



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

Monday, September 17, 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 Absent**

**Staff Present**

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

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

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

*President, Doris Tolbert read the Conflict of Interest statement.*

**C. Action Item:** To Approve September 17, 2018 Agenda

**Motion to Approve:**

**Seconded:**

**Approved:**

Robert Yancey

George Self

Unanimously



**D. Action Item:** To Approve August 20, 2018 Minutes

<b>Motion to Approve:</b>	Robert Yancey
<b>Seconded:</b>	Doris Tolbert
<b>Approved:</b>	George Self – abstained from voting (not at the last meeting)

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

<b>Motion to Approve:</b>	George Self
<b>Seconded:</b>	Robert Yancey
<b>Approved:</b>	Unanimously

**F. Discussion Item:** CAS Board Retreat

Ms. Vada Phelps opened discussion to the Board about this year's CAS Board Retreat. A few of the agenda items would include updating the By-Laws and adding a fifth person to the Board. The Board suggested having a representative from the ASBCS or ADE to discuss changes or upcoming issues that will impact charter schools. Ms. Phelps will check with her contacts for a few possible dates and times they would be available. The Board discussed doing a half day retreat at an off- site location.

## **G. Principals' Reports**

### **Sierra Vista CAS Report**

Mr. Huff presented on his written report including current Chalk Talk articles. He announced a staff change, Mr. Dean Jolly resigned in August as Dean of Academic Support Services and Counselor. The majority of his job duties have been absorbed by other staff members. Enrollment numbers are slightly down due to 10-day withdrawals. The 9/11 Ceremony was well attended by parents and invited guests. Mr. Young did a nice job with organizing the event along with Mrs. Dokken. The CAS PULSE choirs sang beautifully and the students were all well behaved during the ceremony. During Fall Break a shade for the new play area will be installed. Mr. Huff and Mr. Loucks are currently getting bids to purchase a new school van. Free rebuilt laptops were donated to the schools (SV and Douglas) from Mesa Community College. The CAS Solar Go-Kart team is growing, they have 3 teams this year with one being the first all-girls team. They are totaling 25 club members. The Student Council held a Welcome Back fundraising event at Peter Piper Pizza in Sierra Vista. Mr. Huff reported that it a huge success and well attended by CAS families. Peter Piper facilitated games, contests and gave each student 5 free tokens for attending. The unused play area behind the K-2 building has potential to become a brain break area for students.



### **Douglas CAS Report**

Mrs. Munguia reported that they are organizing the ALICE training for the parents and students sometime before the end of October. The Quality Schools Program is working with the teachers and staff to provide coaching, feedback and valuable tools to assist with their school improvement plan. Mrs. Munguia will be meeting with staff to develop a new “10 on 10” program. A teacher/staff member reaching out to a student for 10 minutes a day to develop a relationship. The SV campus has been using this program for the last two years with positive feedback from the staff and students.

A parent meeting was held on September 6<sup>th</sup> for those with Tier 3 fourth and fifth grade students. Sixty out of 130 students were reported to need additional computational skills tutoring. The parents were offered to extend the students school day for tutoring and also attend a weekly Math Night. K-12 students are working on getting their projects and field trips to the Douglas Cochise County Fair. The CAS Douglas campus held their yearly Mexican Fiesta on September 12<sup>th</sup> where 50 certificates were presented to those staff members that have been employed for 5 years or longer.

### **H. Executive Director’s Report**

Ms. Vada Phelps reported on the construction and remodeling taking place at the elementary building in Douglas. Projected completion date is February 2019.

### **I. Human Resources Director’s Report**

Mrs. Goodman presented on her written report. She also announced that we have a recent hire from the “In Gear” (Ft. Huachuca recruiting) at CAS –SV that started on September 17<sup>th</sup> as a long- term substitute. “In Gear” will be holding their October meeting at the CAS- SV campus. Mrs. Goodman has been scheduling her entry interviews for 13 new employees. Her training at the Ecoasis- Cultural Diversity and Inclusion Training for staff and residents was well received by all. Mrs. Goodman along with a few new staff members will be attending the October 25<sup>th</sup> ALICE training at the Rothery. Ms. Phelps and Mrs. Goodman attended the SHRM training in Tucson. The topic was on customer service. They took away several ideas to implement with staff members.

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

Ms. Phelps announced that the October meeting had been changed to Oct 8<sup>th</sup> as noted on the meeting schedule due to budget deadline. She also invited the Board members to the AZ Town Hall meeting on November 7<sup>th</sup> – 10<sup>th</sup> the topic will be “Criminal Justice in AZ”.

**K. Next Meeting:** October 8th  
9:15 a.m. CAS Conference Room, Sierra Vista, AZ

**L. Adjourned at 10:43 a.m.**