



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

Monday, June 17, 2019, 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
George Self

Members Absent

Staff Present

Vada Phelps
Stephen Huff
Marcela Munguia
Michelle Huff – conference call
Rachel Goodman
Johanna Scott

Staff Absent

A. Meeting Called to Order at 9:15 a.m. Pledge of Allegiance lead by Robert Yancey and recited by all present board members and staff.

B. Roll Call taken by Johanna Scott, Quorum Present

C. Action Item: To Approve/Disapprove June 17, 2019 Agenda

Motion to Approve:

Robert Yancey

Seconded:

Hank Huisking

Approved:

Unanimously

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

Motion to Approve:

Hank Huisking

Seconded:

Robert Yancey

Approved:

Unanimously



E. **Action Item:** To Approve/Disapprove May 2019 Expenditures

Motion to Approve: Robert Yancey
Seconded: Hank Huisking
Approved: Unanimously

F. **Action Item:** To Approve/Disapprove FY20 Proposed Budget

Motion to Approve: Hank Huisking
Seconded: Robert Yancey
Approved: Unanimously

Michelle Huff was on the phone/conference call with the Board members.

All Board members reviewed and signed the proposed budget.

G. **Principals' Reports**

Douglas CAS Report

Mrs. Marcela Munguia gave current pre-enrollment number, total of 611 students. Parents must show their current utility bill with address in order to enroll. Promotion and graduation ceremonies were amazing! The elementary students dressed up as career professionals of their choice; such as nurses, doctors, fire fighters etc. Middle school students were given 2 tickets per family to avoid over-crowding. The promotion was a success, however attendance was low. Therefore, next year participation will operate the same as in previous year; first come basic. High school graduation was terrific! The students did a fantastic job. There were tears of joy. It was crowded with plenty of family members in attendance. The students were very respectful. The after school grant was applied for, date of notification is unknown. AZ Merit scores are in and the Douglas schools did well. Proud of students and staff!

Sierra Vista CAS Report

Mr. Stephen Huff reported his current pre-enrollment is approximately 520. He is receiving enrollment for new students daily and stated that the majority of the classes are full. Kinder is full at 40. If 4th grade continues to increase, he may have to open an extra class and have three 4th grade classes, instead of two. Graduation went well and 6 of the students were December graduates. Majority of the students already enrolled at Cochise Community College and have entered in a program/declared a major. Some of the students will be entering the Nursing, Criminal Justice, and Welding Program. One of the students' spoke of becoming a travel nurse. Approximately 4-5 joining the military. Mr. Huff shared that Jeff Ofstedahl was presented as the Air Force Teacher of the Year by the Air Force Association. Mr. Ofstedahl was awarded an Air Force pen. Then he briefly discussed AZ



Merit scores, addressing technological issue. He is looking at purchasing desktop computers, and revamping the curriculum. Also, waiting on students' individual scores, to get a better view of strengths and weaknesses, as well as hiring educators that are strong in math and rewarding students for academic achievement. This summer he hired 21 high school students using \$23,000 from the 21st Century Grant to pay the students wages.

H. 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. Contractors are sheet rocking, putting the cabinets and countertops in the kitchen and classroom. Currently, getting bids for the wiring/electrical. Janitorial service will be fulfilled in-house. Independent contractors are being sought. Janitorial duties expanded among the staff. Horhay (Jorge) is currently doing janitorial duties. May need to hire 1-2 more people. Rachel Goodman went to OSHA training that was needed to assist with occupational safety and health requirements. She is continuing to work with the city of Douglas on the park issue. The goal is to maintain the park. CAS holds the Deed of Trust. The benefit of owning the park is using it for a playground for the students. The Gazebo needs reroofing. Cracks in structure need to be repaired/filled. Electric need to be turned on. There is a consensus on things that will be purchase for the schools, such as equipment and supplies. CO is planned to be given in July. Next meeting will be in Douglas at the elementary school on July 15, 2019 so that tour can be given of the school. George Self, Steve and Michelle Huff will be unavailable for the July 15th meeting.

