

**MINUTES OF PUBLIC MEETING OF THE GOVERNING BOARD
OF TUCSON COUNTRY DAY CHARTER SCHOOL OF MEETING HELD
OCTOBER 25, 2023**

A public meeting of the Governing Board of Tucson Country Day Charter School was convened on Thursday, October 25, 2023 at 6:15 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, Allan Stockellburg, Jesse Morris, and Emily Ruddick

Absent: none

Quorum present? Yes

CALL TO ORDER

The meeting was called to order at 6:15 PM by Allan Stockellburg

The following matters were discussed, considered, and decided at the meeting:

DISCUSSION AND APPROVAL OF MINUTES FROM SEPTEMBER 26, 2023 AND OCTOBER 5, 2023 MEETINGS

Oct 5th- Under Announcements it states “Pima” Budget vs. Actual, and it needs to have “Pima” removed.

Motion to approve the Minutes from September 26, 2023 and October 5, 2023 Meeting with proposed edit listed above

Motioned by Emily Ruddick and seconded by Jesse Morris.

Final Resolution: Motion passed

Yes: Renee Danielson, Christina Brown, Allan Stockellburg, Jesse Morris, Emily Ruddick

DISCUSSION: BUDGET VS ACTUAL JULY-AUGUST 2023

Claudina Douglas from ADI discussed the Budget vs. Actual July-August with the School Board in length. Claudina stated that the percentages show that the school is right on target in all areas.

The yellow boxes in the revenue areas show what is in those areas when you click on the box.

Some areas show a negative figure, and these may need to be re-evaluated and have a discussion if we need to make adjustments and move money from one area to another.

Some of these areas were:

- Classroom budgets
- 2100 Student Support Services
- 2200- 2210 (function) Administration 41,560.69 might need to be coded into 6500. We will investigate this for all proper coding.
- 2400- We are over in Repairs and Maintenance. We need to increase the budget for this area. But the total is 19% so we are okay still.

- The Governing Board retreat is over budget at \$2326.57. Budgeted \$2000. Need to take a closer look and compare it to prior years.
- 6430 Repairs- We are over, if projects are completed, we need to take them off and place them on the balance sheet, and it is removed from the project page and it should balance out.

We are on target overall. It looks to need some re-distributing some funds in certain areas.

These expenses are only for July 23- Aug 23. Budget vs Profit through October will be sent by the end of October for our next meeting.

ADMINISTRATIVE UPDATE

● **Enrollment:**

Mr. Jordan Krause discussed enrollment. Lil Champs are currently at 43 kids (previously 41). K-8 is at 505 students, (previously 507 last month). Withdraws happened on Monday, Admin is still gathering exit survey data.

● **Hiring:**

The school has hired two new staff members. A 4th grade teacher, April Read will start on November 3rd. This new class will reduce the size of each 4th grade cohort. A part-time Digital Content Coordinator, Hunter Alvarez, starts on October 27th to increase our exposure on social media and get word out in our community. This newly designed position will:

- Report to CEO
- Produce content for and manage social media accounts
- Produce content for and create school YouTube channel
- Produce content for our website
- Produce Champion Check in Podcast

* The Board requested an outline of what Hunter will be producing. Parents will need to understand what they are approving for their child to be included on social media.

● **Grants:**

- Application deadline for Angel Charity grant is January 9th, 2024
- Applying for “Opportunity Grant” for Maker Space which ranges from \$10,000-\$75,000. This gives us a better chance of being awarded this grant.

● **Campus Improvements:**

- Working on finalizing the blueprint for Kitchen enclosure and south restroom renovation. Architects are still working on plans. Update in the next Board Meeting.
- Security Upgrade Grant- That is a separate grant. We got a couple of bids, one was really high, one was really low. Update coming.

● **Social Framework-** Terra was absent, Claudio Bravo updated for her.

- Referral Form for Tier 2 SEL Intervention Services with Casa de Los Ninos, Mrs. Maddock, Mrs. St. Amand, and Resource Department decides on the students that can benefit from this program. Terra and Diane St. Amand will be the ones to make those plans to get the student out of this intervention program.

- **Academic Framework:**

Claudio Bravo shared that the Champion Showcase is coming up on Wed. December 6th. His goal is to share his first Project Based learning case study by the next Board meeting.

- Staff Hub- This is training for teachers/staff to complete on their own time which includes 6 areas: Vision & Mission, Service Standards, Academic Framework, Social Framework, Handbooks, Emergency Operations Plan. Staff will complete the training by the end of Quarter 3. This provides continued Professional Development for teachers and staff. We will review, edit, add and help staff gain knowledge. This is also a simple way to house information for staff to utilize.

Jordan Krause shared with the Board that he is thinking about expanding our charter to include a High School, but nothing has been done yet. He will discuss more with the Board in the future.

Follow Up:

The Board asked the administration to give an update on questions that had been asked in past meetings.

- A survey of the new teachers. Have we received any feedback yet? Jordan replied that they have not done that yet. All staff will be surveying in December.
- Have the surveys been sent out yet to our former students for feedback? Not yet. Pam and Rachel will be gathering emails for past students. A goal of mid-year (end of December) will be our target date to send these out.
- In the September meeting, the Board did not receive any data from the communication survey that Terra Maddock was going to send out. Claudio responded that it was a communication survey only.
- Skills Enrichment class- we were hoping for at least one student to exit each quarter. Has this happened for Quarter 1? Mr. Soto will meet with these teachers in the next few weeks and what this will look like to assess students and the expectations for the students to exit. There is clear growth that the students enrolled are improving. Mr. Bravo stated that one student we expected to exit did exit and support is being supplied for other students.

Announcements:

Requests by the Board:

- Administration to pursue a path to help and support non-certified teachers to become certified.
- Have a specific communication person?
- Create a policy regarding our reserve fund. We need a solid plan for the next meeting. Rachel will talk to Claudina on Friday in their meeting. We need a due date before the audit. Minimum amount?
- By December or January meeting, the Board would like the two Enrichment Skills teachers, Agi Post and Karen Rogers, to report on the progress and goals. They can speak to the Board directly or write a report to be shared at the Board meeting in December or January.
- Next Scheduled Board meeting: Nov 28th 5 PM on zoom

Executive Session:

none

Motion to adjourn the meeting

Motioned by Renee Danielson and seconded by Jesse Morris

Final Resolution: Motion passed

Yes: Renee Danielson, Christina Brown, Allan Stockellburg, Jesse Morris, Emily Ruddick

Meeting adjourned at 7:28 PM.

Dated this 25th day of October 2023

The Governing Board of Tucson Country Day Charter School

Minutes taken by Board Secretary, Pam Hubble