



# Center For Academic Success, INC. (CAS)

## Board of Directors

900 Carmelita Drive  
Sierra Vista, Arizona 85635

### Minutes

Monday, September 16, 2019  
9:15 A.M.

#### **Members Present**

Doris Tolbert  
Hank Huisking  
Robert Yancey

#### **Members Absent**

George Self

#### **Staff Present**

Vada Phelps  
Marcela Muniga  
Julianne Toepfer  
Terri Dewberry  
Johanna Scott

#### **Staff Absent**

Stephen Huff

- A. **Called to Order:** Meeting called to order at 9:15 A.M. Pledge of Allegiance lead by Doris Tolbert and recited by all board members and staff.
- B. **Roll call :** Taken by Johanna Scott, Quorum Present.
- C. **Action Item:** To Approve/Disapprove September 16, 2019 Agenda.  
**Motion to Approve:** Doris Tolbert  
**Second:** Hank Huisking  
**Approved:** Unanimously
- D. **Action Item:** To Approve/Disapprove July 15, 2019 Minutes. August meeting canceled.  
**Motion to Approve:** Doris Tolbert  
**Second:** Robert Yancey  
**Approved:** Unanimously
- E. **Action Item:** To Approve/Disapprove July and August 2019 Expenditures.  
**Motion to Approve:** Doris Tolbert  
**Second:** Hank Huisking  
**Approved:** Unanimously
- \*Final Budget will be presented in October*
- F. **Action Item:** To Adopt Section 504 and Sign Policies and Procedure Document.  
Mrs. Terri Dewberry reviewed Section 504 Policies and Procedures with the Board. Also explained the difference between a 504 and an IEP.



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Continue F. Action Item: To Adopt Section 504 and Sign Policies and Procedures.

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

### G. Officer's Report:

#### Principal's Report:

**Marcela Munguia – CAS Douglas:** Held a ribbon cutting ceremony for new addition to building. 4<sup>th</sup> graders are now in new building. Enrollment is up and continuing to grow. Currently there is two 6<sup>th</sup> grade classes that are self contained. Looking into dual enrollment credit for high school students. Using 21<sup>st</sup> Century Grant to begin Bedore and afterschool services and enrich other programs. Students are preparing to enter the Douglas County fair with their artwork. Junior and Seniors will be attending a job fair at the Mexican Counselate and tour Cochise College. Educators are participating in Professional Development every Friday. Dr. Derrick presented on the importance of the "Lead Teacher" and how the staff can save a failing school. Everyone has to pull the wagon at the same time.

**Julianne Toepfer – CAS Sierra Vista:** Enrollment is up. There is an active waiting list. 3<sup>rd</sup> Grade is at it's capacity. The teachers have selected committees to enrich the school and assure accuracy and consistency of instruction and Best Practices within education. Boys and girls are equally interested in the programs provided such as: Underwater Robotics, Environmental Engineering and Music... School held 911 Flag Ceremony. Officer Boutte from the Sierra Vista Police Department attended with a host of local Fire Departments. Mr. Ofstedahl and Mrs. Doran's Environmental Science class was recognized by Mayor Rick Mueller for their study on the San Pedro River. Century 21 funds will be used to expand school programs. Kindergarten through 3<sup>rd</sup> grade are using Dibels Reading Program. Great turn out for Movie Night that was held on Sept. 13. State Board of Education set the framework for measuring educators effectiveness. Administrators are in the process of revamping evaluation tool. Teachers can debate the process but not the evaluation.

*\* Mr. Ofstedahl presented the Environmental Science Project to the Board and displayed Charts that will be framed and displayed somewhere for public viewing. (TBA)*



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### Executive Director Report:

**Vada Phelps** – Reviewed construction of the new school from the beginning of process to the end: plumbing, electrical-wiring, cracks-concrete, skylights, windows-non breakable, night lights, janitorial sinks, cafeteria, closets and storage, tree removal...Discussed closing of campus refinancing, article on Arizona parents wanting school choice and support of charter school and upcoming Achieve 60 Roundtable with Cochise County Superintendent, Jacqui Clay.

**Human Resource** - Rachel Goodman assisted with the recruiting and hiring of several teachers, assistants, administrative assistants in both Douglas and Sierra Vista, Attended training “Maximizing the Role of the Principal Supervisor, delivered new employees manuals, provided new policy updates for employee signatures, provides facility maintenance management assistance to Douglas campus etc..Future Efforts will include FERPA training, tracking 2019-2020 employee trainings and training executive assistant Johanna Scott on various HR functions.

- H. **Board Member Announcements / Call to the Public** – No announcements or public comments
- I. **Next meeting** : Monday, October 14, 2019 at 9:15 A.M., SV Conference Room
- J. **Meeting Ajourn**: 11:30 P.M..