
**MINUTES OF PUBLIC MEETING OF THE GOVERNING BOARD
OF TUCSON COUNTRY DAY CHARTER SCHOOL OF MEETING HELD
JUNE 28, 2025**

A public meeting of the Governing Board of Tucson Country Day Charter School was convened on Saturday, June 28th, 2025, at 8:00 AM at 9239 E. Wrightstown Rd., Tucson, AZ 85715 and via Zoom.

Present at the meeting were the following members of the Governing Board of Tucson Country Day Charter School:

Christina Brown, Michelle Bullock, Renee Danielson, Cassidy James and Allan Stockellburg

Absent: None

Quorum present? Yes

CALL TO ORDER

The meeting was called to order at 8:10 AM 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:

May 13th, 2025

Motion to approve the minutes of the School Board meetings for May 13th, 2025.

Motioned by Renee Danielson and seconded by Cassidy James

Final Resolution: Motion Passed

Yes: Christina Brown, Michelle Bullock, Renee Danielson, Cassidy James and Allan Stockellburg

DISCUSSION AND ACTION TO REVIEW AND APPROVE THE 2025-2026 EMPLOYEE, STUDENT/PARENT AND LEADERSHIP HANDBOOKS

Jordan Krause led the conversation with the changes to the Employee, Student/Parent and Leadership Handbooks. Highlighted items that were changed are as follows:

- **Employee Handbook:**
 - Addition of a hyperlink to the Lil Champs, Champion Care and Camp Adventure Statement of Services
 - The 2025/2026 Organizational Chart – Administration now consists of Jordan Krause, Claudio Bravo, Terra Maddock and Wanda McDonnell; all instructional staff report to Claudio Bravo, Terra Maddock and/or Wanda McDonnell; the Camp Director, Central Office staff and Athletic Director will report to the Chief Executive Officer.
 - Addition of staff engagement during morning flag ceremonies
 - Updated Field Trip Policy (*The Board Members recommended updating the Emergency Operations Plan to include timeliness of emergency incidents, on or off campus, reported to Central Office staff, Administration and parents*)
 - Addition of Restrictions on Political Activity Policy with various changes made by the Board Members
 - Updated Student Dress Code Policy to include clothing items that can or cannot be worn on uniform days or dress down days
 - Addition of Title I: Family Engagement Policy and School/Parent Compact – this policy is a requirement of the ESEA application which funds Title I, Title II and Title IV
 - Removal of Dress down day policy as dress down Fridays will now be free for all students
 - Addition of Fundraiser Request form
 - Social Framework addition of problem-solving consequences cannot include removing recess, lunch or snack times as a consequence
 - Core resources removal of some verbiages so we do not limit ourselves when making changes. Addition of Synthesis Tutor as a Core Resource
 - Homework addition of optional challenges for Let Go projects, reading, nutrition and sleep
 - Update of communications to 7th/8th grade families will be emailed weekly with student input. Parents will be emailed if a student has a D grade or is trending in that direction
 - Removal of stand-up meetings
 - Removal of task trackers for parents
 - Update of Student Personal Device Usage – Cell phones are not permitted on campus or non-overnight field trips. Parents must notify the school if

their child will be bringing the cell phone to school. Cell phones will be turned in at the beginning of each day.

- Update of Administrative withdrawal to 10 consecutive absences
- Removal of Positive Behavior Reinforcement
- Update of Professional Development – when there is no Wednesday PD session scheduled, staff are expected to be on campus, planning, meeting with teams, etc.
- Various updates were made to staff positions and responsibilities to coincide with the changes made to the Organizational Chart
- Student/Parent Handbook:
 - Includes all changes that were made to the Employee Handbook
 - Addition of specific language regarding health concerns
 - Removal of teacher information under the Phased Response Plan for students
- Leadership Handbook:
 - Title changed to Administration Handbook
 - Addition of After-Action Review and School Board Communication
 - Addition of four more service standards:
 - Be visible and approachable
 - Default to Action
 - Maintain professional boundaries
 - Commit to growth
 - Simplified language regarding staff goals
 - Addition of interview and lay-off documentation must be submitted to the Business Manger and kept on file for five years
 - Removal of stand-up meetings

Motion to approve the 2025-2026 Employee, Student/Parent and Leadership Handbooks with edits made by the TCDS Board Members.

Motioned by Cassidy James and seconded by Michelle Bullock

Final Resolution: Motion Passed

Yes: Christina Brown, Michelle Bullock, Renee Danielson, Cassidy James, and Allan Stockellburg

DISCUSSION AND ACTION TO REVIEW THE STATE TESTING DATA, DISCIPLINE DATA AND THE 2025-2026 STRATEGIC PLAN OUTLINE

State Testing Data

Claudio Bravo led our state testing results discussion. Mr. Bravo presented the testing data and went over the specifics as compared to the past three school years including the state average. ELA scores have maintained consistency. 4th grade ELA showed significant

growth. 7th/8th grade ELA scores are consistent year after year. Math performance continues to drop behind the state average in all grade levels. Contributors to the outcomes are assessment fatigue and teachers focusing on learning the Core Instructional Strategies versus enforcing those Strategies. Overall TCDS scored lower than the prior year. ST Math was relied upon too much during practice time in classrooms. We will not be continuing with ST Math for the 2025-2026 school year. Next steps will include creating an assessment calendar that works better for students and staff with a beginning and middle of the year benchmark only. And looking for proficiency in the Core Instructional Strategies to include progress monitoring skills effectively put in place to make sure staff are focused on those Core Strategies. Our Dibels assessment screener for Kinder-3rd grade students measures foundational literacy skills. We have consistent growth and movement across all grades. This data lets teachers know if anytime during the school year, students are falling behind and will help them address concerns. The goal is to have all 3rd grade students pass our Move on When Reading requirement allowing them to promote to 4th grade.

