

**MINUTES OF PUBLIC MEETING OF THE GOVERNING BOARD  
OF TUCSON COUNTRY DAY CHARTER SCHOOL OF MEETING HELD  
APRIL 9, 2024**

A public meeting of the Governing Board of Tucson Country Day Charter School was convened on Tuesday, April 9, 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, Allan Stockellburg, Jesse Morris, Emily Ruddick, and Christina Brown (joined late)

Absent: none

Quorum present? Yes

**CALL TO ORDER**

The meeting was called to order at 5:05 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 FEBRUARY 27, 2024**

**ACTION: APPROVAL OF MINUTES FOR THE FEBRUARY 27, 2024 MEETING**

Motioned by Emily Ruddick and seconded by Jesse Morris

Final Resolution: Motion Passed

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

**DISCUSSION AND ACTION TO APPROVE DECEMBER, JANUARY, AND FEBRUARY FINANCIALS AND FY24 REVISED BUDGET**

Claudina and Ronald Wagner (Accountant) from ADI discussed the February Financial (which included December and January) in length page by page with the Board Members. Afterwards they discussed the Revised Budget vs. Actual from a PowerPoint presentation presented by ADI. Some key points made from this were:

- Our tax credits were higher than normal due to our eighth grade DC trip coming up in a couple of weeks.
- Camp Adventure enrollment is down right now but we still have four more weeks to add to that total as per last year.
- We are short 1.7 million revenue yet we still have three more months to receive funds. This includes April, May and June Prop 123 money, Four more months of Classroom Site Funds, Instructional Improvement funds, \$1.3 million State Funds, and two more months of Federal Grant NSLP money.
- Budget is at 6.4 million and 4.2 million is spent as of February using 65.2%.
- The Budget is a working budget and money can be moved around in areas that are underspent to areas that may be overspent.

- Areas of the Budget that are overspent thus far as Advertising and Maintenance.
- The school received SR and ERC money in the past and has been used which is why the school has less cash now.

Board member, Christina Brown, joined the meeting at 5:19 PM.

An approval of the Budget will be sent to the Board members by DocuSign.

Motion to approve the December, January, and February Financials and FY Revised Budget by Jesse Morris and seconded by Emily Ruddick.

Final Resolution: Motion Passed

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

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

**The following was presented to the Board to approve and add to the current handbooks.**

#### **Proposed Lice and Pink Eye Response Policy**

*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, stomachache, 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:**

*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 by the TCDS Health Clerk, or other trained personnel, 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 the TCDS Health Clerk, or other trained personnel, 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 sent by the Health Clerk.

*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 or with a doctor's note indicating the child is not contagious and is fit for school attendance.

Motion to approve and update handbooks regarding Head lice and Pink Eye screening procedures by Emily Ruddick and seconded by Christina Brown.

Final Resolution: Motion Passed

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

## **DISCUSSION ON BOARD SECRETARY REPLACEMENT**

Pam Hubble's Resignation as School Board Secretary ends on May 24, 2024.

No inquiries have been received up to this point as a replacement. Jordan Krause will post another announcement to families on Class DOJO. Rachel Robertson is going to check with the school's auditor, Henry, to see if a recording/video of Board meetings are acceptable as Board minutes for Charter schools.

## **ADMINISTRATIVE UPDATE:**

- Enrollment

Jordan Krause updated the Board members on enrollment. Lil Champs currently has 47 enrolled students while K-8 has 505 students, which previously had 511 last meeting. Seven of these losses were due to families moving out of town and one having a personal issue at the school. The current 2024-2025 enrollment stands at Lil Champs having 24 and K-8 is at 456. Mr. Krause stated our numbers are down as we still are recovering from Covid, and several other Charter schools have opened up the last five to seven years on the Eastside, which has impacted our enrollment.

- Advertising

TCDS had a community table at the Tucson Festival of Books on March 8th and 9th and at the Tanque Verde Market on April 6th. We had seven families interested in scheduling tours from these two events. We are partnering with Fanbase to send advertising emails twice a month for the next six months, sending to approximately 66,000 emails of parents with school-aged children within a 20-mile radius of TCDS. The first email goes out April 10th.

- Grants

Jordan attended the Grants 4 Schools conference on March 21st and 22nd. He is seeking and applying for other grants for the next school year.

- Upcoming campus projects

The Ben's Bells mural installation is completed. The dedication will be held on April 22nd from 2-2:30 PM. Stuccoing Terra/Ish/Diane office building will take place in July as well as resurfacing all blacktop on campus. We will not be doing any roof repairs this summer. Apple roofing confirmed we are doing okay and is working with our maintenance team to better maintain the roofs.

- Strategic Planning

The administration will be presenting a three-year strategic plan to staff on Wednesday, April 3rd. It will be sent to the board for review the week of April 15th in preparation for discussion and approval at the next board meeting.

- Staff Vacation Policy

Page 28 of the Employee Handbook states our current policy on staff vacation days. At the school's last audit, Henry, advised the School and the Board to consider having a cap on the number of vacation days that can roll over year to year. The school does not feel that we need to take any action on this to change it. If an employee is terminated, they only get paid out for hours accrued for that fiscal year, not previous years. The Board feels that a cap is a good idea. This will encourage staff to take time off for themselves. They all agreed that we need to find a balance and this topic will be discussed possibly at the summer meeting.

- Social Framework

Terra Maddock shared a Google Slides Presentation with the Board on Conscious Discipline "In-Action", teacher feedback regarding Tier 2 SEL support services, and the Book Study update that started with eleven parents and is down to nine now but it is going well.

- Academic Framework

Claudio Bravo shared some takeaways from the visit he and Jordan recently had in San Diego in March visiting High Tech High. They felt they did a really great job displaying student work. However, they feel that compared to the High Tech elementary and Middle School, TCDS is doing a great job so far with our progress of Project Based Learning. He gave a Skills Enrichment class update. Mrs. Parks had a rubric to monitor students' progress with

ELA skills and all of these students had been exited last semester. Math is still working on exiting students. Currently the students complete a test review at each grade level. Testing data will be available at the end of the school year to assess the growth for these students. The Board suggested having long-term goals and data to see how these students continue to succeed or fall behind again in the future.

A Resource update was given by Claudio and Kelly Grusendorf (Resource Director). Currently, there are 106 students receiving Special Education Services, with seven more pending evaluations to obtain an IEP. We have ten new students entering next school year that already have IEPs. Eight of our current eighth grade students have an IEP that will be graduating from our school this year in May. Ms. Grusendorf shared that the standard ratio of Special Education students to the school's total number of students is between 10 to 12%. But our school is at 24%.

#### **ANNOUNCEMENTS:**

- An email will be sent out to schedule our next Board meeting, possibly in May before school finishes. Jordan Krause requested a meeting to review Strategic plan approval from the Board.

- **EXECUTIVE SESSION:**

none

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

Final resolution: Motion passed.

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

The meeting was adjourned at 7:50 PM.

Dated this 9th day of April 2024

The Governing Board of Tucson Country Day Charter School

Minutes taken by Board Secretary, Pam Hubble