



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

Monday, May 13, 2019, 9:15 a.m.

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

Members Present

Doris Tolbert
Hank Huisking

Members Absent

Robert Yancey
George Self

Staff Present

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

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. Mrs. Dokken and the 4th grade students performed four instrumental songs with choreography. Songs were:
- Peace like a river
 - Leroy Brown
 - Jeopardy Melody
 - Sunshine



D. Action Item: To Approve/Disapprove May 13, 2019 Agenda

Motion to Approve: Hank Huisking
Seconded: Doris Tolbert
Approved: Unanimously

E. Action Item: To Approve/Disapprove April 15, 2019 Minutes

Motion to Approve: Hank Huisking
Seconded: Doris Tolbert
Approved: Unanimously

F. Action Item: To Approve/Disapprove April 2019 Expenditures

Motion to Approve: Hank Huisking
Seconded: Doris Tolbert
Approved: Unanimously

G. Action Item: To Approve/Disapprove FY19 Revised Budget

Motion to Approve: Hank Huisking
Seconded: Doris Tolbert
Approved: Unanimously

Mrs. Huff discussed the revised budget with the board. She mentioned that they had basically realigned the adopted budget to modify the expenses to include the construction in Douglas on 3rd St. The original expense was \$750,000 but was revised to \$1.2 million due to the addition of the cafeteria. The Finance Department will be working on next year's budget to have ready to propose to the board at June's board meeting.

H. Action Item: To Approve the Certificate of Resolutions

Motion to Approve: Hank Huisking
Seconded: Doris Tolbert
Approved: Unanimously

Mrs. Vada Phelps spoke to the board about refinancing the bond issue. The Certificate of Resolutions and the Resolution of Declaring Official Intent are needed to complete the process of renewing the bond. S&P reported that specific groups within two schools are not meeting academic performance by federal standards but is not a state standard. The



state will monitor it for three years and may affect our bond rating. The bond will save the school almost a million dollars over the life of the bond.

I. Action Item: To Approve the Resolution of Declaring Official Intent

Motion to Approve:	Hank Huisiking
Seconded:	Doris Tolbert
Approved:	Unanimously

J. Principals' Reports

Douglas CAS Report

Mrs. Munguia reported on her written report. She included that her Kindergarten enrollment numbers are lower than expected but will have time to pick up new enrollments when they open up to the public on May 15th. This is the first year that the schools have used Galileo to collect data for the AZ Merit testing with the QSP program. Ms. Lupita Robles has used a “Reading Scavenger Hunt” program to help students with their reading and writing skills. It started in February and will end on May 15th, the winner of the program will be disclosed on May 15th to the school. The English teacher at the high school has been working with the students to present the “Wizard of Oz” play to the elementary and middle school students and staff on May 13th and 15th. CAS Douglas will have 24 graduates this year that will be held in Bisbee on May 28th. The AZELLA results came in last week and stated that all three campus’ are above state standards.

Sierra Vista CAS Report

Mr. Huff discussed his written report and included that they have 32 seniors this year. They expect to have 28 to graduate in May and the other 6 will graduate in December. They are currently putting together the Summer School program for K-8. 120 students have been identified and invited to the morning/ academic session. The academic portion will focus on reading, writing and math. The afternoon session will be open to all enrolled students to engage in enrichment activities. Enrollments for the elementary and middle school numbers are as expected, however, the high school enrollments are lower than normal. Teacher Appreciation went well and we appreciate the support of the community members who donated food.

J. Executive Director’s Report

The construction in Douglas at the elementary campus is coming along nicely which now has walls and windows on the new building. Graduation will be held on May 28th in Bisbee. Racing of the Sun competition was held in Tucson and the Solar Go-Kart team won several awards. Mr. Ofstedahl received two awards for his dedication and work with the Racing of the Sun competition.



K. Human Resources Director's Report

Mrs. Goodman mentioned key items on her written report. The summer intern program has begun with hiring paperwork along with training for the summer school program starting in June. She has partnered with ARIZONA@WORK, Cochise County office, Goodwill, FRG, Facebook, Indeed and DES to post positions that are open. Line Supervisor training was completed at the Douglas campus for Assistant Principals and Lead Teachers. Ecoasis trainings are continuing for new clients and staff located in Bisbee. Sent out parent surveys to obtain crucial feedback from parents on why their students attend CAS schools. Payroll Insights email to be sent out weekly to Managers and Line Supervisors to include important HR topics. Recruiting for an additional Special Education person to be based in Douglas to work in tandem with Mrs. Dewberry.

L. Board Announcements & Public Comments:

No other announcements or comments were made.

M. Next Meeting: Monday, June 17, 19 at 9:15 a.m., SV Conference Room

N. Adjourned at 11:13 a.m.