

**MINUTES OF PUBLIC MEETING OF THE GOVERNING BOARD  
OF TUCSON COUNTRY DAY CHARTER SCHOOL OF MEETING HELD  
NOVEMBER 28, 2023**

A public meeting of the Governing Board of Tucson Country Day Charter School was convened on  
Tuesday, November 28, 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, Allan Stockellburg, Jesse Morris, and Emily Ruddick

Absent: Renee Danielson

Quorum present? Yes

**CALL TO ORDER**

The meeting was called to order at 5:00 PM by Allan Stockellburg

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

**CALL TO THE PUBLIC: None**

**Presentation of the 2022-23 annual financial audit and audited financial statements by Henry Fortino, CPA and roll call vote to accept the audit and compliance questionnaire**

Henry Fortino shared the results of the 2022-23 financial audit that he conducted last month and he found it to be clean, which is the best score you can get. Current assets should be above current liabilities and we are three times higher, which is great.

Some key points were:

- Employee retention credit was \$1,272,753
- Staff salaries- consists of 80% of our expenses
- Cash flow was \$1,635,979 for the year

This was a strong year for the school financially.

Henry looked to see if grant requirements were followed and all was 100% clean.

Henry stated some precautions:

- The Childcare and Development block grant is going away. The school would have just broken even without that grant money so the school needs to look at that for the future.
- Lots of the ERC money was spent on salaries and repairs. Advised to be careful. Half of that money was spent and the other half is being saved as a cushion until enrollment comes back up.
- Make sure the school's assets amount does not fall in the negative. The government is done giving away money.
- His only recommendation is for management to consider a vacation cap for an amount of hours paid to employees. It is good for people to take vacations to rest, but also so other employees can be cross-trained. He recommended maybe to negotiate a pay out or they lose hours after so long. Some companies allow only 40 hours to roll over and/or a pay out about 60-75% of the rest of hours.

Second Document shared was the Compliance questionnaire of State Legal Compliance

There were only two small infractions:

- 45 day screenings for all new students need to be done within 45 days of students' enrollment date- we received a NO because a couple of the screening dates were not on a couple of them or were missing signatures.
- School's data uploaded to ADE- we scored a NO. This is common for most schools. Membership absences have to agree to the school's attendance records for the first 100 days of school. Membership days were understated by 847 in favor of the State. Absence days were overstated by 99.50 in favor of the State.

This is not a concern according to Henry. A copy of the audit will be sent to Charter Management and uploaded to ADE and copies will be given to the Board. Henry will upload other copies.

All in all, the audit consists of clean reports, and no concerns. A lot of Henry's recommendations over the past years have been implemented and that is good.

### **ACTION: ACCEPT AND APPROVE THE 2022-23 ANNUAL FINANCIAL AUDIT AND COMPLIANCE QUESTIONNAIRE**

Motioned to accept and approve by Jesse Morris and seconded by Christina Brown.

Final Resolution: Motion Passed

Yes: Christina Brown, Jesse Morris, Emily Ruddick, and Allan Stockellburg

### **ACTION: APPROVAL OF MINUTES FOR THE FOLLOWING BOARD MEETING: October 25, 2023**

Motioned by Emily Ruddick and seconded by Christina Brown

Final Resolution: Motion Passed

Yes: Christina Brown, Jesse Morris, Emily Ruddick, and Allan Stockellburg

### **ADMINISTRATIVE UPDATE:**

- Enrollment
  - Current enrollment for Lil Champs is 42 with three new students starting in January (previously at 43).
  - K-8 is currently at 510 students (previously 505). Two are from the new 4th grade cohort and then other three were siblings to those students.
    - Pre-registration for 2024-2025 will be from November 27th through December 10th
    - Open Enrollment for 2024-2025 starts December 11th for new students. Tours are still happening.

Five podcasts have been recorded the last several days to help flood the community with what we do at TCDS.

The Board asked how many open spots we currently have?

Jordan Krause reminded the Board that we are trying to keep the class sizes as small as possible with Kindergarten capped at 18 students, 1st at 22, 2nd-5th at 24, and 6th-8th capped at 26 students per class.

We have about 125 open spots available currently which would help with our funding, salaries, etc. Administration have to discuss capacities for the next school year.

- Staffing

- Administration is considering hiring more part-time supervision staff to help support classroom teachers and assistance with lunch and recess supervision.
- Teacher Certification- As a charter school, we are not required to have certified staff although it is encouraged and we are discussing how to help staff pursue that certification through Professional Development days at school rather than something they have to do outside of school. An amendment would need to be made to the Employee Handbook. Possibly create a survey to see how many would want to pursue this course.

