



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

Members Present

Doris Tolbert
Hank Huisking
Robert Yancey
George Self

Members Absent

Staff Present

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

Staff Absent

Middle School students Kristie Lang and Ayden Ruoff presented on their science fair projects. Mrs. Toepfer spoke about the National Honors Society chapters she started at CAS.

- 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 March 19, 2018 Agenda

Motion to Approve:

Seconded:

Approved:

Hank Huisking

Robert Yancey

Unanimously

D. Action Item: To Approve February 19, 2018 Minutes

Motion to Approve: Robert Yancey
Seconded: Hank Huisking
Approved: Unanimously

E. Action Item: To Approve February 2018 Expenditures

Motion to Approve: Robert Yancey
Seconded: Hank Huisking
Approved: Unanimously

F. The Board reviewed the FY 2017 Audit. CAS remains a low-risk auditee with no findings for FY 2017.

G. Principals' Reports

Douglas CAS Report

Ms. Munguia reported that Cochise College came to speak to the high school seniors about their futures. Cochise College in Douglas is offering a deal for students who are enrolled full time that includes free dorm housing. Douglas CAS will have formal A.L.I.C.E training this summer to make sure staff are equipped to handle an active shooter situation.

Sierra Vista CAS Report

Mr. Huff presented on his written report, including recent Chalk Talks published in the Sierra Vista Herald. A school counselor from Buena High School sat down with Administration to discuss student mental health issues and methods to handle them.

H. Executive Director's Report

Ms. Phelps gave an update on the closing on the elementary school building in Douglas. She suggested setting up a day-long retreat for members and staff to update the CAS Board by-laws and discuss governance issues.

I. Human Resources Director's Report

Mrs. Goodman reported on the Manager's Refresher Course last week. Feedback from staff is showing that the meeting was very informative. New employee hire updates were included in her written report.

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

K. Next Meeting: April 16, 2018
9:15 a.m.
CAS Conference Room, Sierra Vista, AZ

L. Adjourned at 11:15 a.m.