



# Center for Academic Success, INC. (CAS)

Board of Directors  
900 Carmelita Drive  
Sierra Vista, Arizona 85635

## Minutes

Monday, February 17, 2020

9:15 A.M.

### Members Present

Doris Tolbert  
Hank Huisking  
Robert Yancey

### Staff Absent

George Self

### Staff Present

Vada Phelps  
Marcela Munguia  
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 February 17, 2020 Agenda.  
**Motion to Approve:** Robert Yancey  
**Second:** Hank Huisking  
**Approved:** Unanimously
- E. Action Item:** To Approve/Disapprove January 13, 2020 Minutes.  
**Motion to Approve:** Hank Huisking  
**Second:** Robert Yancey  
**Approved:** Unanimously
- F. Business/Finance:** Review Jan. 2020 Revenue/Expenditures. Robert Yancey  
➤ Audit complete by auditors. No negative findings.
- G. Business/Finance:** Review Fiscal Audit. Vada Phelps
- H. Legislative Issues:** Tabled until next meeting due to George Self absence.
- I. Officer's Report:**

**Principals Report : Marcela Munguia – CAS Douglas:** Principal, Marcela Munguia reported her enrollment at 632 students and 125 students using the 21<sup>st</sup> Century Grant. Emma Chavez

with the Century 21 Grant Program visited the Douglas campus and was impressed with the staff, how the program was ran and the activities that the students were engaged in. Mrs. Chavez suggested Middle school should apply for the grant next year. The playground is finished and the parents are happy with it. We also celebrated National School Choice week at all three schools. Parents and students were very happy to receive the yellow scarves, we had dances and refreshments for the parents. Middle School: Benchmark reports from our Galileo program show that our students are making great progress towards meeting the AZMerit requirements. High School: Douglas will be voting for a mayor next month and the candidates came to talk to the students about registering and the importance of voting. February is Armed Forces month: the Army, Marines, Air Force and Border Patrol representatives visited the school to promote enrollment in their branches. Student Council will be selling flowers, chocolate and stuffed animals, funds will go towards Prom.

**Stephen Huff – CAS Sierra Vista:** Principal Stephen Huff reported current enrollment is at 534 students. CAS Care SECAS has 250 on average enrolled and CAS Care SCAS has a total of 59.

**Highlights and showcase events were:** Mrs. Nunnally's 5<sup>th</sup> grade class created a Vision Board with parents to display their academic/career goals. In addition, the students explored the concept of "The Power of Yet". Grades 5th-8th worked hard on their Science projects and displayed them at the school's Science Fair on Jan. 31st. Ms. Gacek's middle school art classes focused on building bottle cap mosaic murals for the last few weeks. Over 6,000 bottle caps were donated for this project.

### **Human Resource:**

**Rachel Goodman** stated the HR Department is in the process of interviewing for long term substitute teachers and teacher's assistants. Continuing to assist with the **recruiting and hiring for both Campuses.**

- Sierra Vista campus has hired 1 substitute teacher.
- CAS Douglas has employed 1 food service person.

### **Completed Efforts:**

- Facilitation open enrollment for medical and dental
- Assisting with the creation of Mid Year Performance Evaluation Forms

### **Current Efforts are:**

- Creating a teacher certification binder (resumes, transcripts, certification copies)
- Creating Standard Operating Procedures for HR

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

- Attorney –Led manager Training on February 17
- ESSA Conference February 19-21
- EEO training, FERPA, Blood Borne Pathogen and Employee Manual

### **Executive Report**

Vada Phelps gave several updates.

- Fence will be going up by end of the month.
- Ducey Proposed FY 21 budget investing into schools
- Security cameras are up and running
- Article shared on charter schools scoring higher on state achievement test than district schools

### **Upcoming Events**

- |               |   |
|---------------|---|
| • March 2-6   | <b>Dr. Seuss Week</b>                     |
| • March 16-20 | <b>Spring Break</b>                       |
| • April 10    | <b>Good Friday</b>                        |
| • April 30    | <b>Kindergarten Choir</b>                 |
| • May 13      | <b>Spring Choral Concert</b>              |
| • May 18      | <b>5<sup>th</sup> Grade Choir Concert</b> |
| • May 22      | <b>Last Day of School</b>                 |

**Adjourn at 10:15 AM**

### **Next Meeting**

**Monday, March 16, 2020  
(9:15 AM)  
CAS - Sierra Vista campus  
900 Carmelita, Drive  
Sierra Vista, Arizona 85635**