system and Positive Behavior Intervention Support to help promote and improve positive student behaviors.
- Expulsion of a student will now require approval of the School Board after holding a meeting with the student, family, Administration, and the Board.

At 12:33 PM The Board, Administration, and Directors took about a 15 minute break for lunch  
The meeting resumed at 12:47 PM

Claudio Bravo presented the changes to the Academic Framework which were:

- Scheduled time for content learning for 2nd through 5th grades.
- Training that will be done in order for teachers to execute consistent assessments using rubrics
- Middle School returning to letter grades (A,B,C,D) instead of previously used HP, P, PP, MP scores and based on the content of knowledge not on percentage of completed assignments.
- Task Completion score for percentage of completed assignments.
- Addition of the Skills Enrichment class.
- Task Trackers used for 2nd-8th graders to hold students accountable for their education.
- IXL (ELA) and ST Math (Math) will be used again this year for additional support.

Renee Danielson inquired about how our gifted students are going to be challenged, encouraged, motivated to keep excelling since a specific ACE class will be eliminated. Terra and Claudio responded that Directors were just recently trained on the gifted program so they can train classroom teachers on how to incorporate more meaningful work in both math and writing in the classroom for these students.

- August is dedicated to brainstorming and planning PBL projects and conducting Tuning Protocols to launch PBL projects starting in September.
- *Staff Hub* is being constructed in the School Google Drive as a 1 stop for teachers and staff to receive important information, participate in some training instead of being overscheduled with PD's. They can go here for answers and do training on their own time. More sections are coming soon, but for now the following areas can be located there: Vision & Mission, Academic Framework, Social Framework.

The Board asked how teachers and staff will be held accountable for completing the training there. Claudio stated that he has created forms with a question to answer after completing the training. In addition to going through the module, staff will have to schedule an appointment with their Director to discuss what they learned.

- Other noted changes in the handbook: adding black bottoms to students dress code, no torn jeans/uniform bottoms, 4th and 5th grade start time change, snake checks, no cell phones or earbuds used during school hours unless instructed by the teacher.

Motion to accept the updated Employee Handbook for the 2023-24 school year as presented and with amendments from the Board members.

Motioned by Josh Ruddick and seconded by Christina Brown

Final Resolution: Motion Passed

Yes: Christina Brown, Josh Ruddick, and Allan Stockellburg

Abstain: Renee Danielson, as she was out of the room at the time.

Motion to accept the new Leadership Handbook for the 2023-24 school year as presented.

Motioned by Josh Ruddick and seconded by Christina Brown

Final Resolution: Motion Passed

Yes: Christina Brown, Josh Ruddick, and Allan Stockellburg

Abstain: Renee Danielson, as she was out of the room at the time.

## **DISCUSSION AND ACTION TO REVIEW AND ACCEPT EDITS/CHANGES TO THE STUDENT/PARENT HANDBOOK FOR THE 2023-24 SCHOOL YEAR**

Most of these changes in the Student/Parent Handbook were accepted in the Employee Handbook. However, some other edits were:

- Change of school start time for 4th and 5th graders from 8:30 to 8:00 AM. They will join the PS-3rd grade flag instead of joining the Middle School flag, as in the past.
- Expectations of Visitors while on campus regarding pets. It was recommended to add a *no pets policy* to our sports schedules.
- Recommended to take out the clause of *birthdays and special occasion treats* being allowed and go back to them not allowed. It was agreed upon by the Board and Admin that fundraisers are different, but no unpackaged items should be sold in the student store.

Motion to accept the updated Student/Parent Handbook for the 2023-24 school year with amendments from the Board members.

Motioned by Josh Ruddick and seconded by Christina Brown

Final Resolution: Motion Passed

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

## **DISCUSSION REGARDING AASA SCHOOL TESTING DATA FOR THE 2022-23 SCHOOL YEAR**

Claudio Bravo presented to the Board the school's AASA Data Summary for the 2022-23 school year.

Some of the major takeaways of this data were:

- ELA- 33% of our students scored P compared to 25% the prior year
- Math- 49% of our scores were MP compared to 55% the prior year
- 80% of cohorts showed growth
- 5th grade showed a decrease in passing Proficiency
- Biggest increase was in ELA which 4th and 6th grader cohorts increased 21% in ELA
- Math- 7th grade cohorts increased 16% of passing proficiency

Compared to the State Average:

- ELA 50% of grades performed above state average
- Math- 0% of grades performed above the state average

The board questioned the admin to clarify that if we have these Math and ELA programs to help our students improve proficiency, yet we are acquiring these lower scores, how do we justify these programs? Claudio Bravo responded that pacing was a huge factor for some grade levels. Some math concepts (especially for 5th grade) were introduced later on in the year rather than earlier before testing took place. Too much time was taken on one concept and then others had to be rushed. Claudio also stated that ST Math is still young and is not a good indicator of how students will do on the test. He stated that huge changes are not going to take place in one year and we are making progress so we need to continue on our path and give it a chance to compare the data to multiple years.

Requests made by the board:

- A baseline of data for all three data points is presented and compared every year moving forward, as well as pre-covid data.
- Students' quarterly grades do not coincide with their scores on the state test. TCDS needs to do better with its assessments being aligned with our rubrics and State's standards.

