

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

A public meeting of the Governing Board of Tucson Country Day Charter School was convened on Tuesday, August 15, 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, Josh Ruddick and Allan Stockellburg

Absent: none

Quorum present? Yes

CALL TO ORDER

The meeting was called to order at 5:01 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:
July 15, 2023**

No action was taken due to the minutes being sent to the Board's school email addresses and not to the Board members' personal email addresses. The Board Members did not have the opportunity to review the minutes prior to the meeting. The minutes from July 15th and August 15th will be approved at the meeting on September 26th.

Discussion: Annual Financial Report for Fiscal Year 2023

Claudina from ADI stated that the Bond information was submitted this week. The Budget vs. Actual will be sent this month and we can still add anything that is necessary. The Annual Financial Report (AFR) for FY23 is still at the Auditor's General office. It will need to be approved by the Governing Board by October 15th. The plan is to review and discuss it at the September 26th meeting and be approved before October 15th. It will be uploaded no later than October 18th. The audit will not be completed until December, and can be amended if necessary.

Admin Update:

Jordan Krause (CEO)

- Current enrollment for Lil Champs is **43** (*ended the 22/23 year at 55*). K-8 is at **510** (*ended the 22/23 year at 506*). Jordan stated he will work with the office staff to find out who was registered but did not start the school year.
- “Raise the Bar” is this year’s theme by living our new Service Standards.
- The month of August focused on building safety and connections in the classroom. All staff have written and posted “norms” in their classrooms.
- We had two unexpected resignations of staff in the 1st week of school. The Board was notified.
- Admin worked on establishing communication pipelines with families and staff. Class Dojo will be the primary communication for Lil Champs - 5th grade while email will be used for Middle School.
- Admin/Directors are also having daily stand up meetings with staff, new staff check-ins are every Thursday with the Leadership Team.
- Professional Growth Plans will launch this week.
- Project ideas for each grade level team will be submitted to Mr. Bravo by August 18th - Projects will be outlined in our project planning tool by August 25th - Tuning protocols will be held on September 13th and 20th for these project ideas.
- Campus improvement/renovation project timeline- will be sent out every month. Some projects completed or in progress are:
 - Roofs are done. The roof above the Kitchen was done for free due to an error from the roofer company
 - Trim on buildings are being painted
 - Activity Court is being refinished and will be completed this week
 - Sign out front- wind blew it off- needs a metal structure for support
 - Awning in the Pool area coming soon
 - Challenge Course
 - Resurface blacktop areas
 - Stucco building- old Business Office building
 - Maker space (former MPR) - renovation coming up to better utilize that space

The Board asked admin several questions:

- **Will rubrics be used and available for the upcoming Tuning Protocol? Yes.**
- **How are new staff members as well as those who are in new roles doing and how are they being supported?**

Admin replied that new staff check-ins are being held on a weekly basis.

- **There are two teaching vacancies. How are these being handled/or plans to fill these vacancies?**

For now, the admin is relying on guest teachers/subs. The SEAL team has really stepped up to help with daily plans and overall routines are being established. For MS Humanities, we are using Express Sub service and Mr. Soto is helping with the curriculum needs.

- **What is the timeline for filling these vacancies?**

An Indeed ad has been placed for these two open positions.

- **Who is the team doing the hiring? Who has the voice and makes the final decision?**

Resumes are funneled to Claudio, the ones he feels are worth exploring are then shared with the Directors. Leigh and Claudio are doing the 4th grade position. Claudio is mainly doing the MS position using a bank of questions he has. The 2nd phase will be inviting Ish and Terra in for in-person interviews. After the interview, the admin shares their notes and reference checks are done before the 2nd interview. Mostly it's been Claudio doing the reference checks.

- **For new staff that are new to the classroom or organization, what kind of professional development have we looked at to help them continue to learn, and feel supported in order to work on retention? Do we have a list?**

Admin responded that they will Personalize the Process to meet each need, and help them set goals relevant to new staff's needs. Socratic Seminars are planned and staff will choose two out of eight to attend this semester.

- **Are the Directors working with staff to develop that plan?**

By this Friday, staff will submit three to five personal goals to their Director/Growth Coach and Jordan will send his goals to the Board.

- **Is the Staff Hub up and running?**

Not yet. We will start off slow with two to three Modules to start, but that is still a few weeks out.

The Board suggested that sending out an additional memo to families about school supplies could be helpful. We do something different every year, so it may be unclear what was required/optional to start the year regarding supplies.