Discipline Data

Terra Maddock led our discipline data discussion. Behavior concerns that led to in-school or out-of-school recovery have decreased over the past three years. The data shows that some of our middle school teachers aren't implementing the Core Strategies from the Social Framework consistently. This data will help us to create staff driven PD. Staff who are using the Core Strategies inconsistently will have the opportunity to observe classrooms where the Strategies are being regularly implemented. Mrs. Maddock will continue to collaborate and work alongside staff, providing constant feedback and will work to create a PD mentor committee.

2025-2026 Strategic Plan Outline

Jordan Krause led our 2025-2026 Strategic Plan Outline discussion. Year two of our Strategic Plan will be spent applying and refining the Big 5. August will be devoted to Project Based Learning (PBL) unit planning. Once a week grade level teams will meet with Administration to receive training in the use and application of our Core Strategies, Social and Academic Framework. From September to May some Wednesdays will be "We Share Wednesdays" where staff will share insights into their experiences implementing our Big 5. Parent groups will be established with training sessions occurring once a month.

Practices that TCDS is letting go this year:

- Rote memorization without context
- Overuse of whole class discipline
- One-size-fits-all instruction
- Zero tolerance behavior policies
- Yelling and using fear or coercion to manipulate student behavior
- Heavy emphasis on worksheets and busy work

- “I taught it, so they learned it” mentality

Metrics to determine effectiveness of staff application:

- Administration will do one walkthrough observation per month with each teacher; a rubric will be used
- State testing – growth of proficiency in ELA and Math for 4th-8th grade cohorts
- Essential skills – PBL units will require one of three essential skills: influence, agency and/or collaboration. A rubric will be used, and students will receive a score of 1 - 4 following the implementation of PBL.

Metrics to determine effectiveness of parent training:

- After each training, parents will be asked the question “How helpful was this session in equipping you to support your child in today’s world?”

DISCUSSION AND ACTION TO REVIEW THE FY26 PROPOSED BUDGET

Rachel Robertson led the FY26 budget discussion. Unfortunately, the FY26 budget has not been approved by the Governor of Arizona yet. Official review and approval of the FY26 proposed budget will occur at a Board meeting on July 2nd, 2025, at 5:00 PM via Zoom. An additional meeting to approve the FY26 adopted budget will occur on July 14th, 2025, at 5:00 PM via Zoom. Approved and signed budgets must be submitted to the State by July 15th, 2025. Mrs. Robertson discussed the estimated FY26 budget with the Board Members at length including lunch costs decreasing due to switching to a new caterer.

DISCUSSION AND ACTION TO REVIEW AND APPROVE THE DESERT LAB SCHOOL FOR THE 2026-2027 SCHOOL YEAR

Jordan Krause led the Desert Lab School (DLS) discussion. Mr. Krause proposed an alternative location for the DLS, deviating from the original plan submitted for review in 2024. An area in Maintenance under an existing ramada, where electrical, plumbing and wi-fi currently exist would be suitable to get the program started. Having the existing structure and utilities already would greatly decrease the start up cost for the program. Mr. Krause proposed having 20 students from 3rd-5th grade in the initial cohort with one coach. Mr. Krause would act as a substitute and/or a 2nd van driver when needed. When the DLS program proves successful and increases enrollment, we can add more ramadas/utilities for additional cohorts.

Motion to approve the Desert Lab School initiative for the 2026-2027 school year and allocate \$5,000 to the start up costs.

Motioned by Michelle Bullock and seconded by Cassidy James

Final Resolution: Motion Passed

Yes: Christina Brown, Michelle Bullock, Renee Danielson, Cassidy James, and Allan Stockellburg

DISCUSSION AND ACTION TO AMENDE TCDS BOARD BYLAWS

The TCDS Board Bylaws need to be amended to include Michelle Bullock and Cassidy James as Directors as well as Allan Stockellburg's new three-year term.

Motion to amend the TCDS Board Bylaws to include Directors Michelle Bullock and Cassidy James and update Allan Stockellburg's new three-year term dates.

Motioned by Cassidy James and seconded by Renee Danielson

Final Resolution: Motion Passed

Yes: Christina Brown, Michelle Bullock, Renee Danielson, Cassidy James, and Allan Stockellburg

DISCUSSION AND ACTION TO SET THE 2025/2026 BOARD MEETING DATES

- Budget meetings: July 2nd and 14th
- August 19th
- September 16th
- October 21st
- November 18th
- December 16th
- January 20th
- February 17th
- March 24th
- April 21st
- May 13th at

All meetings will continue to be held virtually through Zoom at 5:00 PM.

ANNOUNCEMENTS

- Our next Board meeting will be held on Wednesday, July 2nd at 5:00 PM via Zoom.
- Staff evaluations were sent out; results will be shared with Administration at a later date.
- All staff will return for the 2025-2026 school year on July 23rd with breakfast at 8:00 AM, and an all staff meeting to follow.
- Meet-n-Greets are scheduled for July 28th for 4th - 8th grade and July 29th for Lil Champs to 3rd grade.
- Our first day of school is July 31st, 2025.

Motion to adjourn meeting.

Motion by Cassidy James and seconded by Michelle Bullock

Final Resolution: Motion Passed

Yes: Christina Brown, Michelle Bullock, Renee Danielson, Cassidy James, and Allan Stockellburg

Meeting adjourned at 4:28 PM

Dated this 28th day of June 2025

The Governing Board of Tucson Country Day Charter School

Minutes taken by Board Secretary, Pam Hubble