



# Center for Academic Success, INC. (CAS)

Board of Directors  
900 Carmelita Drive  
Sierra Vista, Arizona 85635

## Minutes

Monday, January 13, 2020

9:15 A.M.

### Members Present

Doris Tolbert  
Hank Huisiking  
Robert Yancey  
George Self

### Staff Present

Vada Phelps  
Carmen de la Vega  
Stephen Huff  
Michelle Huff  
Rachel Goodman  
Johanna Scott

- A. Called to Order:** Meeting called to order at 9:15 A.M.
- B.** Pledge of Allegiance lead by Stephen Huff and recited by all board members and staff.
- C. Roll call :** Taken by Johanna Scott, Quorum Present.
- D. Action Item:** To Approve/Disapprove January 13, 2020 Agenda.  
**Motion to Approve:** Robert Yancey  
**Second:** George Self  
**Approved:** Unanimously
- E. Action Item:** To Approve/Disapprove November 18, 2019 Minutes.  
**Motion to Approve:** George Self  
**Second:** Robert Yancey  
**Approved:** Unanimously
- F. Business / Finance: Review November 2019 Revenue / Expenditures.**
- The next large expense coming up will be for Sierra Vista campus security cameras. Previously waiting on bids. Security One on One will begin job this week.
  - Audit complete by auditors. No negative findings.
- G. Business / Finance: Review December 2019 Revenue / Expenditures.**
- Construction complete for Douglas elementary campus.
  - Fence will be installed by Friday, January 17, 2020
  - Next, the High school is due to have some needed improvements.
- H. Officer's Report:**



## Monday, January 13, 2020 Minutes Continue

### Principal's Report:

**Carmen de la Vega – CAS Douglas:** Carmen sat in for Mrs. Munguia who was attending a conference. Enrollment is still up with a total of 630 students and 125 students using the 21<sup>st</sup> Century Grant. Both elementary and middle school students participate in The 21<sup>st</sup> Century Grant program that allow them to expand school programs.

**Stephen Huff – CAS Sierra Vista:** Enrollment is up. Currently, 541 students are enrolled. CAS Care SECAS has 247 on average enrolled and CAS Care SCAS has a total of 37.

**Highlights were:** The Kindergarten Christmas Program, their Sock Hop Dance and visit from Santa! The choir students performed caroling outside of Safeway. The Key and Builder's Club helped the Kiwanis Club make and sell popcorn at the Christmas Parade to raise money for scholarships for the high school students. Club NaNoWriMo is looking forward to attending camp in April. The novelist wrote a total of 34, 898 words during the month of November. In addition, the 2<sup>nd</sup> Annual Science Fiction Fair was held. Students speculated on, "What would happen if the Earth's Magnetic Poles flipped?" Great things are continuing to happen at Both CAS campuses.

### I. Human Resource:

**Rachel Goodman** stated the HR Department is continuing to assist with the **recruiting and hiring for both Campuses.**

- Sierra Vista campus has hired a substitute teacher and 5 student workers for aftercare.
- CAS Douglas has employed 2 high school teacher's aides, 2 high school student aides, 1 food service person, 2 middle school teacher's aide, and 1 high school English teacher.

**Upcoming training** for new employees hired after August 1, 2019 are:

- EEO training
- FERPA
- Blood Borne Pathogen

Current Efforts are:

- Facilitation open enrollment for medical and dental
- Assisting with the Mid Year Performance Evaluation Forms
- Creating a Teacher Certificate Binder
- Creating SOP for Human Resource Department



## Monday, January 13, 2020 Minutes Continue

### **J. Executive Director Report:**

#### **Vada Phelps – Welcomed the Board members for the New Year!**

- Shared with the Board articles on Arizona Success with Charter Schools, Public Charter School Academic Growth and Performance, and additional accountability measures approved in 2019.
- She discussed the Stock Inhaler Training that will be presented at the Innovation in Education conference on January 24, 2020.
- Gave Cochise County Superintendent Clay kudos for her efforts in trying to improve our Educational system and the good things she is doing.

### **K. Board Member Announcements**

- Hank Huisiking will bring dictionaries by the end of the month, that are donations of the Rotary club.

### **L. Call to the Public**

- None presented during meeting.

**M. Next meeting:** Monday, **February 17, 2020 at 9:15 AM** at the Sierra Vista CAS Campus, located at 900 Carmelita Drive, Sierra Vista, Arizona 85635.

**N. Meeting Ajourn:** 9:55 A.M.