**Vista College Prep Governing Board**

**Meeting Minutes**

**Date:** August 15, 2019

**Location:** VCP-Maryvale, 4510 W. McDowell Road

**Board Members Present:** Charles Mitchell, Cassie Breecher, Katherine Cecala, Kelly McManus (via video), Dawn Kennedy, Grant Crone, Chris Dang, Irene Carroll, and Julia Meyerson (ex officio)

**Board Members Absent:** Christina Spicer

**Staff Present:** None

Ms. Breecher called the meeting to order at 8:35 a.m.

**Agenda Item: Executive Session**

Ms. Cecala moved to adjourn into executive session at 8:36 a.m. Mr. Dang seconded. Motion carried unanimously (Breecher, Cecala, McManus, Kennedy, Dang, Carroll and Crone voting aye). The board reconvened in open session at 9:29 a.m.

**Agenda Item – Minutes and Agenda**

Mr. Mitchell reviewed the minutes from previous regular meeting of July 24, 2019. Ms. Cecala moved to approve minutes from the last regular meeting; Mr. Dang seconded. Motion carried unanimously (Mitchell, Breecher, Cecala, McManus, Kennedy, Dang, Carroll and Crone voting aye).

The board reviewed the agenda for the present meeting. Ms. Cecala moved to approve today's agenda; Mr. Dang seconded. Motion carried unanimously (Mitchell, Breecher, Cecala, McManus, Kennedy, Dang, Carroll and Crone voting aye).

Ms. Breecher announced the next board meeting will be held on September 17, 2019.

**Agenda Item – Call to the Public**

Ms. Breecher made a call to the public. No one made a comment.

**Agenda Item: Executive Director Report**

Ms. Meyerson reviewed the financial dashboard and discussed cash flows for Vista College Prep. Ms. Cecala moved to approve the financial dashboard as presented. Mr. Dang seconded. Motion carried unanimously (Mitchell, Breecher, Cecala, Kennedy, Crone, Carroll and Dang voting aye).

The board discussed personnel and enrollment updates for this year. Ms. Meyerson led the board in a discussion of the goals and necessary key results for VCP this year and our vision and mission.

Ms. Meyerson provided an update on construction and facilities, including a potential purchase and sale agreement for the middle school. Ms. Cecala moved to authorize its representative, Ms. Meyerson, to proceed with signing the Purchase and Sale Agreement once negotiations are complete. Mr. Dang seconded. Motion carried unanimously (Mitchell, Breecher, Cecala, McManus, Kennedy, Dang, Carroll and Crone voting aye).

The board also discussed potential architects for the middle school property. Ms. Cecala moved to authorize its representative, Ms. Meyerson, to select Carhuff & Cueva as the architect for the Middle School Property. Mr. Dang seconded. Motion carried unanimously (Mitchell, Breecher, Cecala, McManus, Kennedy, Dang, Carroll and Crone voting aye).

**Agenda Item: Board Officer Election**

Mr. Dang moved that the following persons shall be, and hereby are, elected to serve as the officers of the Board until the next annual meeting of the Board or until their successors are duly elected or appointed and qualified:

* Board Chair: Charles Mitchell
* Vice Chair: Cassie Breecher
* Treasurer: Katherine Cecala
* Secretary: Kelly McManus

Ms. Carroll seconded. Motion carried unanimously (Mitchell, Breecher, Cecala, McManus, Kennedy, Dang, Carroll and Crone voting aye).

**Agenda Item: Board Strategic Planning**

Ms. Breecher led the board in a discussion of VCP’s strategic plan.

**Agenda Item: Other Business**

There was no other business.

There being no further business to be transacted, and upon motion duly made, seconded, and approved, the meeting was adjourned at 11:57 a.m.

Dated and posted this 15th day of August, 2019.

Respectfully submitted,

Kelly McManus, Secretary