

**MINUTES OF PUBLIC MEETING OF THE GOVERNING BOARD
OF TUCSON COUNTRY DAY CHARTER SCHOOL OF MEETING HELD
FEBRUARY 27, 2024**

A public meeting of the Governing Board of Tucson Country Day Charter School was convened on Tuesday, February 27, 2024 at 5:00 PM via ZOOM.

Present at the meeting were the following members of the Governing Board of Tucson Country Day Charter School: Renee Danielson, Christina Brown, Allan Stockellburg, Jesse Morris, and Emily Ruddick

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 THE PUBLIC: None

DISCUSSION AND APPROVAL OF MINUTES FROM JANUARY 23, 2024

ACTION: APPROVAL OF MINUTES FOR THE JANUARY 23, 2024 MEETING

Motioned by Emily Ruddick and seconded by Jesse Morris

Final Resolution: Motion Passed

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

DISCUSSION AND ACTION TO APPROVE DECEMBER AND JANUARY FINANCIALS AND FY24 REVISED BUDGET

Claudina presented a Powerpoint presentation to discuss the Revised Budget for FY24 decreased from our Adopted Budget for FY24 by \$43,240 due to the enrollment numbers, decrease in Lil Champs enrollment, an increase in State Revenue, and Champion Care tuition decreased. Salaries were increased by \$190,000 as to prior years, higher minimum wage, and benefits increased as well as supplies.

The Board requested a three year analysis to compare salaries in the past year, and to schedule a follow up meeting to look at the entire budget using a detailed budget report. A PDF copy will be emailed to each Board member from ADI.

No action will be done at this time.

DISCUSSION AND ACTION REGARDING HEAD LICE AND PINK EYE SCREENING PROCEDURES BEING ADDED TO OUR HANDBOOKS:

Wanda McDonnell stated that although our handbooks are pretty thorough, we recently had a K-8 parent question our policy particularly with Head Lice and communicable diseases.

Other schools have a policy in their handbook and she feels we should be more clear in our policy and stated in our handbook.

Our current handbook language most closely related to pink eye and lice:

The School Health Clerk is responsible for providing student care, administering needed medications to the students, monitoring communicable diseases, maintaining health records and state mandated immunization records on students. Any time a student visits the Health Clerk during the school day for reasons other than to receive scheduled medication, for example, stomach ache, headache, cut or bruise, etc., parents will be notified. The Health Clerk may request a release to return to school based on the nature of the illness. Students must be free of a fever for 24 hours in order to return to school.

In addition to the above language the following is proposed:

Proposed Lice and Pink Eye Response Policy

Lice Checks:

Head lice are tiny insects that feed on blood from the human scalp, most often affecting children. The insects usually spread through direct transfer from the hair of one person to the hair of another, most often through the use of shared combs, brushes, hats, and coats. Lice crawl slowly; they do not hop or fly. They will die if they fall off of the human body. Lice checks are performed on students when the parent or teacher suspects the child has lice, or if classmates and/or siblings of any student have lice. If a child is found to have head lice, the parent/guardian will be notified immediately by telephone to take their child home. The child will need to be treated, and the parent/guardian must remove all of the eggs (nits) from the hair shafts before the student may return to school. The child must check in with school officials before re-entering school the next day. If more than one student in a class has lice, the parents/guardians of every student in the classroom (whether they have lice or not) will be notified by a letter.

Pink Eye:

Pink eye (conjunctivitis) is an eye infection most often caused by bacteria or a virus with symptoms of red, swollen, runny and/or sticky eyelids, especially in the morning. Pink eye is easily spread from person to person by contact with discharge from the infected person's eyes. If a child is found to have pink eye symptoms, the parent/guardian will be notified immediately by telephone to take their child home. The child may return to school after using antibiotic eye drops or ointment for 24 hours.

Questions/Suggestions brought up to add to the policy:

- Who should be doing this lice check? List Health Clerk, Director or designated School Official
- Why does it have to be more than 1 child for notices to be sent out?
- Change Pink Eye to include it to be a *communicable disease*
- Who determines it to be pink eye? - spell it out
- add after *ointment for 24 hours* or a doctor's note to permit the student to return to school.