- Advertising

- Established strategy and weekly plan for social media and podcast posts

- Surveys

- Quarter 1 communication survey takeaways:
  - 37 responses received
  - Many stated that we need more consistency with Dojo postings
  - Considering carving out half-days in calendar for parent/teacher conferences for next school year- staff see value in this. Currently, we devote one Wednesday each month to set aside for parent/teacher conferences. We can still do better. Our goal is for teachers to meet with two to three parents each month. Maybe tightening the screws is necessary, but not micromanaging. Teachers may need more accountability though.
  - Desire for more communication directly from middle school teachers
- Mid-year surveys will be given to staff on January 2nd, and to students (3rd-8th), families, and recent TCDS grads (9th graders) the week of January 8th, 2024.
- New Staff survey will be sent to staff who are new to TCDS the week of January 2nd, 2024.

- Social Framework-

(Terra is in Cincinnati at a conference.)

- Jake's Law grant monies have been distributed. We have three students on a waiting list to receive services alongside Casa de los Niños.
- Mrs. Maddock will be meeting with students that have been referred, for SEL Tier 2 support, once a week. Six students have been referred, including the three on the current waiting list. Four out of the six will begin meeting in small support groups in Dec., based on criteria submitted and input from directors.
- Question from last meeting: How long do students receive services alongside Casa de los Niños? 12 sessions, unless it is determined that more are necessary.

The Angel Grant- We still have until Jan 9th. No more updates other than we are still working on it.

- Academic Framework- discussed by Claudio Bravo
  - Staff HUB- is up and running on school Google Drive.
  - Skills Enrichment class update- This is a Middle School class to help address the needs of students based on the data from the state test. Focused on students who scored MP scores. This class replaces the students' 2nd elective class.
  - One class for ELA taught by Mrs. Parks has 12 students. Based on assessment and grading progress, all 12 students have been exited out from this class. This opened up a class time for students to do an art elective with Mrs. Parks instead.
  - There are 35 students distributed into three Math classes taught by Mrs. Post. Two students have been exited out of this class. Administration is looking into how to motivate these students better and how to approach it differently.
  - Champion Showcase - December 6th 5-7 PM

### **Updates from topics at past meetings:**

- Plans for the Kitchen/Upper Bathrooms remodel:
 

We are still getting Blue Prints on this Kitchen project and updating bathrooms right next to them. This project needs more money for these plans to happen. No timeline yet it's still a plan. We need some fundraising, and feedback from the city. It is a slow process. The bathroom plans are a "pass through" style with hand washing rooms for separate/individual rooms- they will be unisex and staff can use them too.

  - Security grants have been on the backburner as Jordan Krause has been working on helping get Hunter up and running for social media.
  - Bids for camera update and PA system. Under \$20,000 for both and looking for how to pay it. Allan shared that Walmart Neighborhood store has grants- \$5-15,000. There are 19 locations here in Tucson and it is easy to apply. You can do it for one and click more buttons to apply to others.
  - Vape sensors in bathrooms- look into the future?
 

Fortunately we do not have a huge problem with this. Adult presence is our first step and a school monitor is helping with this.
- Allan Stockellburg reminded Claudio Bravo that he stated he would have a case study ready to share this month. Claudio stated sometimes we do not meet our goal(s). He wants it to be a quality product, he has been working on it, but it needs more time. He stated it might be ready for the next meeting in January.

### **Announcements:**

- Champion Showcase on Dec 6th, 2023
- Briefed on needing a policy for Pay Vacation Days now
- No Board meeting in December
- We need to set a reserve ratio- Claudina will work on this more in March/April- using same policy for all schools they work for.
- Draft of the school calendar for next year.
- Next Scheduled Board meeting: January 23, 2023 at 5 PM on ZOOM

**Executive Session:**

Requested by Pam Hubble to discuss roles of current positions

**Motion to go into Executive Session:**

Motioned by Jesse Morris at 6:38 PM and seconded by Christina Brown

Final Resolution: Motion Passed

Yes: Christina Brown, Allan Stockellburg, Jesse Morris, and Emily Ruddick

**Motion to come out of Executive Session:**

Motioned by Emily Ruddick at 6:45PM and seconded by Jesse Morris

Final Resolution: Motion Passed

Yes: Christina Brown, Allan Stockellburg, Jesse Morris, and Emily Ruddick

**Motion to adjourn the meeting:**

Motioned by Christina Brown and seconded by Jesse Morris

Final Resolution: Motion passed

Yes: Christina Brown, Allan Stockellburg, Jesse Morris, and Emily Ruddick

Meeting adjourned at 6:46 PM.

Dated this 28th day of November 2023

The Governing Board of Tucson Country Day Charter School

Minutes taken by Board Secretary, Pam Hubble