

CASA ACADEMY

Minutes

Governance Committee Meeting

Date and Time

Thursday September 28, 2017 at 12:00 PM

Location

(712) 451-0200; Access Code: 490523

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

B. Locker, E. Bolick

Committee Members Absent

None

I. Opening Items**A. Record Attendance and Guests**

Brian and Evan present

B. Call the Meeting to Order

E. Bolick called a meeting of the Governance Committee of CASA ACADEMY to order on Thursday Sep 28, 2017 at 12:08 PM.

C. Approve Minutes

B. Locker made a motion to approve minutes from the Governance Committee Meeting on 05-22-17 Governance Committee Meeting on 05-22-17.

E. Bolick seconded the motion.

The committee **VOTED** unanimously to approve the motion.

II. Governance

A. Review of Board Member Responsibility Tracking

Discussed paperwork needed for Lori and how to address that.

Discussed Brian's impending resignation from the Board.

B. Plan for developing Job Descriptions for co-directors

Discussion of need to adopt two job descriptions.

Once finalized, we will use these job descriptions to differentiate the assessments of the respective roles.

Discussed form of job descriptions. Including need of paragraph for administrators of combined responsibilities.

We will provide a formatted document listing combined responsibilities and then separate responsibilities and present to Jenna and Tacey for initial reviews. Governance Committee will then research and suggest any other responsibilities and finalize job descriptions.

C. Discussion of annual board planning and/or strategic planning session.

Mary not in attendance, no discussion.

D. Discussion of Review of Policies and Procedures Manual

Discussed inconsistencies within the School policies and procedures in terminology and scope of content.

Discussed pros and cons of hiring full time attorney to review documents.

Decided to make recommendation that if budget allows, we should retain legal counsel to do a wholesale review and update of entirety of policy.

E. Discussion of CEO evaluation Timeline

Discussed need for official timeline to be made for the governance committee to ensure timely distribution of requisite evaluations and assessment of the same.

Two evaluations - mid-year and end of year.

Mid year evaluations distributed in early December. Results and meeting with directors late Decemeber/early January

End of year evaluations for teachers and parents distributed in early May. Board distributed in June. Results and meetings with directors around beginning of summer break.

Governing Committee distributes and collects Board evaluations. Board president distributes and collects teacher evaluations and School directors distribute and collect parent evaluations.

Teachers and Board do mid and end of year evaluations. Parents only do end of year evaluations.

Brian will create formal document outlining evaluation schedule and responsibilities consistent with these minutes.

III. Closing Items

A. Adjourn Meeting

B. Locker made a motion to adjourn the meeting.

E. Bolick 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 12:50 PM.

Respectfully Submitted,

E. Bolick