APPROVED

CASA ACADEMY

Minutes

Board Meeting

Date and Time
Thursday May 7, 2020 at 6:00 PM

Location
Conference call 1-712-775-7031 / Call in #356-190-185

Due to COVID-19, all CASA Academy Board and committee meetings will take place via conference call for the time being. The conference call line for remote meetings is as follows: (712) 775-7031. Meeting ID: 356-190-185. 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 on the outside door to the front office of CASA Academy (1500 W Maryland Ave, Phoenix, AZ 85015).

Trustees Present
D. Brown (remote), E. Gould (remote), E. Hunt (remote), G. Collier (remote), K. Holmes (remote), M. Campillo (remote), M. Tucker (remote), S. Brown (remote), T. Wee (remote), W. Cho

Trustees Absent
M. Major

Trustees who arrived after the meeting opened
D. Brown, G. Collier, K. Holmes, W. Cho

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 board of trustees of CASA ACADEMY to order on Thursday May 7, 2020 at 6:05 PM.

C. Approve Minutes

E. Hunt made a motion to approve the minutes from Board Meeting on 04-02-20.
T. Wee seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

E. Gould	Aye
M. Tucker	Aye
K. Holmes	Absent
W. Cho	Absent
M. Major	Absent
G. Collier	Absent
M. Campillo	Aye
D. Brown	Absent
T. Wee	Aye
E. Hunt	Aye
S. Brown	Aye

II. CEO Update - Tacey Clayton Cundy

A. CEO Update

Tacey provided a current status report on enrollment. School efforts to enroll and re-enroll scholars are continuous and numbers look very good and on target for fall enrollment as a result. Trends show progress towards 100% enrollment by still work to do. Staff culture has been adjusted for Covid19. Existing staff retention, and fulfillment of open positions, are each strong, and still looking to add 3 staff. Academic update: scholars are being taught by video lessons in reading and math. Several other academic videos for other academic areas and staff contact with families to check-in on progress. 1st round of packet pickup, 93% of scholars have collected academic packets, and 63% in the second round of packet pickup. Daily averages on scholars' viewing reading materials. Facilities updates- permanent facility updates, reduction of $140K in purchase price due to roof repairs, and remodeling of building front. CASA requiring construction completion for the safety of scholars. Reciprocal Easement Agreement (lots 4A and 4B) completed and 150K deposited into escrow per PSA. Lease space made available and meetings with the architect, fire marshal, county health inspector ongoing and plans, and necessary remedial actions set in motion to meet revisit by the health inspector. Timing to be ready for fall looks on track. Update on accounting including apportionment of a portion of staff salary due to work on growth initiatives, which helps with budget resources. Miscellaneous budget additions include playground equipment, fencing, alarm system install, and related fees. Overall $2.259M for construction of permanent space and

request for bids out to contractors. $198K carryover exceeds $71K target. $250K grant for the next 4 yrs.
G. Collier arrived.
D. Brown arrived.
W. Cho arrived.
K. Holmes arrived.

III. Committee Updates

A. Facility Updates

B. Culture Committee Update

Mark Tucker reminded that he has sent an email to participate in a CEO review.

C. Finance Committee Update

100% Budgets and 90% budgets

Tia led the Board through the 7 yr budget touching on more significant factors/assumptions including, state equalization, Prop 301 revenue, and conservative approach to budget predictions to reduce the likelihood of budget shortfall. Expenses are as typical with salaries being the primary expense being considered including new staff positions, with rent being the next largest predicted expense, and then the interest expense for the loan. Transportation expenses have been further solidified and the budget entry updated accordingly. Budget based on 100% enrollment. A conservative revised budget based on 90% (every year over 4 yrs) enrollment considered for impact on debt to revenue requirements highlights the importance of scholar enrollment numbers.

Financials

Tia summarized cash flow and balance sheet.

D. Governance Update

E. Review of Committees For 2020-2021

Mark summarized plans to consider existing and possible committee structures.

IV. New Business

A. Vote on bus contract

Mark and Tacey briefed the Board on a proposed contract with EventSource (service provider) and references for the president of EventSource. Impact on the budget due to non-share with Inspire.

