



CENTER FOR ACADEMIC SUCCESS, INC. (CAS)  
BOARD OF DIRECTORS MEETING  
Minutes

Monday, February 19, 2018, 9:15 a.m.

Center for Academic Success  
Conference Room  
900 Carmelita Drive, Sierra Vista, AZ 85635

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**Members Present**

Doris Tolbert  
Hank Huisiking  
Robert Yancey  
George Self

**Members Absent**

**Staff Present**

Vada Phelps  
Michelle Huff  
Marcela Munguia  
Stephen Huff  
Ana Polakowski  
Rachel Goodman

**Staff Absent**

**A. Meeting Called to Order at 9:15 a.m. Pledge of Allegiance recited.**

**B. Roll Call taken by Ana Polakowski, Quorum Present**

**C. Action Item:** To Approve February 19, 2018 Agenda

**Motion to Approve:**

George Self

**Seconded:**

Robert Yancey

**Approved:**

Unanimously

**D. Action Item:** To Approve January 22, 2018 Minutes

**Motion to Approve:**

Robert Yancey

**Seconded:**

George Self

**Approved:** Unanimously

**E. Action Item:** To Approve January 2018 Expenditures

**Motion to Approve:** George Self  
**Seconded:** Robert Yancey  
**Approved:** Unanimously

**F. Principals' Reports**

**Sierra Vista CAS Report**

Mr. Huff reported one new hire and one staff resignation. Student enrollment numbers are still increasing, particularly at the high school. Mr. Huff and Mr. Oh! attended the "Learning and the Brain Conference" in San Francisco last week, and brought back information about inspiring creativity in our students.

Elementary students in the National Honors Society requested that a "Friendship Bench" be installed in the playground. Students will be encouraged to sit on the bench when they are in need of a friend, so that NHS members will know to come up and introduce themselves to the lonely student.

The Board suggested that some of the science fair winners present their projects at an upcoming meeting. They were also interested in inviting Ms. Toepfer to speak to the Board about the National Honors Society chapters she leads at CAS.

**Douglas CAS Report**

Ms. Munguia reported that Vice Principal, Mr. Loucks, conducted a security review of the Douglas campuses. They determined that the high school campus was most vulnerable, and addressed it with a new policy of locking the outer doors and installing a buzzer system to allow guests into the building. All campuses now have nightlocks installed on doors in case of a lockdown. An intercom system was also installed for use during emergencies.

The Douglas schools will no longer hold a Spirit Week, due to the disruption it causes to academics. Celebrations will be kept to a single day so that classes may stay focused on learning.

**G. Executive Director's Report**

Ms. Phelps reported that CAS will officially own the Elementary School building in Douglas in about thirty days. She took a design/build company down to see the campus and give a rough estimate of the scope and feasibility of the construction project. The Request for Proposals will be posted in the near future to collect bids for the project.

Ms. Phelps brought a discussion of the school bonds to the Board in order to keep them informed.

**H. Human Resources Director's Report**

Ms. Goodman reported a new hire at the Preschool in Sierra Vista. The final revisions to the Personnel Manual are almost complete. Ms. Goodman also announced that there will

be a manager's training on March 12, where she will be reviewing policies with managers and staff from CAS and Arizona@Work.

**I. Board Announcements & Public Comments:** No public comments were offered.

**J. Next Meeting:** March 19, 2018  
9:15 a.m.  
CAS Conference Room, Sierra Vista, AZ

**K. Adjourned at 10:40 a.m.**