Admin suggested:

- IXL and ST Math need to be given a chance to see how they help students succeed in the future.

The Board inquired how the school is checking students' progress for specific milestones?

Admin's response was that the school will be doing three benchmarks for ELA and Math next year to see progress. We use Dibels for ELA, but ST Math only does one diagnostic test at the beginning of the year. Claudio and Agi Post, the Math Specialist, will have to coordinate on what to use for Benchmarks for each grade level in Math. The question was why then do we use ST Math? Claudio Bravo stated that ST Math aligns with our philosophy of conceptual math, focusing less on standard algorithms and vocabulary than the state test uses.

Claudio presented the school's next steps for increasing state test scores:

- Assessment used in the classroom will be a focus across all grade levels to effectively provide feedback for student learning and understanding. This will include rubric development support and formative assessment guidance.
- Middle School implementation of grading system that focuses on assessment of standards and task completion for accountability purposes.
- Curriculum planning and support for a balanced approach to Math categories assessed.
- A balanced approach to Reading for Literature and Informational Text.
- Writing & Reading standards will be a required component of student reflection and engagement in PBL as well as New Learning.
- Middle School will introduce a 'Skills Enrichment' class that will focus on small group intervention for both Math and ELA.
- Dedicated Language Arts course focused on Communications, both written and verbal. Implementation of quarterly writing workshops.
- Continue using Heggerty and Really Great Reading in lower levels.
- Continue using ST Math for skills practice and recognize achievement & growth throughout the year.
- Dedicated small group time scheduled throughout the day.

## **DISCUSSION AND ACTION TO REVIEW AND ACCEPT THE REVISED EMERGENCY OPERATIONS PLAN**

Jordan informed the board that changes were made to the Emergency Operations Plan over the summer including the following:

- A grant request was submitted in order to get a second Automated External Defibrillator (AED) device at TCDS.
- Incident Command System (pg.6)
- ICS checklists were created.
- Bomb threat checklist and info created.
- Teacher talking points (pg 39).
- Training slide shows for staff/admin/directors is being drafted, and training videos will be added to the Staff Hub

The board asked what documentation the school has for policy/procedure for a potential bomb threat made on social media, or if a student has a weapon in class? Admin stated it is written on Phase 3 of the Phase Response Plan and to notify admin directly. The Board stated that it seems unclear as to what to do and they were concerned that a staff member could be fired if they did what they felt was common sense, but did not notify admin first as stated. The Board suggested adding *call 911* in order to keep everyone in the safest situation. *Changes to PRP will be made to accommodate this concern.*

Motion to accept the revised Emergency Operations Plan with amendments from the Board members

Motioned by Josh Ruddick and seconded by Renee Danielson

Final Resolution: Motion Passed

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

## **DISCUSSION AND ACTION REGARDING STUDENT ENROLLMENT**

Jordan presented 2023-24 goals for student enrollment:

- Surveys were given to parents in December 2022 and a minimum of 50 parents completed them with 95% parent satisfaction.
- The school plans on increasing enrollment by January 22, 2024 to 79 for Lil champs and 530 for K-8 out of 686 capacity. The school has 516 students enrolled as of today to start this school year. Jordan, Rachel, and Nicky will work on data of enrollment for the beginning of the year to the end of year for the last five years.
- Jordan stated that 100% of 4th-8th grade cohorts show growth in proficiency on the ELA and Math state assessments compared to 22/23. We should be at 50% or above average of the state average.

The board stated that if state averages are low and we are still below the state average, we have a problem. Then, asked if the state averages on testing went down from the previous year? Claudio stated no, they stayed about the same.

- Develop 3 PBL case studies that highlight the journey of a project from beginning to end. Each case study will indicate standards taught throughout the project, activities that support the learning, assessment methods, and desired outcomes. Each case study will be placed on the TCDS website for public viewing by May 10, 2024.

Allan Stockellburg gave Jordan Krause a professional growth goal. He requested that Jordan set a goal to apply for a minimum dollar amount of grants each year. A dollar amount is better than a number of grants. The total amount will be left up to Mr. Krause, but he should report back to the Board with his progress.

Motion to accept goals for student enrollment as presented and amendments from the Board members.

Motioned by Renee Danielson and seconded by Christina Brown

Final Resolution: Motion Passed

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

## **DISCUSSION AND ACTION REGARDING PAST DUE CHAMPION CARE ACCOUNTS**

Former Board Member Bruce Forche requested this discussion. Rachel Robertson stated that the school is doing much better this year with past due accounts. Kim Savastano is doing a great job staying on top of this. There are no concerns at this time.

No action needed.

## **ANNOUNCEMENTS**

Next Board meeting will be held August, 15th, 2023 at 5:00 PM via ZOOM.

The Board calendar will be set at the next board meeting.

A Board Member opening will be posted after school is back in session in August.

July 26th, staff returns and admin wanted to introduce Board members there, but none of them are available on that date.

Motion to adjourn meeting.

Motion by Josh Ruddick and seconded by Christina Brown

Final Resolution: Motion Passed

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

Meeting adjourned at 3:51 PM

Dated this 15<sup>th</sup> day of July 2023

The Governing Board of Tucson Country Day Charter School

Minutes taken by Board Secretary, Pam Hubble