

APPROVED

# CASA ACADEMY

## Minutes

### Board Meeting

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#### **Date and Time**

Thursday May 7, 2020 at 6:00 PM

#### **Location**

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

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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).

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#### **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)

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

T. Clayton Cundy (remote)

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### **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

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

## 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  
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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  
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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**

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

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

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

M. Tucker Aye  
S. Brown Aye  
D. Brown Aye  
G. Collier Aye  
K. Holmes Aye  
T. Wee Aye  
W. Cho Aye  
M. Major Absent  
M. Campillo Aye  
E. Hunt Aye  
E. Gould 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 Major - Secretary of CASA Board for 20-21 year.

S. Brown seconded the motion.

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

**Roll Call**

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

E. Hunt Aye  
W. Cho Aye  
M. Tucker Aye  
M. Major Absent

**Roll Call**

K. Holmes Aye  
T. Wee Abstain  
M. Campillo Aye  
D. Brown Aye  
S. Brown Aye  
E. Gould 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**

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

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

K. Holmes Aye

M. Major Absent

M. Campillo Aye

T. Wee Aye

M. Tucker Aye

E. Hunt Aye

D. Brown Aye

W. Cho Aye

S. Brown Aye

G. Collier Aye

E. Gould 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