



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

Monday, June 25, 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 Huisking  
Robert Yancey  
George Self

**Members Absent**

**Staff Present**

Vada Phelps  
Michelle Huff  
Stephen Huff  
Kathy Hall

**Staff Absent**

Marcela Munguia  
Rachel Goodman

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

**B. Roll Call taken by Kathy Hall, Quorum Present**

**C. Action Item:** To Approve June 25, 2018 Agenda

**Motion to Approve:**

**Seconded:**

**Approved:**

Robert Yancey

Hank Huisking

Unanimously

**D. Action Item:** To Approve May 14, 2018 Minutes

**Motion to Approve:**

**Seconded:**

**Approved:**

Hank Huisking

George Self

Unanimously



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

<b>Motion to Approve:</b>	George Self
<b>Seconded:</b>	Hank Huisking
<b>Approved:</b>	Unanimously

**F. Action Item:** To Approve the FY19 Proposed Budget

Prior to taking a vote, Mrs. Huff highlighted a few important key line items in the Proposed Budget. Due to recent legislation, giving us extra funding for teacher Salaries. We are required to report to ADE, and post on our website, teacher salaries now and what they will be for the next school year. CAS is projecting an 8% increase in teacher salaries and a 3-5% increase for paraprofessionals and support staff. The FY19 Proposed Budget is based off maximum number of student enrollments (1200). The FY19 Proposed Budget will be adopted at the July board meeting.

<b>Motion to Approve:</b>	George Self
<b>Seconded:</b>	Hank Huisking
<b>Approved:</b>	Unanimously

**G. Principals' Reports**

**Sierra Vista CAS Report**

Mr. Huff presented on his written report and announced that the enrollment numbers had increased by 47 students. His new enrollment count is 513 students. A radio campaign started today (6/25/18) with a local station focusing on 7<sup>th</sup>-12<sup>th</sup> grade students and engineering program. Enrollment goal is 630 for K-12. Summer school for morning program (Title I) is steady at 132 attendees. The afternoon enrichment program is averaging 121 attendees with 22 summer interns. Due to the new academic day that will include more recess time; shades and play area improvements are being expedited. Mr. Huff reported on internal staff changes and new hires campus wide starting in July & Aug. Six of the 8<sup>th</sup> grade students earned HS Algebra credit from Ms. Scherr's class. Honors and additional language classes are planned to be offered in before and after school for motivated students.

**Douglas CAS Report**

Ms. Munguia was unable to attend the meeting. The written report that she provided was read by the Board. Enrollment counts are 569 and summer school enrollment attendance is averaging 264. Summer school program is running for three weeks this year.



## H. Executive Director's Report

Ms. Phelps reported that she had two bidders for the CAS Douglas construction project. Request for Proposals will be opened today, 6/25/18. Construction and modifications to Douglas campus are coming along successfully. December 2018 (Christmas Break) is the goal for construction to be complete at the Elementary school. Ms. Phelps reminded the Board of the upcoming Southwest Charter Convention, Sept 26-28 at the Talking Stick Resort in Phoenix.

## I. Human Resources Director's Report

Mrs. Goodman was unable to attend the meeting. She provided a written report that was read by the Board. Ms. Phelps reported that Mrs. Goodman is working with the homeless program in Bisbee by facilitating *Sexual Harassment* awareness for residents and staff.

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

Hank Huisiking announced that the Rotary Club will be delivering dictionaries to the third grade students. They are looking to recruit about fifteen 10<sup>th</sup> – 12<sup>th</sup> grade students for the Leadership Camp in Prescott, AZ over the MLK holiday. The Rotary Club funds about three students per year for the camp.

George Self announced that Cochise College will have a Police Academy/ Law Enforcement Training program this fall at their Douglas campus. They are currently working with Yuma, Santa Cruz, Greenlee and Graham counties.

Ms. Phelps announced that the Arizona@Work was one of four recipients for the Sheriff's Ride grant. It will help fund youth going through the training program that may not be economically disadvantaged.

**K. Next Meeting:** July 9th  
9:15 a.m.  
CAS Conference Room, Sierra Vista, AZ

**L. Adjourned at 10:38 a.m.**