



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

Monday, November 16, 2020

9:15 AM

Board Members Present

Doris Tolbert
Robert Yancey
George Self

Board Members Absent

Hank Huisking

Staff Present

Vada Phelps
Michelle Huff
Ashley Ridenhour
Rachel Goodman
Scott Loucks
Marcela Munguia
Lizette Martinez
Gaby Teran
Julianne Toepfer
Stephen Huff
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 November 16, 2020 Agenda**
Motion to Approve: George Self
Seconded: Robert Yancey
Approved: Unanimously
- D. Action Item: To Approve/Disapprove the October 13, 2020 Minutes**
Motion to Approve: Robert Yancey
Seconded: George Self
Approved: Unanimously

E. Action Item: To Approve/Disapprove the FY20 School-Level Report

Motion to Approve: George Self

Seconded: Robert Yancey

Approved: Unanimously

Michelle Huff explained that the purpose of the school-level report is to provide information that will become part of the school report card issued by ADE. She pointed out that due to an issue with the formulas used, it inaccurately shows that CAS did not spend all of the money provided for Special Education. Michelle stated that she had emailed the Auditor General's Office about the issue but had not yet received a response.

F. Business/Finance Report

a. Budget Report

b. Check Register

The budget report and check register were reviewed. Secretary, George Self, asked what a red number on the check register indicated. Michelle Huff explained that any red numbers indicate that an item has been voided. No other questions were posed.

G. Principals' Reports

Douglas CAS Report

Gaby Teran reported that most classes have 100% engagement at the Elementary School. The teachers continue to reach out to the parents of students that are not turning in assignments. Students have continued to participate in the available 21st Century clubs after school. Gaby also reported that the Elementary School's Safe Space is utilized by approximately 10 students per day.

Lizette Martinez reported that, at the middle school, most students have been engaging online, with the exception of a few students that still do not consistently log in. Efforts are still being made to contact the parents of those students and provide opportunities for them to make-up the classes they have missed. The Safe Space is also offered for students that may not have parent supervision or access to Internet. After school tutoring has been offered since November 2, 2020 to also aid with that issue.

Marcela Munguia reported that the high school has the highest number of students consistently utilizing the Safe Space. Lead Teacher, Mario Hernandez, has urged the Third Tier students, as well as the Special Education students, to utilize the Safe Space to aid in getting their work done. Marcela also thanked Human Resources Director, Rachel Goodman, for all of the help that she provided in reporting as teachers from Douglas Middle School tested positive for COVID-19.

Sierra Vista CAS Report

Stephen Huff shared that despite the rise of COVID-19 cases in Arizona and Cochise County, the Sierra Vista campus has been fortunate enough to not have anyone test positive. He commended the Vice Principals for their diligence in implementing all safety protocols.

Ashley Ridenhour shared that the high school has been providing several virtual club activities. Two of those clubs participated in a socially distanced clean-up in the community. She also reported that 17 students were inducted into the NHS at a recent virtual ceremony, bringing the total number of students in NHS to 36.

Scott Loucks explained that he has been going through the process of purchasing a content filtering system called Linewize. He shared that the benefit of this service is the ability to control what students have access to on their Chromebooks whether they are on campus or offsite. The teachers will have the ability to monitor, and shut down, individual Chromebooks. The goal is to be able to better monitor the success of students. This will also give teachers the ability to see if students are looking up sensitive subjects. In these cases, students can be given the help that they need from the school counselor. The Linewize service will be available to all CAS schools.

Julie Toepfer shared that a survey was sent out to elementary school parents to determine how many parents would like their child to begin on-campus, rather than online, learning next semester. Out of 90 responses, there are a total of 20 students that would return in January. She shared that these students should be able to return without compromising the health and safety of the teachers. Additionally, Julie shared that they are currently in the accreditation process. Lastly, she commended parents for being proactive about keeping their students off campus if they have been exposed to COVID-19.

At the request of Executive Director, Vada Phelps, Julie Toepfer shared about an assembly that was held to honor former teacher, Meg McKay.

H. Human Resources Report

Rachel Goodman reported on new COVID-19 cases that have occurred at the Douglas Middle School. She shared that she has teamed up with Douglas Principal, Marcela Munguia, to work with the Health Department. A written notice will be sent out to alert staff that the Douglas Middle School building will be closed until further notice, per the Health Department's recommendation. Teachers still have the ability to work remotely. Rachel also stressed the importance of parents and staff being proactive about self-quarantining when there has been COVID-19 exposure.

George Self inquired about what disinfecting measures are taken when the building has to be shut down. Marcela and Rachel both commented on the fact that a second application of Bioshield had been applied the Sunday prior to closing the building. Additionally, Rachel shared that the Bioshield in tandem with the building being closed should mitigate the risk of transferring the virus.

I. Executive Director's Report

Vada Phelps praised the Finance Department for their efforts pertaining to the annual audit. She recognized that they have gone above and beyond to upload and scan all requested financial documents.

Vada also thanked Doris Tolbert for taking the time to be a second signer on all checks, especially during these unprecedented times.

J. Board Member Announcements

There will be no board meeting in December, but the next board meeting will be held on Zoom.

Next Meeting: Monday, January 18, 2021 at 9:15 AM

Meeting adjourned at 10:00 AM