



# Center for Academic Success, INC. (CAS)

## Board of Directors Meeting

### Join Zoom Meeting

<https://zoom.us/j/97316180138?pwd=MHA3T2QwMTFHNW9GOFhFejY3S0RIZz09>

**Meeting ID:** 973 1618 0138

**Password:** 1Tm5DJ

## Minutes

**Monday, April 20, 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  
Raachel Goodman  
Johanna Scott

- A. Called to Order:** Meeting called to order by means of Zoom at 9:15 A.M.
- B. Roll call :** Quorum was presented by Johanna Scott.
- C. Action Item:** To Approve/Disapprove April 20, 2020 Agenda.  
**Motion to Approve:** Hank Huisking  
**Second:** Robert Yancey  
**Approved:** Unanimously
- D. Action Item:** To Approve/Disapprove March 16, 2020 Minutes.  
**Motion to Approve:** Hank Huisking  
**Second:** Robert Yancey  
**Approved:** Unanimously
- E. Business/Finance:** Review March, 2020 Revenue/Expenditures. No negative findings with check register or buget. May 11, 2020, budget will need to be approved.
- F. Legislative Issues:** George Self stated no updates or info at this time; possible not until January 2021 due to Covid 19.

### **G. Officer's Report:**

#### **Principals Report**

**Marcela Munguia – CAS Douglas:** Principal, Marcela Munguia reported on enrollment, and preparation for students during Covid-19.

**Stephen Huff – CAS Sierra Vista:** Principal Stephen Huff reported current enrollment, and preparation for students and teachers regarding Covid-19. Suggested investing into labtops for all teachers and chrome books for students.

## **H. Human Resource Report:**

**Rachel Goodman** stated the HR Department has placed all new hires on hold due to Covis-19.

Terminations: Aftercare workers have been laid off at both campuses.

### **Current Efforts are:**

- Creaed FFCRA Policy for CPIC
- Creating OSHA General Duty Guidance Document, related to Covid-19
- Creating an Emergency Management Guidance Document for CPIC
- Continuing to assist with Maintenance project management at CAS-D
- Coordinating weekly staff communicatons from the Office of the Executive Director
- Passive Recruiting

### **Continuing Efforts are:**

- Creaed a teacher certificate binder (transcript, resumes, certification copies)
- Creating SOP for Human Resource Department

## **I Executive Report**

**Vada Phelps** no new updates at this time. However is very grateful for teachers, principal and staff. She appreciate everyones hard work and efforts during this time.

### **Upcoming Events**

- **March 23 till end of the year - No school due to Coronavirus (updates as received)**

**Adjourn at 9:45 AM**

### **Next Meeting**

**Monday, May 11, 2020**

**9:15 AM**

**Zoom Website**

**(Copy link into your browser and follow instructions as presented)**

**<https://zoom.us/j/97906808865?pwd=dnA2NE9lZUdBbmJTa1dIcjhZUHVOZz09>**

Meeting ID: 979 0680 8865

Password: 3gDrDb