



# Center for Academic Success, INC. (CAS)

## Board of Directors Meeting Minutes

### Join Zoom Meeting

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

**Meeting ID: 882 5608 1877**

**Password: 6pkTaB**

**Monday, June 22, 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  
Julie Toepfer  
Ashley Ridenhour  
Johanna Scott

**Called to Order:** Meeting called to order by President Doris Tolbert at 9:15 A.M.

**Roll call:** Quorum was presented by Johanna Scott.

**Action Item:** To Approve/Disapprove June 22, 2020 Agenda.

**Motion to Approve:**

Rob Yancey

**Second:**

Hank Huisking

**Approved:**

Unanimously

**Action Item:** To Approve/Disapprove May 11, 2020 Minutes.

**Motion to Approve:**

Hank Huisking

**Second:**

Robert Yancey

**Approved:**

Unanimously

**Business/Finance:** Review and Discuss May 2020 Revenue/Expenditures (Check Register).

**Action Item:** To Approve or Disapprove the FY20 Revised Budget

**Motion to Approve:**

Hank Huisking

**Second:**

Robert Yancey

**Approved:**

Unanimously

**Action Item:** To Approve or Disapprove the FY21 Proposed Budget

**Motion to Approve:**

Hank Huisking

**Second:**

Robert Yancey

**Approved:**

Unanimously

No negative findings with check register or budget. Proposed budget will be revised at the August 17, 2020 meeting.

**Legislative Issues:** George Self stated no updates or info at this time.

**Officer's Report:**

**Principals Report**

**Marcela Munguia – CAS Douglas:** Principal, Marcela Munguia reported on student enrollment, school survey, precautionary measures and protocol for reopening the school in August (Covid-19). Douglas is planning a virtual open house.

**Stephen Huff – CAS Sierra Vista:** Principal Stephen Huff reported current enrollment, and preparation for students and teachers reporting back to school in August; regarding Covid-19. Discussed Julie Toepfer and Ashley Ridenhour being promoted to Vice Principals and taking on more of a role and responsibilities this year. They will be leading the staff/committees. He is also looking to invest in laptops with docking stations; as well as Google classroom and Zoom. As of now, all teachers will be returning. Kim Robinson will be moving into a counseling position.

**Julie Toepfer and Ashley Ridenhour –** Both reported enrollment is up and they are preparing to offer hybrid; online classes. All teachers are returning except one due to military spouse.

**Human Resource Report:**

**Rachel Goodman** stated HR will send out a survey regarding all employees wearing a mask. She and Steve working hard on virtual onboarding for new employees in light of Covid-19. Rachel reported that 75% of Cas staff answered school survey and the responses were favorable.

**Executive Report:**

**Vada Phelps** discussed looking at BioShield for cleaning and getting Douglas a Defogger to assist with cleaning. Reported on things happening with Legislature:

- Handbook about parent/student rights and suicide prevention
- Sept. 25<sup>th</sup> Sandra O'Connor bill (Civic Day) – legislation pending
- Mandatory as of June 29 for CAS and AZ Workforce to wear a mask.; anyone visiting/vendors/mail etc... will be required to wear a mask.
- There will be an insert in school handbook regarding Covid-19.
- Mask will be provided for anyone who does not have a mask
- Students will wear a mask in grades 4<sup>th</sup> – 12<sup>th</sup>. Most parents are willing to furnish a mask for his/her child.

**Adjourn at 10:16 A.M. \*Next meeting will be July 13, 2020 at 9:15 AM on Zoom.**