I. Human Resources Director's Report

Mrs. Rachel Goodman, stated she processed 30 interns for CAS-SV campus. The process included all paperwork and some culinary training. Coordinated with Mrs. Dewberry and Mrs. Tolpher on procedures etc. Reported Vickie Seaver was hired for the Douglas and Sierra Vista Campus to service the Exceptional Student Department/Special Education. Vickie will be stationed at the Douglas campus. Also hired 1 new teacher assistant. Teacher performance evaluations are almost complete. Principals will be working on the evaluations of the teacher assistants. Hopefully all will be wrapped up in the next 3 weeks. Special emphasis has been placed on identifying areas of strength and improvement, making sure all employees reach their full potential. Conversation with all managers/principals regarding employee procedures has been beneficial. Everyone was receptive to the conversation. Recently completed the sexual harassment training for Ecoasis. They have requested a Cultural Diversity training as a crucial conversation for them. She attended the Equal Opportunity Annual Training. It was suggested to have a separate training for the line supervisors, to teach them how to maintain an effective working environment; also emphasized meeting one on one or as a smaller group may be best for getting employees to attend or when having scheduling conflicts. Next, Mrs. Goodman discussed working on open and merit based personnel practices, such as avoiding



conflict of interest (Nepotism), and following chain of command. Then proposed to do an HR 101 for Business Partners at \$25 an hour before next Equal Opportunity audit. She will be attending the Society of Human Resource Management Conference also known as (SHRM). Mrs. Goodman has been selected to sit on the Committee of Practitioners (COP) through ADE (Title 1). COP informs on things that may be handed down from a Grant stand point through ADE. She attended OSHA training 30 hours; received OSHA card. Training was needed to assist with occupational safety and health requirements. In addition, she sent out a survey for Sierra Vista CAS. The focus and title was **“Why do families bring their children to CAS?”** Survey reviewed with the Board. The overall responses were great! A suggestion was made to do survey during Open House and to send a note home with students to remind parents to complete the survey. CAS-Douglas will be surveyed after discussing the best way to target student population.

J. Board Announcements & Public Comments:

No other announcements or comments were made.

K. Next Meeting: Monday, July 15, 2019 at 9:15 a.m., 919 East 3rd Street Douglas, Arizona 85607. Location Elementary School Cafeteria. Phone (520) 805-6000

l. Adjourned at 11:05 a.m.



Monday, July 15, 2019

9:15 AM

Board Meeting Directions

Location: 919 East 3rd Street Douglas, Arizona 85607

Location of Meeting: Elementary School Cafeteria

Phone (520) 805-6000

Via East Highway 80

1hr 7min

51.5mi

Est. fuel cost: \$4.02

Current Traffic: Moderate

Leave Home at 7:30 AM

- Start out going west on Carmelita Dr. toward N 7th St.
Then 0.05 miles
 - Turn left onto N 7th St.
Then 0.25 miles
 - Turn left onto E Fry Blvd.
 - Stay straight to go onto E Highway 90/AZ-90.
Then 14.78 miles
 - Turn right onto W Highway 80/AZ-80. (Heading into Bisbee)
W Highway 80 is 0.1 miles past The Thomas Ranch Rd
Then 10.23 miles
 - Enter next roundabout and take the 3rd exit onto E Highway 80.
Then 21.05 miles
 - E Highway 80 becomes US-191 S/AZ-80.
Then 1.47 miles
 - Turn right onto N Pan American Ave/US-191 S.
N Pan American Ave is just past N H Ave
Then 0.91 miles
 - Turn left onto E 3Rd St.
E 3Rd St is just past E 4th St
Then 0.68 miles
- Destination: 919 E 3rd St, Douglas, AZ 85607; is on the right.**