



CENTER FOR ACADEMIC SUCCESS (CAS) NOTICE AND AGENDA OF PUBLIC ZOOM MEETING BOARD OF DIRECTORS

Pursuant to A.R.S. § 38.431.02, notice is hereby given to the members of the CAS Board of Directors and to the general public that the CAS Board of Directors will hold a regular meeting open to the public on:

**August 10, 2020
9:15 AM**

Meeting Link:
<https://us02web.zoom.us/j/81316853844?pwd=a0RESHZsdnBQeXducldxVmxabFB6Zz09>

**Meeting ID: 813 1685 3844
Password: 5aLUZj**

Meeting Minutes

Call to Order

Doris Tolbert

Roll Call

Crystal Hannah

Quorum Present.

Board Members Present (Quorum)

Doris Tolbert
George Self
Hank Huisking
Robert Yancey

Staff Present

Vada Phelps
Michelle Huff
Marcela Munguia
Lizette Martinez
Gaby Teran
Stephen Huff
Julie Toepfer
Ashley Ridenhour
Crystal Hannah

Action Item: To Approve/Disapprove August 10, 2020 Agenda Doris Tolbert

Motion to Approve: Robert Yancey
Seconded: Hank Huisking
The board voted unanimously to approve the August 10, 2020 agenda.

Action Item: To Approve/Disapprove July 13, 2020 Minutes Doris Tolbert

Motion to Approve: Robert Yancey
Seconded: George Self
The board voted unanimously to approve the July 13, 2020 minutes.

Action Item: To Adopt/Decline 2020-21 CAS Mitigation Plan Vada Phelps

Motion to Approve: Hank Huisking
Seconded: George Self
The board discussed the 2020-21 CAS Mitigation Plan in full. Questions regarding parent communication efforts were posed and answered. The board voted unanimously to approve the 2020-21 CAS Mitigation Plan.

Business/Finance Report
a. Check Register
b. Budget Report

Michelle Huff

A summary of the budget report and the timeline to expect the full document were discussed. The current Check register was reviewed; no questions were posed. Finance department is operating at full capacity while rotating shifts to minimize exposure. ESSR funds were approved. Expenses and purchases will reflect that increase in available funding.

Principals' Report

Stephen Huff, Marcela Munguia

a) General Information

Douglas Pre-enrollment: 595

Douglas parents will be contacted again this week to confirm the safe schools vs online learning number.

Sierra Vista Pre-enrollment: 516

About 50% of students are enrolled in online learning at both SV buildings)

Principals have a moratorium on new enrollment until further guidance and procedure is in place due to the pandemic. Current parents' had positive response to calendar adjustments. Finance shared funding will not be impacted if enrollment goes down. Sept 8th is the start date. School meals program will continue without

b) Re-Opening Plan Overview

An overview of the reopening plan and related efforts was discussed. Principals led the discussion, board members posed questions, and most talking points were related to the distance learning efforts for the first weeks of re-opening. Vice Principals are encouraging teachers to build an in-person curriculum that aligns with the current distance learning outline. The goal is to control curriculum progress for any students who may need to shift in and out of in-person learning due to exposure or second-hand exposure.

The discussion shifted to current re-opening plans as it relates to current state of Arizona Executive Orders. Next steps were revealed related to care options during the Safe Schools program vs how opening campus will look once the district meets the criteria for in-person education/instruction. Parents have received the schools' information packets for enrolling in the first few weeks: Safe Schools program, the health & safety waivers, and the procedure acknowledgement documents. Principals shared their expected enrollment for the Safe Schools care options during the first few weeks. Parents are now be aware of the expectations for students to return to the school if parents are seeking care options during the first few weeks.

The qualitative metrics for safely re-opening CAS schools for full in-person instruction were discussed and evaluated by the board and managing staff members. CAS re-opening plan and the CAS mitigation plan were reviewed in full detail. The board members asked questions related to staff training, parent communications, health and safety procedures, and scenario-based protocols.

Questions were asked and answered related to safely resuming operations and the quantitative benchmarks for minimal to substantial community spread were also clarified for the board and management staff present. The benchmarks are Minimal spread: <10 Cases/100,000 with <5% positivity and <5% Covid like illness. While the moderate threshold is outlined by 10-100 cases/100,000 with 5-10% positivity and <5-10% Covid like illness. The criteria to meet substantial threshold are greater than 100,000 cases with greater than or equal to 10% positivity and greater than 10% Covid like illness reported in the community. These metrics were carefully noted and discussed by the board and staff members.

c) Distance Learning plan

The Distance Learning plan (DLP) was discussed with attention to the recommendations and guidance from the Arizona State Department of Education and Arizona State Board for Charter Schools. Principals shared the distance learning efforts and carefully attended to initiatives to provide educational supports and a safe environment for all enrolled students. The CAS Distance Learning Plan has been submitted to the Arizona State Board for Charter Schools and, while under review, the CAS management staff will continue efforts to implement the plan in preparation for our start date.

In addition to the discussion on the DLP, the principals also shared an update on the technology/equipment initiatives in progress to support distance learning. A total of 900 Chromebooks were ordered and will be delivered in partial shipments by early September. Principals are tracking shipping. ESSR funds were used to purchase technology software and hardware. Questions related to parent technical assistance and student trainings on the equipment and software were posed and answered by each vice principal. Trainings related to health and safety as well as technical components for distance learning have all been disseminated to staff in the weeks leading to re-opening. Teachers have been made aware, assigned calendars, and coached by vice principals through the available training modules.

d) School Calendars

School calendars are available for review. Attachments can be sent upon request for those who would like copies. Metrics required for full in-person instruction reopening were discussed as it relates to Cochise county data and the eventual re-opening of the CAS district campuses after Sept 8.

Human Resources Report

Vada Phelps

The Executive Director shared ongoing efforts in the Human Resources department related to:

- County Health Department Involvement in Re-opening Schools and Return to Work procedures
- The county position tasked as community liaison for guidance on COVID-19 procedures remains vacant
- Overview of Cochise County statistics, guidance, and metrics for re-opening
- CAS Hiring efforts and timelines for onboarding staff
- “Be on Green” Procedures and Employee policy manual insert are under review with our legal consult

Executive Director’s Report

Vada Phelps

The Executive Director shared a note of THANKS and spoke to the wonderful staff efforts during the past few months. Huge appreciation from Vada and the Board for everyone’s dedication to staying the #1 charter school.

Board Member Announcements

Next Meeting: Monday September 21, 2020 at 9:15 A.M.

Adjournment

Meeting adjourned at 10:00 AM