



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

Monday, August 20, 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

Members Absent

George Self

Staff Present

Vada Phelps
Michelle Huff
Stephen Huff
Marcela Munguia
Rachel Goodman
Kathy Hall

Staff Absent

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 August 20, 2018 Agenda

Motion to Approve:

Seconded:

Approved:

Robert Yancey

Hank Huisking

Unanimously

D. Action Item: To Approve July 9, 2018 Minutes

Motion to Approve:

Seconded:

Approved:

Doris Tolbert

Hank Huisking

Unanimously



E. Action Item: To Approve July 2018 Expenditures

Motion to Approve:

Hank Husiking

Seconded:

Robert Yancey

Approved:

Unanimously

The Board raised a question about the July 2018 check registry. Page 1 on July 2nd a transfer of \$51,000 to an unknown account. Mrs. Huff informed the Board that the above amount is set aside for health insurance claims. A discussion among the Board followed about the typical claim and monthly payouts.

G. Principals' Reports

Douglas CAS Report

Ms. Munguia reported that her enrollment has increased to 688 which is above what is reported on her submitted report. 189 of those students are in High School (9th – 12th). Kinder is at its maximum enrollment of 34 due to spacing in the current facilities. The ALICE training was a huge eye opener for the staff. She reported that the experience was scary, informative and empowering. The new information that was learned by the staff will be added to their lockdown policies and procedures. If employees would like to attend an ALICE training, there are three opportunities in the Sierra Vista area at no charge. The trainings are administered by the Cochise County Sheriff's Office and the Sierra Vista Police Department. Ms. Munguia reported that they have partnered with the Quality Schools Program. They will be focusing on getting the elementary school out of school improvement status. They will be coaching and training the staff and leadership on effective teaching, observations, lesson plans, delivery and many other valuable topics. New programs and testing measures have been plugged into the student's schedules to help prepare for this year's state testing. The schools improvement plan was shared with parents at the Open House event. Parents and staff are all on board and up to the challenge.

Sierra Vista CAS Report

Mr. Huff presented on his written report including current Chalk Talk articles. Enrollment numbers are high and still accepting new enrollments for certain grade levels. This year's enrollment has exceeded enrollment numbers from previous years. The expansion of six new classrooms was absorbed by adding in three First grade classes and three Fifth grade classes. Experiencing an increase in middle and high school enrollments. Brought in two Science teachers at the middle school, added foreign language classes (Latin / Russian). In the market for full time substitutes, close to fully staffed. Mr. Huff reported on the Maker Space program brought to CAS by Mr. Ofstedahl. The Board is interested in seeing how the program works and some of the items created by students. Mr. Huff mentioned that



once the program is fully functioning that the Board would take a field trip to see the Maker Space classroom. The Open House event on August 8th was a huge success with all three buildings packed with students, parents and new enrollments. Thanks to the teachers and staff for all their hard work. All of the classrooms, bulletin boards and hallways looked inviting to welcome in a new school year. The school will be purchasing a new digital PBIS (Positive Behavior and Incentive Support) program, coming soon. We will be the only school who will be utilizing the digital format. The program was brought to the school by Mrs. Toepfer and Mr. Jolly to assist in rewarding positive behavior. The program will be instituted campus wide (K-12). A store will be put together for students to cash in their reward points for items with CAS logo, purchased items (Walmart), ice cream/ pizza, etc.

H. Executive Director's Report

Ms. Phelps invited the Board to review the Douglas elementary campus blue prints to discuss the plans for the new construction. Ms. Phelps mentioned that a park was mistakenly added to the deed, however, they are working to get the issue resolved. A new cafeteria area along with 5 new classrooms and handicap bathrooms are being added for around \$350,000 to the construction plans. According to the construction company, the completion date will be in February 2019. Next years' budget item will include new camera security systems for both Sierra Vista and Douglas campus'.

I. Human Resources Director's Report

Mrs. Goodman presented on her written report. She announced that she will have completed the yearly required trainings for the CAS Douglas staff by Friday, August 24th and the CAS Sierra Vista staff trainings have all been completed. She has been busy with assisting the principals with new hires and new hire paperwork. Assisted in hiring staff for AZ@Work and will be providing Sexual Harassment training. Finalizing the performance review forms for Martiza so she can perform her annual staff reviews. Mrs. Goodman reported that she will be assisting with implementation of a Cadre group. Teachers mentoring teachers, effectiveness of teachers through observation and feedback. She is rolling it out at the Sierra Vista campus but after the cycle is complete she will open it up to the Douglas campus.

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

Mrs. Phelps announced that the October meeting had been changed to Oct 8th as noted on the meeting schedule due to budget deadline.

Mrs. Huisking announced that Brown Canyon Ranch is hosting their school age programs for the 4th and 5th grade students. It will be on Tuesdays and Wednesdays for the months of September and October. It is part of the state history curriculum and the students will learn ranch skills, adobe brick making, nature, house history, song and poem. She will email the letters and information to the principals to get to the 4th and 5th grade teachers.



K. Next Meeting: September 17
9:15 a.m.
CAS Conference Room, Sierra Vista, AZ

L. Adjourned at 10:45 a.m.