We need to edit these changes and add this to the agenda next month to accept the changes in March. No action at this time.

ADMINISTRATIVE UPDATE:

Jordan Krause shared the enrollment numbers with the Board. Current Lil Champs is at 48 (previously 48 last month), K-8 is at 511 (previously 514 last month). Our current enrollment numbers for the 2024-2025 school year is Lil Champs at 17 and K-8 is at 442 students.

For Advertising, a TCDS Community Table will be set up at the Tucson Festival of Books on March 9th and 10th.

We were not chosen to receive the Angel Charity Makerspace grant, so we will pursue other options for grants to assist with this cost.

Some upcoming campus projects are to include Stuccoing Terra/Ish/Diane's office building in July due to the building rotting, resurface campus blacktop, begin painting all campus buildings white, and assess roof needs.

Jordan, Claudio, and Terra are working on a three-year strategic plan and will be ready to present this to the Board for approval at the April board meeting.

Terra shared an update regarding the school's Social Framework by stating that Terra and Wanda were able to go to a Conscious Discipline training conference last month in Ohio and are now training the Leadership team. Some teachers have volunteered to model this approach in the classroom.

Terra is leading a parent book study to begin March 18th and has ten participants to study the Book "There has to be a Better Way: Discipline that Works" by Dr. Becky Bailey.

The Grant Money under Jake's Law has been given all out which left us with losing Casas De Los Ninos and their support. Terra is now using Teacher's recommendation(s) to meet with teachers and students and go over a plan with these students in Phase 2 of the SEL Support plan.

Claudio updated the Board on the school's Academic Framework regarding ST Math, IXL, and the latest Dibels Data. The school is currently using Dibels for K-3 and IXL for 2-8th for Literacy. For Numeracy, the school is using ST Math for elementary and ST Math and IXL for middle school.

Claudio shared the results with the Board.

AASA Test Testing will start April 2 and will end April 19th. Wednesdays will only be used for 3rd grade's oral fluency. We have condensed our testing schedule from past years. Some grade levels are doing part one and part two on the same day. But, students will still be given the entire day to complete the tests. For MS: Cohort A is periods 1,3,5 and Cohort B is periods 2,4,6

The Board suggested a few things:

- For the next meeting and moving forward, please include an explanation of the gains and losses in enrollment, rather than just a net number.
- How is our media coverage helping or is it not benefiting our enrollment?
- Assessing roof needs with next years budgeted amount done by Apple Roofing
- Provide an update on the students in Enrichment classes explaining when these students are expected to be exited? How are they doing?
- Quarterly, provide an update about the students in Phase 2 and if we are seeing gains or graduated out of this program. Also, getting updates from Resource on how our resource kids are progressing and how we can incorporate these metrics.

ANNOUNCEMENTS:

- Next Scheduled Board meeting: March 26, 2024 at 5 PM on ZOOM
- Items to put on March Agenda:
 - Board to be briefed on our current policy for Pay Vacation Days. Pam will send the Board our current policy.
 - Pam will email Claudina so she is prepared to present at the March meeting about setting a reserve ratio. Claudina will work on this more in March/April using the same policy for all schools they work for.
 - Update on filling the Board Secretary vacancy coming up in May.

EXECUTIVE SESSION:

Renee requested an Executive session only with the Board members to discuss Board operations. Motioned by Renee Danielson at 6:56 pm seconded by Christina Brown.

Final Resolution: Motion Passed

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

Motion to come out of Executive Session at 7:07 PM by Renee Danielson and seconded by Emily Ruddick

Final Resolution: Motion Passed

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

Motion to adjourn the meeting by Renee Danielson and seconded by Jesse Morris

Final Resolution: Motion Passed

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

Meeting adjourned at 7:08 PM.

Dated this 23rd day of January 2024

The Governing Board of Tucson Country Day Charter School

Minutes taken by Board Secretary, Pam Hubble