



# Center for Academic Success, INC.

(CAS)

Board of Directors  
900 Carmelita Drive  
Sierra Vista, Arizona 85635

## Minutes

Monday, March 16, 2020  
9:15 A.M.

### Members Present

Doris Tolbert  
Hank Huisking  
Robert Yancey  
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 :** Quorum was presented by Johanna Scott.
- D. Action Item:** To Approve/Disapprove March 16, 2020 Agenda.  
**Motion to Approve:** Doris Tolbert  
**Second:** Robert Yancey  
**Approved:** Unanimously
- E. Action Item:** To Approve/Disapprove February 17, 2020 Minutes.  
**Motion to Approve:** Hank Huisking  
**Second:** Robert Yancey  
**Approved:** Unanimously
- F. Business/Finance:** Review February 17, 2020 Revenue/Expenditures. No negative findings.
- G. Legislative Issues:** George Self stated no updates or info at this time.
- H. Officer's Report:**

### **Principals Report :**

**Marcela Munguia – CAS Douglas:** Principal, Marcela Munguia reported on enrollment, events taken place at school and preparation for students and teachers regarding the coronavirus.

**Stephen Huff – CAS Sierra Vista:** Principal Stephen Huff reported current enrollment, events taken place at school and preparation for students and teachers regarding the

coronavirus. Mr. Ofstedahl presented students work from the Science fair, before the Board.

### **Human Resource Report:**

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

- Sierra Vista campus has hired 2 substitute teacher.
- CAS Douglas has employed 1 Aftercare worker and 1 maintenance worker.

#### **Completed Efforts:**

- Recruiting for subs, completing trainings, ESSA Conference, and Mock Interviews.

#### **Current Efforts are:**

- Creating a teacher certification binder (resumes, transcripts, certification copies)
- Creating Standard Operating Procedures for HR
- EEO training, FERPA, Blood Borne Pathogen and Employee Manual
- Passive Recruiting

### **Executive Report**

Vada Phelps gave several updates.

- Fence is up. Teachers feel secure and safe..
- Gazebo needs repair work.
- Electrical panel; spend money on raising wire to the building
- Coronavirus updates shared that were given from Ducey and Superintendent Hoffman.

### **Upcoming Events**

- |               |  |
|---------------|--|
| • March 16-20 | Spring Break                                       |
| • March 23-27 | No school due to Coronavirus (Updates as received) |
| • April 10    | Good Friday  |
| • April 30    | Kindergarten Choir                                 |
| • May 13      | Spring Choral Concert                              |
| • May 18      | 5 <sup>th</sup> Grade Choir Concert                |
| • May 22      | Last Day of School                                 |

**Adjourn at 11:00 AM**

#### **Next Meeting**

**Monday, April 20, 2020  
9:15 AM**

**900 Carmelita Drive  
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