APPROVED

CASA ACADEMY

Minutes

Company Culture Committee Meeting

Date and Time
Wednesday September 13, 2017 at 12:00 PM

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

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.

Committee Members Present
J. Leahy, M. Major (remote), M. Tucker (remote)

Committee Members Absent
M. Dahlen

Ex Officio Members Present
T. Clayton Cundy (remote)

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 Sep 13, 2017 at 12:02 PM.

C. Approve Minutes

M. Major made a motion to approve minutes from the Company Culture Committee Meeting on 08-16-17 Company Culture Committee Meeting on 08-16-17.

M. Tucker seconded the motion.
The committee **VOTED** unanimously to approve the motion.

II. Company Culture

A. Update from Madison

Huddle went well. Handout was useful. We think a board member's presence is powerful for the culture.

B. Sharing of weekly culture staff ratings

We give out weekly staff survey, including 2 questions about culture. We have only shared it one time at a monthly meeting. Change one question to include "how you or another team member positively influenced culture". Doesn't feel this is as immediate as it needs to be. The huddle is one option for increased communication on quick culture stats, but then go into in depth review monthly/quarterly. Maybe monthly so that staff knows they are working on it in case the results drop. Shout outs at Friday huddles and then maybe a raffle on the last Friday of the month. Excellent Educator of the month announced at community meetings; maybe hand out a trophy that gets passed around month to month.

III. Other Business

A. Communication information on Admin monthly meeting

Communication about rolls: Went well. Able to consolidate information and make it more concise. Framed it as communicating information.

B. Letter to staff on upcoming survey

Mark has gotten information from Mary and some verbiage from last year for letter to go out to staff about survey. Do we just want an overview with the time, date, and anomymity. We don't need the specific questions. Send physical letter/email. Maybe present the information at a morning huddle in the beginning of October (October 3) - come from Tacey. Surveys should go out on October 16, so they can take it on their PD day. Madison to put the survey on Google Doc. and send to Tacey prior to October 16. Survey to be finalized at October 2nd board meeting. Between now and then, the culture committee to provide feedback and edits via email - Tacey to start.

IV. Closing Items

A. Adjourn Meeting

M. Major made a motion to adjourn the meeting.
M. Tucker seconded the motion.
The committee **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 1:03 PM.

Respectfully Submitted,
M. Major