

APPROVED

# CASA ACADEMY

## Minutes

### Board Meeting

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#### **Date and Time**

Thursday October 4, 2018 at 6:30 PM

#### **Location**

CASA Academy (1500 W Maryland Ave, Phoenix, AZ 85015)

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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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#### **Trustees Present**

E. Hunt, M. Major, M. Tucker, P. McHonett (remote), T. Wee

#### **Trustees Absent**

D. Brown, D. Puente, M. Campillo

#### **Ex Officio Members Present**

T. Clayton Cundy

#### **Non Voting Members Present**

T. Clayton Cundy

#### **Guests Present**

R. Lutowsky

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### **I. Opening Items**

#### **A. Call the Meeting to Order**

M. Tucker called a meeting of the board of trustees of CASA ACADEMY to order on Thursday Oct 4, 2018 at 6:36 PM.

**B. Record Attendance and Guests**

**C. Approve Minutes**

E. Hunt made a motion to approve minutes from the Board Meeting on 09-06-18 Board Meeting on 09-06-18.

M. Major seconded the motion.

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

**Roll Call**

M. Major	Aye
E. Hunt	Aye
D. Brown	Absent
D. Puente	Absent
T. Wee	Aye
M. Tucker	Aye
P. McHonett	Aye
M. Campillo	Absent

**D. New Committees and Members**

Discussions regarding new committee structure. We will have six different committees to align with our six different objectives--three focused on growth (fundraising, milestones, and facilities), and the current committees (finance, culture and engagement, governance). We will focus on the three new committees on our board retreat.

Discussions regarding the goals and responsibilities of each of the committees; to be continued on the board retreat.

**II. New Business**

**A. Annual Financial Report**

Discussions regarding the annual financial report; the report has been put together by CASA's accountant.

The board signed the approval form.

T. Wee made a motion to approve the annual financial report for fiscal year 2018.

M. Tucker seconded the motion.

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

**Roll Call**

T. Wee	Aye
D. Puente	Absent
M. Campillo	Absent
D. Brown	Absent
E. Hunt	Aye

**Roll Call**

M. Tucker Aye  
M. Major Aye  
P. McHonnelt Aye

**B. Food and Snacks for 10/20 Strategy Meeting**

Madison - Coffee and Donuts  
Tia - Fruit  
Mark - Granola Bars  
Tacey - Muffins  
Evan - TBD (a surprise!)  
Patrick - Plates, Napkins and water

**C. Review Board Calendar**

Evan is visiting the school this month.

**D. Review of Strategic Planning session and team building event**

Discussions regarding objectives of board retreat; review the agenda.

**III. CEO Report**

**A. Update**

Discussions regarding enrollment numbers; staff will continue canvassing each month.  
Discussions regarding staff culture--results are still high.  
Discussions regarding staffing update; current administrative coordinator's last day of work is 1/7/19, hiring for the position in November/December.  
Discussions regarding academics; preview and overview of the academic dashboard.  
Brief discussions regarding financials.

**IV. CASA Culture and Engagement Committee**

**A. General Update**

We are reviewing the core values and culture documents to create concise documents that will be utilized throughout the school year and as CASA grows.

We will be doing one-on-one meetings with teachers in November to get their take on culture.

**V. Finance Committee**

**A. General Update**

Discussions regarding financials, projected carryover and targeted carryover.

**B. Financial Overview**

Discussions regarding profits and losses; revenue streams and expenses; discussions regarding various grants that we have received throughout the year; review and discuss current financials and cash flow.

**VI. Governance**

**A. General Update**

Governance committee is focused on the training of new board members this year--things like videos, packets, documents regarding open meeting law, etc.

**VII. Executive Session**

**A. Executive Session**

There was an unanimous vote to enter into executive session; Madison made the motion and Evan seconded the motion. The motion carried. The board went to executive session at 7:32.

Madison made motion to end the executive session at 8:13, Mark seconded the motion. There was a unanimous vote to end the executive session. The motion carried.

**VIII. Closing Items**

**A. Adjourn Meeting**

E. Hunt made a motion to adjourn the meeting.  
M. Tucker seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**Roll Call**

D. Brown    Absent  
E. Hunt     Aye  
T. Wee     Aye  
M. Campillo Absent  
M. Tucker   Aye  
D. Puente   Absent  
M. Major    Aye  
P. McHonett Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:14 PM.

Respectfully Submitted,

M. Tucker