

# CASA ACADEMY

## Minutes

### Company Culture Committee Meeting

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**Date and Time**

Wednesday July 19, 2017 at 12:00 PM

**Location**

(712) 775-7031 Meeting ID: 356-190-185 Host PIN: 5293

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CASA Academy Governing Board meetings will take place at the CASA Academy campus (1500 W Maryland Ave, Phoenix, AZ 85015). Per A.R.S. § 38-431.02, notice of meetings for CASA Academy and any of its committees will be posted on this website. Notices will also be posted in the front office of CASA Academy (1500 W Maryland Ave, Phoenix, AZ 85015), which is open from 8:00 am to 4:00 pm, Monday through Friday.

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**Committee Members Present**

J. Leahy (remote), M. Major (remote), M. Tucker (remote)

**Committee Members Absent**

M. Dahlen

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**I. Opening Items****A. Record Attendance and Guests****B. Call the Meeting to Order**

M. Tucker called a meeting of the Company Culture Committee of CASA ACADEMY to order on Wednesday Jul 19, 2017 at 12:03 PM.

**C. Approve Minutes**

We will need to upload the meetings next meeting and vote on the minutes the next meeting.

**II. Company Culture****A.**

**Basics: recurring meeting time, selection of committee chair, name of committee**

Mark will follow up with Mary on her suggestions.

Jenna will transition off the committee in October and Tacey will be transitioning on.

We are looking for people with experience creating culture in big companies, ramification of culture and benefits of culture, perhaps with an HR perspective.

**B. Review draft year-long calendar; provide feedback/ changes as needed**

Jenna made changes based on our last meeting; replaced some surveys as to not overwhelm people or overload them with platforms to provide feedback.

Increased communication to staff; talk to staff about CEO's roles and schedule for collecting feedback. CEO is leading a round table on Sept. 21 and can debrief with the committee; the second round table will occur sometime in February. Mark and Madison to interview teachers in a one-on-one setting in November--do the first survey in October, with time allowed to fill out the survey on October 16th, a PD day. The survey should be sent out from committee member. That way we can get some data before the one-on-one meetings to get a baseline of the results. April will be the last survey. Potentially do exit interview next year with those teachers/staff leaving.

Jenna and Tacey want feedback on leading morning huddles. Mark to provide feedback after September 6.

Committee to lead a morning huddle to let the staff know about what the committee is our role. Madison to attend in late August.

**C. One on one interview schedule with the teachers**

Last year Tia used Jenna's office. The vents in the classrooms carry, so nothing seems private. Jenna's office is more private.

**D. Casa Culture 5 Steps**

Goals: Retain exceptional staff; recruit exceptional staff.

Employees understand expectation from day 1. We have a young staff and the CEOs need to be transparent and hold staff accountable.

Training it strong for instructional staff; there is some autonomy (teachers are given a stipend). The non-instructional staff doesn't receive the same sort of training, so that may be an area to improve.

Make banners of mission, vision and goals and place those around the school.

Mentor-ship is an area we could focus on for our teachers. The process is hard. We have a version of it this year, with a lead teacher in each grade level.  
Succession planning - we will talk more about that on the board retreat when we strategic plan.

Perhaps add a culture metric on teacher reflections and evaluations.

### **III. Closing Items**

#### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 12:51 PM.

Respectfully Submitted,  
M. Tucker