

# CASA ACADEMY

## Minutes

### Governance Committee Meeting

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#### Date and Time

Wednesday May 23, 2018 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

E. Bolick (remote), J. Leahy (remote), M. Tucker (remote)

#### Committee Members Absent

T. Clayton Cundy

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#### I. Opening Items

##### A. Record Attendance and Guests

##### B. Call the Meeting to Order

E. Bolick called a meeting of the Governance Committee of CASA ACADEMY to order on Wednesday May 23, 2018 at 12:03 PM.

##### C. Approve Minutes

M. Tucker made a motion to approve minutes from the Governance Committee Meeting on 04-18-18 Governance Committee Meeting on 04-18-18.

J. Leahy seconded the motion.

The motion unanimously did not carry.

## **II. Business**

### **A. Review Board Responsibility Tracker and Fulfillment of Responsibilities by Board Members**

Committee reviewed status of outstanding Board member obligations.

Governance Committee decided that in event a board member does not comply with requirements and upon consideration of performance of other board responsibilities, a member of the governance committee will meet with them to discuss an action plan for compliance before presenting a recommendation to the board to consider action on future board membership.

### **B. Update on Potential Board Applicants**

One potential member is in the final phase of meeting with Board Chair.

Two potential members are in the second phase of the school tour.

One person did not respond to outreach and will be removed from consideration.

Discussion of committee member who had potential to join Board. Determination not to follow up on this.

### **C. Discussion of adoption of training procedures**

New Board members need to be trained in responsibilities.

Discussion as to whether to have an internal in-person training process or external training (like through the Charter School Association).

Desire to develop a training manual that would involve some in-person training.

Action plan is to have school director outline the process of what training we need and then governance committee will find outside materials or develop materials for the identified training needs. Possible outside documents could be obtained through the Charter School Association and Board on Track.

### **D. Discussion of Committee composition for 2019-2020 Board year**

Tacey and Mark will remain on the governance committee. Potential board member Michael will likely be put on the Committee. Mark will also discuss with current Board members, with a focus on Danny, as joining governance committee.

### **E.**

### **Review Board Recruitment Procedure to determine timeline for filling out State documents**

Discussion on third step - who will meet with the candidate in the third phase. Agreement that the Board chair for final interview.

Flexibility - Discussed potential change to who runs the review process and decided to maintain governance committee as sole entity for running the process.

The State paperwork process will be started upon Board vote to approve candidate. After Board vote, the CEO or a designated person on Casa Staff will contact them to request all documentation required by the State. Discussed approval of any Board member being contingent upon submission of documentation.

We will request that all Board paperwork be submitted within two weeks of vote to approve membership on board (though this will be flexible).

### **III. Closing Items**

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

Next Committee meeting will be set for a date to be decided in the fall by Mark.

J. Leahy 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 1:00 PM.

Respectfully Submitted,  
J. Leahy