APPROVED

CASA ACADEMY

Minutes

Board Meeting

Date and Time
Thursday October 4, 2018 at 6:30 PM

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

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.

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

Guests Present
R. Lutowsky

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

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

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

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

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