



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

Monday, July 9, 9:15 a.m.

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

Members Present

Doris Tolbert
George Self

Members Absent

Hank Huisking
Robert Yancey

Staff Present

Vada Phelps
Michelle Huff
Stephen Huff
Rachel Goodman
Kathy Hall

Staff Absent

Marcela Munguia

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 July 9, 2018 Agenda

Motion to Approve:

George Self

Seconded:

Doris Tolbert

Approved:

Unanimously

D. Action Item: To Approve June 25, 2018 Minutes

Motion to Approve:

George Self

Seconded:

Doris Tolbert

Approved:

Unanimously



E. Action Item: To Approve June 2018 Expenditures

Motion to Approve:	George Self
Seconded:	Doris Tolbert
Approved:	Unanimously

F. Action Item: To Approve the FY18-19 Adopted Budget

Motion to Approve:	George Self
Seconded:	Doris Tolbert
Approved:	Unanimously

G. Principals' Reports

Douglas CAS Report

Ms. Munguia was unable to attend the meeting. The written report that she provided was read by the Board. Ms. Phelps added that her current enrollment counts are over her goal of 600. She is currently at 638 campus wide.

Sierra Vista CAS Report

Mr. Huff reported that since his last report (6/25/18) he has increased enrollment by 64 students. He is currently at 534 enrollments and plans to meet his target goal of 630 by first day of school. Renovations on the outside play areas are wrapping up and all should be complete by this week 7/13/18. The Summer school and Intern program received accolades in the SV Herald in the June 27, 2018 edition. New hires and interviews are still taking place but most positions have been filled. Large number of qualified candidates/ resumes are coming from the Indeed website. Board members noticed the increase in the 8th grade student enrollment counts. Mr. Huff stated that he feels that we have many positive avenues that target 7th – 12th grade students (engineering program, radio ads, more classrooms, word of mouth and new families moving to the area). CAS SV will attend the Back to School Fair at the SV Mall this weekend 7/14/18.

H. Executive Director's Report

Ms. Phelps reported that she had two bids for the construction on the Douglas schools. The estimates came in around \$757,000 close to what was budgeted for the project. Most of the painting has been completed and the roof at the elementary building is done. The old furnaces have been removed. Ms. Phelps reported that O&M spending has increased this year but will even out once all construction projects are complete.



I. Human Resources Director's Report

Mrs. Goodman reported that her attendance at the annual SHRM conference in Chicago was a valuable experience. She met the CEO of SHRM along with many Board members. Mrs. Goodman felt that the conference was next level and that the Keynote speakers were inspiring and motivational. She would like to attend again in 2019. Mrs. Goodman would like to incorporate a follow up for all new hires within the 60 day window as a "Check-in" to reduce turnover. She is currently assisting the principals with current openings and new hire paperwork. Mrs. Goodman is looking for different avenues to promote job openings. We are advertising through Indeed, SV Herald, Facebook/CAS website and In Gear (featured employer) presentation on July 19th to military spouses.

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

Mrs. Phelps proposed a meeting location change for September 17th scheduled to be in Douglas. She proposed to have February 2019 meeting be at the Douglas Elementary Bldg so all members would have an opportunity to tour the newly renovated campus. New meeting schedule will be sent out to all Board members.

K. Next Meeting: August 20th 9:15 a.m. CAS Conference Room, Sierra Vista, AZ

L. Adjourned at 10:05 a.m.