



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

Tuesday, January 22, 2019, 9:15 a.m.

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

Members Present

Hank Huisking
Robert Yancey
George Self

Members Absent

Doris Tolbert

Staff Present

Vada Phelps
Julianna Toepfer
Rachel Goodman
Gwynn McWhite
Carmen De La Vega
Kathy Hall

Staff Absent

Michelle Huff
Stephen Huff
Marcela Munguia

A. Meeting Called to Order at 9:17 a.m. Pledge of Allegiance recited.

B. Roll Call taken by Kathy Hall, Quorum Present

Treasurer, Robert Yancey read the Conflict of Interest statement.

C. Action Item: To Approve/Disapprove January 22, 2019 Agenda

Motion to Approve:

George Self

Seconded:

Robert Yancey

Approved:

Unanimously



D. Action Item: To Approve/Disapprove November 19, 2018 Minutes

Motion to Approve: George Self
Seconded: Robert Yancey
Approved: Unanimously

E. Action Item: To Approve/Disapprove November & December 2018 Expenditures

Motion to Approve: George Self
Seconded: Robert Yancey
Approved: Unanimously

Mr. Yancey asked a question about the *Audit Premium* expense on the financial report for November. Michelle Huff responded to the question via email to the Board on January 23, 2019.

F. Principals' Reports

Douglas CAS Report

Ms. De La Vega reported on the written report provided by Mrs. Munguia. She announced that they have started the new semester with all students returning. Ms. De La Vega added that the Before & Aftercare enrollment totals indicate students that have attended regularly for 30 days or more. Ms. Vada Phelps included that the middle school was in school improvement, however they have recently been upgraded to an A rated school. You can check their rating by going to the Department of Education Charter Schools and selecting report card to see the rating. Mr. Self asked about a replacement for the math teacher position at the high school. Mrs. Goodman stated they have received a few applications/resumes but continue to advertise on Indeed. They currently have a teacher's assistant that is working with the students until a new teacher is hired.

Sierra Vista CAS Report

Mrs. McWhite and Mrs. Toepfer reported on the written report provided by Mr. Huff. Mrs. McWhite spoke about the PBIS (Positive Behavior Interventions and Supports) program at the high school. Mrs. Toepfer spoke about the PBIS program at the K-8 bldg. The students receive points for being Safe, On task, Accountable and Respectful (SOAR). It is a nationwide program that acknowledges good behavior and is having positive effects campus wide. We purchased a one year subscription so next year will just be a renewal fee for maintenance. Mrs. Toepfer discussed the recent survey that was done by the students (3-12) grades on their teachers, classroom experience, academics and instruction. It was 20 questions and took the students about 10 minutes to complete the surveys on-line. Mrs. McWhite, as a teacher, said



that she has gained so much valuable information from the student surveys. This is the first time we have administered the surveys to students. The Read Across America event is scheduled for February 25th through March 1st. We will have guest speakers from the community to come and read books to K-5 students. A Family Literacy Night is scheduled for K-5 families on March 1st from 4 – 6 p.m.

H. Executive Director's Report

Mrs. Vada Phelps included an ALICE Training flyer, several employees will be attending in February. The 5th grade students attended a symphony event at BHS in January, several hundred fifth grade students attended from around the area. The 5th grade students made cards of their experience as a thank you for allowing the school to let them attend. The Douglas campus is in the final stages of completion of new construction at the elementary building. The contractor has installed a camera for review of the progress, snapshots are every ten minutes. The CAS audit report results were given to all board members for review. Mrs. Phelps discussed the final findings from the audit, all was declared clean and in good order. Congratulations goes to the Finance Department for all of their hardwork.

I. Human Resources Director's Report

Mrs. Goodman reported on her written report. She also included that the administrative assistant position applicants had increased to 169 with 7 phone interviews and included a rubrics with 12 questions to include in a report to Mr. Huff or the hiring manager. Ms. Cynthia Martinez was hired as the receptionist at the Sierra Vista One Stop. Ana is currently working to collect parent data to administer an on-line survey for parent feedback. Mrs. McWhite is assisting Mrs. Goodman with a new orientation training for teachers hired after the start of the school year. Mrs. Goodman is continuing to perform entry and exit interviews for staff after 6 months of hire date. This has proven to provide valuable feedback to the staff.

J. Board Announcements & Public Comments:

No other announcements or comments were made.

K. Next Meeting: Tuesday, February 19, 2019, SV Conference Room at 9:15 a.m.

L. Adjourned at 10:40 a.m.