

APPROVED

# CASA ACADEMY

## Minutes

### Governance Committee

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#### Date and Time

Tuesday October 20, 2020 at 12:00 PM

#### Location

Join Zoom Meeting

<https://us02web.zoom.us/j/82325987899?pwd=eEc4anBVMHpmTU9Bbll1d01mREhtZz09>

Meeting ID: 823 2598 7899

Passcode: 359967

One tap mobile

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Meeting ID: 823 2598 7899

Find your local number: <https://us02web.zoom.us/u/keGzUJzEGE>

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Due to COVID-19, all CASA Academy Board and committee meetings will take place via Zoom or conference call for the time being. Zoom/conference call information will be posted in the location section of the meeting notice/agenda. 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 (8123 N 35th Ave. Suite B-2, Phoenix, AZ 85051), which is open from 8:00 am to 4:00 pm, Monday through Friday.

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#### Committee Members Present

E. Gould (remote), M. Campillo (remote), M. Tucker (remote), T. Clayton Cundy (remote)

#### Committee Members Absent

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None

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## I. Opening Items

### A. Record Attendance and Guests

### B. Call the Meeting to Order

M. Campillo called a meeting of the Governance Committee of CASA ACADEMY to order on Tuesday Oct 20, 2020 at 12:02 PM.

### C. Approve Minutes

E. Gould made a motion to approve the minutes from Governance Committee Meeting on 09-16-20.

M. Tucker seconded the motion.

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

#### Roll Call

T. Clayton Cundy Aye

M. Tucker Aye

M. Campillo Aye

## II. Business

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

The Committee briefly discussed and reviewed the Responsibility Tracker spreadsheet and agreed to revisit and update the Tracker spreadsheeting at springtime and after when new members are approved by the State agency.

### B. Review training documents for new CASA Academy Board members

The Committee reviewed and discussed the Training Materials Checklist form and training materials referenced therein. The form will be updated and finalized for saving on the Board On Track document repository.

### C. Review new member informational documents

The committee discussed and reviewed the Phone Call Checklist form to be used by the Governance Committee members during their interview of potential Board members. The Board also reviewed the Final Interview form and decided to create a single document for use by the Governance Committee and the school CEO and the Board chair.

### D. Review board recruitment documents

The committee discussed whether we should have specific recruiting documents or need them. The committee settled on using the candidate onboarding process checklist and the documents referred to therein.

**E. Status update on Kathy Evans**

Candidate Evans has been working on completing the process and the school CEO expects completion within a month.

**III. Other Business**

**A. Schedule Next Meeting and Goals**

The committee discussed how to facilitate or deliver the training materials to the Board members and agreed to touch on major points during board meetings and setting aside time during a full board meeting for doing so. The Committee agreed to meet again Nov. 17, 2020 @ 12-1 PM.

**IV. Closing Items**

**A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 12:59 PM.

Respectfully Submitted,  
M. Campillo