Goals for the school year:

- Student, Staff, Parent surveys at 95% satisfaction
 - A minimum of 100 parents must complete the survey by middle of year (50 prior year)
 - Surveys given in December
- Enrollment numbers by January 22nd, 2024:
 - Lil Champs - **79** (currently at 43)
 - K-8 - **530** (currently at 510)
 - Leadership team out and about in our community- Festival of Books, Fry's table on weekends, etc.
- 100% of 4th-8th grade cohorts show growth in proficiency on the ELA *and* Math state assessments compared to the 2022-2023 school year.
- Develop three 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 learning, assessment methods, and desired outcomes. Each Case Study will be placed on the TCDS website for public viewing by May 10th, 2024.

Board Suggestions/Questions:

- The Board suggested that the school find someone who could do some research on types of questions to use on our surveys to better understand the school's retention and turnover. Survey data is subjective. We need to bring in someone who does it for a living.

Outsiders can provide more quality data. We need to look at the data in multiple ways and use more interesting questions. The Board also asked admin when presenting the data to the Board to remind them as to what was asked in order to better compare data and be more official with documenting data.

- **The Board asked how this data was distributed to staff and the community? What are we doing with the data? What are we going to do with it?**

Admin stated that we have staff members tuned into these data points. The SEAL team has been helping with how to use it which is on our shared drive. The biggest thing we are offering is our new skills enrichment class. Also, once a month, the Leadership team will put out newsletters to share with families our goals, objectives, and being transparent about what direction we are going. Remember, the AASA test is only one data point in a child's success.

- **What is our other data point then? Survey data? What other tangible data do we have to show families we are successful?**

IXL and ST Math give us data and will be our benchmarks. Also, our Staff Hub will present data from the previous year and how they will improve this data year after year.

- In the July meeting, admin mentioned that 5th grade had a “pacing” issue which impacted the math scores on the AASA test, so the Board wanted to reask the question: Is that information being shared with the next year's teachers? Is it passed on from grade to grade? Is a student’s lack of skill being shared with the next grade up teacher? If not, then the data is not beneficial if we are not doing anything with it.

Admin stated that they are finding a balance.

The Board wanted to remind Jordan Krause that they requested in the July 2023 meeting that he write a grant goal for the school and submit it to the Board.

Discussion to set the Board meeting calendar for the 2023-24 school year

Discussion and approval was made to change School Board Meetings from the Second (2) Tuesday to the Fourth (4) Tuesday each month.

Meetings for 2023-24 School year shall be:

Tue Aug 15th	5 PM
Tue Sept 26th	6 PM - accept audit budget (before Oct 15th)
Tue Oct 24th	TBD (due to possible Volleyball Playoffs)
Tue Nov 28th	5 PM
Dec	— no meeting
Tue Jan 23, 2024	5 PM
Tue Feb 27th	5 PM
Tue Mar 26th	5 PM
Tue Apr 30th	5 PM

May and June meetings will be decided in April 2024

Discussion and action: Open Board Member Position

Allan asked the Board Members if they were comfortable moving forward with advertising the open Board Member position. All agreed so it will be sent out in an email and posted on Class DOJO this week. Resumes should be sent to the Board email. The deadline for interest letters and resumes will be September 15th. The Board will select their top candidates and send out invites to those candidates by September 19th and invite them to attend and address the Board at the September 26th Board meeting. The Board will then vote on the next Board member.

(Rachel, Pam and Admin will get it posted via email and Class DOJO by this week.)

Announcements:

- Next Board meeting: September 26th at 6:00 PM via Zoom
- Approval of minutes for 7/15/23 and 8/15/23 at September 26th meeting.
- Send emails to Board members personal accounts not their tcdschampions emails
- Terra Maddock gave a shout out to Directors who are in new roles and doing a fantastic job. She also stated that Pam and Rachel were doing new roles this year and doing well.
- Same curriculum that we have used in the past will be what we are using for the Healthy Relationships class starting 8/21/23. A parent meeting will be held this Thursday 8/17.

Executive Session: none

Motion to adjourn meeting.

Motion by Renee Danielson and seconded by Christina Brown

Final Resolution: Motion Passed

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

Meeting adjourned at 6:22 PM

Dated this 15th day of August 2023

The Governing Board of Tucson Country Day Charter School

Minutes taken by Board Secretary, Pam Hubble