



Center for Academic Success, INC. (CAS)

Board of Directors

Join Zoom Meeting

<https://us02web.zoom.us/j/97906808865?pwd=dnA2NE9lZUdBbmJTa1dIcjhZUHVOZz09>

Meeting ID: 979 0680 8865

Password: 3gDrDb

Minutes

Monday, May 11, 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. Roll call: **Quorum was presented by Johanna Scott.**

C. Action Item: To Approve/Disapprove May 11, 2020 Agenda.

Motion to Approve:

Second:

Approved:

Robert Yancey
George Self
Unanimously

D. Action Item: To Approve/Disapprove April 20, 2020 Minutes.

Motion to Approve:

Second:

Approved:

Hank Huisking
George Self
Unanimously

E. Business/Finance: Review April, 2020 Revenue/Expenditures. No negative findings with check register or budget. *Deadline to revise budget extended.

F. Officer's Report:

Principals Report:

Marcela Munguia – CAS Douglas: Principal, Marcela Munguia reported on enrollment, and preparation for students. All coursework for current students has been converted to an online/correspondence format until the end of the year. There will be summer school to meet students' needs and help with adding more instructional time. Online registration is being done for 20/21 school year. The school's A plus lab is running full speed and delivering learning outcomes for students. There is a total of 49 graduates. Due to Covid-19, there will not be a graduation ceremony. Students walked through to receive diploma and get picture taken. Teachers spaced out 6 feet apart and cheered with clapping. No shaking of hands or touching. Cupcakes and apples given outside as students returned to their car. There are no plans to replace any teachers. All are doing a great job. Evaluations logs are being prepared.

Stephen Huff – CAS Sierra Vista: Principal Stephen Huff reported current enrollment, and preparation for students. This is a time of uncertainty, disruption and sacrifice. Teachers have had to change the way they teach and serve students. Graduation Commencement Ceremony for the Class of 2020 has been postponed until December. Students have agreed with this approach. The pandemic has forced us to postpone the event. Top priority during the COVID-19 crisis is to safeguard everyone in the Center for Academic Success community. The decision to postpone commencement ceremony is in keeping with that aim. We are hoping to have state guidelines by the end of the month. Administration is working on improving technology for students and teachers. Hours have been cut back to limit the number of individuals on campus to ensure safety is not compromise. There are approximately 34 students graduating. The number includes juniors that are graduating early as well. There is one student graduating from both CAS and Cochise this year.

Human Resource Report:

Rachel Goodman reviewing applicants for administrative assistant at high school and K-8 teachers. **Terminations:** None

Current Efforts are:

- Created a CPIC wide lessons learned document regarding Covid-19
- Creating OSHA General Duty Guidance Document, related to Covid-19
- Creating an Emergency Management Guidance Document for CPIC
- Working with finance department regarding unemployment claims
- Continuing to assist with maintenance project management at CAS-D
- Coordinating weekly staff communications from the Office of the Executive Director; as well as developing innovative ways to onboard new employees in light of Covid-19

Continuing Efforts are:

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

Executive Report

Vada Phelps gave updates.

- Reiterated subjects relevant to Covid-19...This is a time of uncertainty.
- Discussed the remarkable work of teachers and staff. Expressed gratitude.
- Discussed budget extension due to other monies being allocated. State education agencies (SEAs) must allocate 90% of their ESSER funds to local education.
- Congress set aside approximately \$13.2 billion of the \$30.75 billion allotted to the Education Stabilization Fund through the CARES Act for the Elementary and Secondary School Emergency Relief Fund (ESSER Fund). Money awarded for the

purpose of providing emergency relief funds to address the impact of COVID-19 etc...

G. Board Members Comments

Hank Husking applauded creative and innovative ways staff is handling pandemic.

H. Upcoming Events

None at this time

Adjourn at 9:50 AM

Next Meeting

**Monday, June 15, 2020
9:15 AM**

(Please post the link below in your web browser and follow instructions as directed)

Join Zoom Meeting

<https://us02web.zoom.us/j/88256081877?pwd=M0JCYkhQdCtGa3JlOUtLa2JhVWFpZz09>

**Meeting ID: 882 5608 1877
Password: 6pkTaB**