E. Hunt made a motion to Approve bus services contract with EventSource for 20-21.
S. Brown seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

M. Campillo	Aye
E. Gould	Aye
W. Cho	Aye
E. Hunt	Aye
K. Holmes	Aye
M. Major	Absent
G. Collier	Aye
D. Brown	Aye
M. Tucker	Aye
T. Wee	Aye
S. Brown	Aye

B. Vote on ETC Cooperative Purchasing Agreement

updated version of prior agreement with exhibit for consortium schools
E. Hunt made a motion to approve ETC Cooperative Purchasing Agreement.
T. Wee seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

M. Campillo	Aye
G. Collier	Aye
E. Gould	Aye
M. Major	Absent
T. Wee	Aye
S. Brown	Aye
D. Brown	Aye
E. Hunt	Aye
W. Cho	Aye
M. Tucker	Aye
K. Holmes	Aye

C. Vote on Architect Fees for Phase I

Tacey introduced the fee schedule for the architect and need for approval.
T. Wee made a motion to approve fee schedule of Steve Brendan, architect.
E. Hunt seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

D. Brown	Aye
M. Tucker	Aye
M. Campillo	Aye

Roll Call

E. Hunt	Aye
E. Gould	Aye
M. Major	Absent
K. Holmes	Aye
S. Brown	Aye
W. Cho	Aye
G. Collier	Aye
T. Wee	Aye

D. Vote on Addendum for One Teacher

Tacey updated on the teacher recruitment service provider, One Teacher, interview process, past successes. Fees for One Teacher should be approved in case CASA decides to hire a One Teacher candidate.
E. Hunt made a motion to approve addendum with One Teacher for 20-21.
E. Gould seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

E. Gould	Aye
E. Hunt	Aye
M. Major	Absent
M. Tucker	Aye
W. Cho	Aye
M. Campillo	Aye
K. Holmes	Aye
D. Brown	Aye
G. Collier	Aye
S. Brown	Aye
T. Wee	Aye

E. Vote on enabling Tacey Clayton Cundy to facilitate set up and make ready the leased building for the 2020-21 school year, per the motion below

Mark and Tacey explained the need for an enabling vote to give Tacey discretion to make necessary and approvals to get leased space ready for the upcoming school year. Tia suggested that Tacey be given approval up to a total of $58,700.
E. Hunt made a motion to enabling Tacey Clayton Cundy to facilitate set up and make ready the leased building for the 2020-21 school year, per the motion the Board approves that Tacey Clayton Cundy has the discretion to approve spending as she sees necessary, up to a total of $58,700, for the purpose.
T. Wee seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

E. Hunt	Aye
W. Cho	Aye

Roll Call

G. Collier	Aye
M. Campillo	Aye
M. Major	Absent
M. Tucker	Aye
D. Brown	Aye
E. Gould	Aye
S. Brown	Aye
K. Holmes	Aye
T. Wee	Aye

V. Vote on Board Officers for 2020-2021 Fiscal Year

A. Vote to confirm Madison Major - Secretary, CASA Academy Board of Directors

E. Hunt made a motion to approve Madison Majory - Secretary of CASA Board for 20-21 year.
S. Brown seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

E. Hunt	Aye
M. Tucker	Aye
S. Brown	Aye
M. Campillo	Aye
G. Collier	Aye
T. Wee	Aye
M. Major	Absent
E. Gould	Aye
D. Brown	Aye
K. Holmes	Aye
W. Cho	Aye

B. Vote to confirm Tia Wee - Treasurer, CASA Academy Board of Directors

T. Wee made a motion to confirm Tia Wee as Treasure, CASA Academy Board of Dirs for year 20-21.
W. Cho seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

S. Brown	Aye
E. Gould	Aye
M. Tucker	Aye
M. Major	Absent
M. Campillo	Aye
K. Holmes	Aye
W. Cho	Aye

Roll Call

T. Wee	Abstain
E. Hunt	Aye
D. Brown	Aye
G. Collier	Aye

C. Vote to confirm Daniel Brown- Vice Chair, CASA Academy Board of Directors

E. Hunt made a motion to to approve and confirm Daniel Brown- Vice Chair, CASA Academy Board of Directors.
W. Cho seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

W. Cho	Aye
M. Major	Absent
M. Campillo	Aye
D. Brown	Abstain
T. Wee	Aye
G. Collier	Aye
M. Tucker	Aye
E. Hunt	Aye
K. Holmes	Aye
S. Brown	Aye
E. Gould	Aye

D. Vote to confirm Mark Tucker - Chair, CASA Academy Board of Directors

E. Gould made a motion to confirm Mark Tucker - Chair, CASA Academy Board of Directors for the year 2020-21.
E. Hunt seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

D. Brown	Aye
E. Gould	Aye
M. Major	Absent
M. Tucker	Abstain
E. Hunt	Aye
M. Campillo	Aye
W. Cho	Aye
G. Collier	Aye
S. Brown	Aye
T. Wee	Aye
K. Holmes	Aye

VI. Closing Items

A.

Reach outs

B. Adjourn Meeting

E. Hunt made a motion to adjourn.
W. Cho seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

W. Cho	Aye
G. Collier	Aye
K. Holmes	Aye
M. Major	Absent
E. Hunt	Aye
T. Wee	Aye
S. Brown	Aye
E. Gould	Aye
M. Tucker	Aye
M. Campillo	Aye
D. Brown	Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:39 PM.

Respectfully Submitted,
M. Campillo