



CENTER FOR ACADEMIC SUCCESS (CAS) BOARD OF DIRECTORS

Meeting Minutes

Zoom Online Virtual Meeting

<https://zoom.us/j/2259468635?pwd=VDJreWw5THlybzZvc1BSXVxR3VJUT09>

Meeting ID: 225 946 8635

Password: qf8PWT

Tuesday, October 13, 2020

9:15 AM

Board Members Present

Doris Tolbert
Hank Huisking
Robert Yancey
George Self

Staff Present

Vada Phelps
Michelle Huff
Ashley Ridenhour
Rachel Goodman
Scott Loucks
Marcela Munguia
Lizette Martinez
Gaby Teran
Julianne Toepfer
Megan Hollingsworth

- A. Meeting Called to Order at 9:15 AM by Doris Tolbert**
- B. Roll Call taken by Megan Hollingsworth, Quorum Present**
- C. Action Item: To Approve/Disapprove October 13, 2020 Agenda**
Motion to Approve: George Self
Seconded: Robert Yancey
Approved: Unanimously
- D. Action Item: To Approve/Disapprove the September 21, 2020 Minutes**
Motion to Approve: Hank Huisking
Seconded: George Self
Approved: Unanimously

E. Action Item: To Approve/Disapprove the FY20 Annual Financial Report

Motion to Approve: Robert Yancey

Seconded: Hank Huisking

Approved: Unanimously

F. Business/Finance Report

a. Check Register

b. Budget Report

Michelle Huff reported that finances are on track as far as the current year goes. No questions were posed. She also shared that the approved Annual Financial Report was located in Vada Phelps's office and needed to be signed by all available Board Members.

G. Principals' Reports

Douglas CAS Report

Marcela Munguia reported on her written report as well as sharing that they have continued to see success online. The Safe Space has been working well, and the High School lead teacher has plans to open up a second computer lab, as well. She also shared that in addition to the 104 students attending the aftercare program, there are 31 parents in the English as a second language program.

Gaby Teran shared that the 21st Century program is going well. A majority of the students are logging in and participating daily, and they are consistently contacting parents/students that are not engaging.

Lizette Martinez reported that things are going well at the Middle School. They have experienced good participation, and are maintaining contact with parents.

Sierra Vista CAS Report

Julie Toepfer reported that K-8 has 235 students attending in person and 138 online. No virtual aftercare is being offered, but the in person aftercare has been averaging about 90 students. There have not been many issues with students not engaging online. For those that aren't engaging, the teachers are making first contact with Julie following up, as necessary. There have been very few disciplinary issues. At this time, they will not be accepting more in person students until January 2021.

Ashley Ridenhour reported that the High School has 70 hybrid students and 69 attending online, with an average of 53 students in the building on a daily basis. She shared that teachers have been doing a great job of following up with students that aren't engaging online. There have been very few disciplinary issues.

Scott Loucks shared that cleaning measures have been increased so that the buildings are now being cleaned throughout the day, while still maintaining the previous disinfectant measures. Repairs have been made to the front gate, and the process has begun to replace the padding on the basketball poles. He also shared that the security system is operating well, and they are currently in the process

of restructuring an IT Flow Chart. The hope is to improve the process of getting issues taken care of efficiently. Scott also praised and gave thanks to HR Director, Rachel Goodman, for all of the hard work she put into hiring an IT Specialist. CloudIT will also be more involved on campus.

H. Human Resources Report

Rachel Goodman reported that she is currently assisting ARIZONA@WORK in looking for a new receptionist. A new Teacher's Assistant was recently hired at CAS-SV, and many of the student workers in Douglas have been re-hired. Continued efforts of working with Managers pertaining to any accommodation issues that they may be facing due. In response to Hank Huisking's question of how many teachers are at the two schools, Rachel shared that there are roughly 200.

I. Executive Director's Report

Vada Phelps reported that the smoke and fire damage at the Douglas campus has been taken care of and insurance covered a majority of those costs. She also shared that she is pleased there have been no COVID-19 outbreaks in any of the schools. Vada informed board members that the AFR will be located in her office awaiting signatures.

J. Board Member Announcements

The next board meeting will be held on Zoom.

Next Meeting: Monday, November 16, 2020 at 9:15 AM

Meeting adjourned at 9:55 AM