



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

Monday, July 15, 2019, 9:15 a.m.

Center for Academic Success - Cafeteria  
919 East 3<sup>rd</sup> Street, Douglas, Arizona 85607

---

**Members Present**

Doris Tolbert  
Hank Huisking

**Members Absent**

George Self  
Robert Yancey

**Staff Present**

Vada Phelps  
Marcela Munguia  
Rachel Goodman  
Johanna Scott

**Staff Absent**

Stephen Huff  
Michelle Huff

- A. **Meeting Called to Order at 9:15 a.m. Pledge of Allegiance lead by Doris Tolbert and recited by all present board members and staff.**
- B. **Roll Call taken by Johanna Scott, Quorum Present**
- C. **Action Item:** To Approve/Disapprove July 15, 2019 Agenda  
**Motion to Approve:** Doris Tolbert  
**Seconded:** Hank Huisking  
**Approved:** Unanimously
- D. **Action Item:** To Approve/Disapprove June 17, 2019 Minutes  
**Motion to Approve:** Doris Tolbert  
**Seconded:** Hank Huisking  
**Approved:** Unanimously
- E. **Action Item:** To Approve/Disapprove June 2019 Expenditures



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

**F. Action Item:** To Adopt the FY20 Proposed Budget

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

**Board members reviewed and signed the Adopted FY20 Proposed budget.**

**G. Principals' Reports**

**Douglas CAS Report**

Mrs. Marcela Munguia reported her previous pre-enrollment was 611. Her current pre-enrollment is at 662. She is receiving enrollment for new students daily. All teachers will be returning to work on July 26<sup>th</sup>. They will be focusing on moving the fourth grade classrooms to the third street building, and arranging schedules for the 9th grade students that will attend at the F Ave. building. They are waiting to hear from the 21 Century specialist on whether the school will be awarded the grant for another cycle.

**Sierra Vista CAS Report**

Mr. Stephen Huff reported his previous pre-enrollment was 516. His current pre-enrollment is at 547. He is receiving enrollment for new students daily. All teachers will be returning to work on July 24<sup>th</sup>. Breakfast will be provided by Landmark Café.

**H. Executive Director's Report**

The construction in Douglas at the elementary campus is continuing. Windows are being installed on the new building. Cabinets and countertops in the kitchen and classrooms are now installed.

**I. Human Resources Director's Report**

Mrs. Rachel Goodman, reported continuing to assist principals in filling positions in Sierra Vista and Douglas. She completed several trainings, such as the managers' one on training at CAS-SV, Arizona@Work training, and the Ecoasis' Cultural Competence and Crucial Conversations. There are several upcoming trainings scheduled for both schools and Arizona@Work. She will be assisting with other tasks, such as the new Kindle procedures, athletic participation forms, and new employee procedure manual.



**J. Board Announcements & Public Comments:**  
No other announcements or comments were made.

**K. Next Meeting:** Monday, August 19, 2019 at 9:15 a.m., 900 Carmelita Drive, Sierra Vista, Arizona 85635. Location: Conference Room.

**l. Adjourned at 11:00 a.m.**