



# 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, March 15, 2021

9:15 AM

---

### Board Members Present

Doris Tolbert  
Hank Huisking  
Robert Yancey  
George Self

### Staff Present

Vada Phelps  
Marcela Munguia  
Steve Huff  
Michelle Huff  
Scott Loucks  
Megan Hollingsworth

- A. Meeting Called to Order at 9:20 AM by Doris Tolbert**
- B. Roll Call taken by Megan Hollingsworth, Quorum Present**
- C. Action Item: To Approve/Disapprove March 15, 2021 Agenda**  
**Motion to Approve:** Hank Huisking  
**Seconded:** George Self  
**Approved:** Unanimously
- D. Action Item: To Approve/Disapprove the February 15, 2021 Minutes**  
**Motion to Approve:** George Self  
**Seconded:** Hank Huisking  
**Approved:** Unanimously
- E. Business/Finance**
- a. Budget Report**
  - b. Check Register**

Michelle Huff shared that approval has been received to get more money through the CARES Act, there is still ESSR II money available, and there are talks of ESSR III monies to come. The money

that has been received has been used for COVID related costs. These costs include distance learning, technology for teachers, professional development, and sanitization of the schools. She added that the principals are currently working on creating a budget for the ESSR II money. No questions were posed.

#### **F. Report on Current Legislation**

George Self has nothing to report on, at this time.

#### **G. Principals' Reports**

##### **Douglas CAS Report**

Marcela Munguia shared that her staff had spent the last week preparing for today's reopening. She reported that it was a successful first day back. There are 32 elementary students, 47 middle school students, and 64 high school students. Safe Space students are not included in those numbers. Those students have chosen to continue in the Safe Space, rather than returning to regular in-person learning. At this time, there are about 25% of students attending, with a total of 150.

George Self, Board Secretary, asked Marcela what graduation would look like this year. Marcela responded that she, Vada, and Steve concurred that it should be held outside. They are looking at holding the graduation at a park in Douglas. The event would likely occur in June, but there is not a confirmed date, at this time.

##### **Sierra Vista CAS Report**

Steve Huff shared that Sierra Vista and Douglas will be holding separate graduations this year. He stated that no solid plans have been made yet as they want to make sure they are doing whatever is safest for those involved. Regardless, caps and gowns will be purchased for the students. The current plan is to do a graduation activity, whatever that may look like, the day after school ends.

Steve also shared that the school will be reopening next Monday, March 22. They are expecting about 260 students at the elementary and between 60-70 at the high school. Based on current numbers, there will be an average of 12 students per classroom at the elementary level and 10 per classroom at the high school. They are currently working on putting together an in-person aftercare program, and the virtual aftercare will also continue. He added that they are also planning to hold summer school from the third week of June to the middle of July.

Scott Loucks shared that they will be taking part in a demonstration of air scrubbers this coming week. These air scrubbers are designed to work with the HVAC system to remove germs from the air. They are also looking at the possibility of replacing the water fountains with water bottle filling stations. He also shared that there will be another Bioshield treatment before the students return to school. Steve added that they may be looking at upgrades to the restrooms such as touchless water faucets and automatic flushing toilets with the remaining ESSR II money.

Steve also shared that many of the Special Education services have been contracted through Futures. About 18% of the student population at the Sierra Vista campus utilizes those services. Two Special Education teachers will be starting on Monday when the campus reopens. One will be

at the elementary level and the other at the high school level. While online, Zoom has been utilized for speech therapy.

Hank Huisling, Board Vice President, asked if all of the ESSR money will be spent and if the unspent funds will have to be returned. Steve responded that the ESSR II money is available through September of 2023, and they are now working on setting up a budget to utilize those funds in the future.

Doris Tolbert, Board President, asked how students are doing academically and whether or not they are where they should be. Steve responded that they want to be open for aftercare and summer school, in order to provide support for kids academically, as well as socially and emotionally. He also added that it will be easier to gauge where students are at academically once they return to in-person learning. The AzMERIT testing is also coming up, in April, and those results will be a good indicator of where students are at.

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

Vada Phelps shared that CAS teacher, Jeffrey Ofstedahl, was recognized as a Teacher of the Year in The Cochise Communicator. She also praised the Finance team for the Audit Report coming back with no findings.

Vada shared that she learned of a resource that will soon be available to all schools during a Zoom with Superintendent Kathy Hoffman. This resource would contain the information of any students, in your area, that are not currently enrolled in a school. At this time, there are 59,000 students in Arizona that are not currently enrolled in a school. Right now, there is a 6% attendance decline in public schools, but there is a 9% attendance increase in charter schools. The age group that is experiencing the largest drop in attendance is PreK-Kindergarten. That age group's enrollment is down 42%.

Vada updated the Board on current recruitment efforts. Lori Baron has been hired to replace Megan Hollingsworth in the Executive Administrative Assistant position. Interviews are currently being conducted for the HR Manager position, and the hope is to have that position filled by the next board meeting.

Hank Huisling asked if year round school would ever be considered in order to catch up. Steve responded that it is an option that has been considered. This year, it does not seem like a viable option. The academic staff started on August 1, and with summer school they will only be getting a two week break before the start of the next school year. He added that it is something they would be willing to take into consideration, in the future. Marcela stated that it wasn't an option she had considered yet. She shared that at one time the elementary had been on a year round schedule. She also mentioned that it didn't seem like a possibility at the high school. This is due to the fact that many of the high school students get jobs over the summer.

**I. Board Member Announcements**

The next board meeting will be held on Zoom.

**Next Meeting: Monday, April 19, 2021 at 9:15 AM**

**Meeting adjourned at 10:00 AM**