



# CENTER FOR ACADEMIC SUCCESS (CAS) BOARD OF DIRECTORS

## Meeting Minutes

Zoom Online Virtual Meeting

<https://us02web.zoom.us/j/2259468635?pwd=ajZGSTVHaHF2eURJNXFlcFVGWHBSUT09>

Meeting ID: 225 946 8635

Password: 1yGxxQ

Monday, January 18, 2021

9:15 AM

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### Board Members Present

Doris Tolbert  
Hank Huisking  
Robert Yancey  
George Self

### Staff Present

Vada Phelps  
Marcela De La Torre  
Scott Loucks  
Mario Hernandez  
Lizette Martinez  
Gaby Teran  
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 January 18, 2021 Agenda**  
**Motion to Approve:** George Self  
**Seconded:** Hank Huisking  
**Approved:** Unanimously
- D. Action Item: To Approve/Disapprove the November 16, 2020 Minutes**  
**Motion to Approve:** Hank Huisking  
**Seconded:** Robert Yancey  
**Approved:** Unanimously
- E. Action Item: To Approve/Disapprove Amendment to Charter School #2—Douglas High School—Grade Level—Charter Amendment Request to change from grades 7-12 to 9-12**  
Executive Director, Vada Phelps, explained that the reason for this name change request comes from an anomaly that was discovered during the Charter School Board review. Currently, the

Charter School Board's records show that both Douglas Middle School and Douglas High School have grades 7 and 8. For that reason, she requested approval from the CAS Board of Directors to change Charter School #2 to grades 9-12.

**Motion to Approve:** George Self

**Seconded:** Hank Huisking

**Approved:** Unanimously

Vada Phelps explained that during the Charter School Board review, the names of all CAS schools came up. Currently, the schools are #1, #2, #3, #4, and #5, and are supposed to be listed on the website as such. Name changes are not required, but the current names will continue to come up during future 5-year reviews, if they remain as they are. Therefore, she is requesting approval to change the school names.

**F. Action Item: To Approve/Disapprove Name Change to Charter School #1—Change to: Center for Academic Success #1 – Sierra Vista 9-12**

**Motion to Approve:** Robert Yancey

**Seconded:** Hank Huisking

**Approved:** Unanimously

**G. Action Item: To Approve/Disapprove Name Change to Charter School #2—Change to: Center for Academic Success #2 – Douglas 9-12**

**Motion to Approve:** Robert Yancey

**Seconded:** Hank Huisking

**Approved:** Unanimously

**H. Action Item: To Approve/Disapprove Name Change to Charter School #3—Change to: Center for Academic Success #3 – Douglas K-4**

**Motion to Approve:** Robert Yancey

**Seconded:** Hank Huisking

**Approved:** Unanimously

**I. Action Item: To Approve/Disapprove Name Change to Charter School #4—Change to: Center for Academic Success #4 – Douglas 5-8**

**Motion to Approve:** Hank Huisking

**Seconded:** Robert Yancey

**Approved:** Unanimously

**J. Action Item: To Approve/Disapprove Name Change to Charter School #5—Change to: Center for Academic Success #5 – Sierra Vista K-8**

**Motion to Approve:** George Self

**Seconded:** Hank Huisking

**Approved:** Unanimously

## **K. Business/Finance**

- a. Budget Report**
- b. Check Register**

The budget report and check register were reviewed. Vada Phelps shared that 42% of the income has been received and 47% has been spent. She explained that this is in line for where the company needs to be, at this time. Vice President, Hank Huisiking, asked if the income and spending will even out at some point, and Vada explained that it will occur closer to the end of the year. Hank also asked if any money has been saved on utilities. Vada stated that, as far as she knows, some money has been saved on utilities, but there are still several fixed costs. No other questions were posed.

## **L. Principals' Reports**

### **Douglas CAS Report**

Marcela Munguia reported that Douglas is currently a COVID-19 hotspot. She said that they are prepared to shift to in-person learning if need be, but they would prefer not to. They are currently being flexible with the staff, students, and parents to make sure that no one is unnecessarily exposed to COVID-19. She also thanked Vada for allowing them to be flexible in how they are choosing to operate. Marcela added that this is the first time in eight years that CAS-Douglas has been below a 600-student enrollment. They have experienced some difficulties with student engagement after Christmas break.

Mario Hernandez shared that the high school has been struggling with attendance. There are a few students from each grade that are not communicating with their teachers. They have enacted many different methods of communication with parents and students, and the parents have been very receptive.

Lizette Martinez shared that the middle school is also finding ways to stay in contact with parents. She added that they have increased the instructional time to 4.5 hours in order to prepare students for upcoming state testing.

Gaby Teran shared that the elementary school has also experienced the same struggles with student engagement as the other schools. She is continually monitoring teachers to ensure that they are engaging their students, and she has found it interesting and enjoyable to see the way that teachers are engaging students.

Marcela added that the 21<sup>st</sup> Century after school program has been doing well. In fact, some students are engaging in 21<sup>st</sup> Century clubs but not attending their classes. They are now using 21<sup>st</sup> Century activities as an incentive for students to engage in their classes by only allowing students to participate in the clubs if they have attended their classes.

Board President, Doris Tolbert, commended everyone for all of their hard work.

### **Sierra Vista CAS Report**

Vada Phelps shared that the Elementary/Middle School has also experienced a few issues with student engagement after the break, but they have also been intentional about contacting parents. There has also been an increase of students in the Safe Space in that building, but they continue enforcing safety measures, in order to keep teachers and students as safe as possible.

### **M. Human Resources Report**

Vada Phelps shared with the board that the current Human Resources Director, Rachel Goodman, will be transitioning out of the company. Due to that, a job posting was created for that position. The position has been opened both internally and externally.

### **N. Executive Director's Report**

Vada Phelps shared information from Governor Ducey's State of the State. She also shared that the Charter School Association is concerned about the Legislature passing a bill that would require schools to put all materials used for learning on their websites.

Doris Tolbert recognized Ana Polakowski for the great work that she has been doing pertaining to Grants.

Vada expressed how proud she is of the staff for their willingness to jump in and help wherever it is needed.

### **O. Board Member Announcements**

The next board meeting will be held on Zoom.

**Next Meeting: Monday, February 15, 2021 at 9:15 AM**

**Meeting adjourned at 10:03 AM**