



September 15, 2008

Heather Kelley  
Arizona State Board for Charter Schools  
1700 W. Washington Street, Room 164  
Phoenix, Arizona 85007

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Dear Ms. Kelley:

Attached please find an Instructional Days Amendment Request submitted by the Center for Academic Success High School #1, CTDS# 028750201. We are requesting an amendment to the number of instructional days the school will offer for the 2008-2009 school year **only**. The Center for Academic Success High School was scheduled to begin school at its new campus in Sierra Vista on August 6, 2008. However, construction delays, caused primarily by an extraordinary amount of rainfall during this monsoon season, have caused us to delay opening school until September 15, 2008.

Our high school typically operates on a 144 instructional day school calendar. Our request for a one-time amendment to the number of instructional days required in a school year is supported by *ARS 15-341 B*, which states that:

B. For the purposes of this section, "one hundred eighty days" means one hundred eighty days of instruction or an equivalent number of minutes of instruction per school year based on a different number of days of instruction approved by the school district governing board or charter school governing body.

We are requesting a 2008-2009 calendar consisting of 131 instructional days. Our daily schedule for each of these 131 instructional days will offer 7 hours (420 minutes) of instructional time. This schedule—totaling 917 hours—exceeds the required annual classroom instructional hours per grade as specified in *ARS 15-901 A (c)*, which states that a full instructional program for high schools means:

(vi) For fiscal year 2005-2006 and each fiscal year thereafter, an instructional program that meets at least a total of seven hundred twenty hours during the minimum number of days required and includes at least four subjects, each of which, if taught each school day for the minimum number of days required in a school year, would meet a minimum of one hundred twenty-three hours a year, or the equivalent, or one or more subjects taught in amounts of time totaling at least twenty hours per week prorated for any week with fewer than five days.

Also attached please find the minutes from our Center for Academic Success, Inc. Board of Directors' meeting approving this emergency, one-time amendment to the number of instructional days in the 2008-2009 calendar. Thank you for your consideration of this request. If you have any questions, please do not hesitate to call me at 520-439-3542.

  
Vada Phelps,  
Executive Director



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|--|--|---|
| <input type="checkbox"/> Sierra Vista Campus – High School/Elementary<br>650 E. Wilcox Drive<br>Sierra Vista, AZ 85635<br>(520) 458-4200<br>(520) 458-6396 fax | <input type="checkbox"/> Douglas Campus – High School<br>510 G Avenue<br>Douglas, AZ 85607<br>(520) 364-2616<br>(520) 805-0973 | <input type="checkbox"/> Douglas Campus – Middle and Elementary<br>1415 F Ave.<br>Douglas, AZ 85607<br>(520) 805-1558<br>(520) 805-1549 fax |
|--|--|---|

**CENTER FOR ACADEMIC SUCCESS, INC. (CAS)**  
**BOARD OF DIRECTORS MEETING**  
**Minutes**

**DATE/TIME** September 15, 2008 – Meeting Called to Order 8:25am  
**LOCATION:** 1843 Paseo San Luis  
Sierra Vista, AZ 85635

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**Members Present**

Doris Tolbert  
Bill Porter

**Members Absent**

Martin Berryhill  
George Hooper

**Staff Present**

Dr. Don Derrick  
Vada Phelps  
Marcela Munguia  
Mary Tieman  
Linda Denno

**Staff Absent**

Steve Huff  
Ann Edgett

**Meeting Called to Order by Doris Tolbert, President**

**Pledge of Allegiance**

**Roll Call for Quorum – Roll Call Taken by Mary Tieman, Quorum Present**

*“If such a conflict does arise, I will declare that conflict before the board and refrain from discussing and voting on matters in which I have conflict.”*

**A. Approval of Agenda for Meeting**

**Motion to Approve:**

Bill Porter

**Seconded:**

Doris Tolbert

**Approved:**

Unanimously

**B. Approval of the August 18, 2008 Minutes**

**Motion to Approve:**

Bill Porter

**Seconded:**

Doris Tolbert

**Approved:**

Unanimously

**CAS Board Meeting**  
**September 15, 2008**

**C. Action Item – Approve/Disapprove –August 2008 Expenditures**

**Motion to Approve:** Bill Porter  
**Seconded:** Doris Tolbert  
**Approved:** Unanimously

A motion was placed before the Board for approval of the August 2008 expenditures. There were no discrepancies found and no additional discussion.

**D. Action Item – Approve/Disapprove – Calendar Change Request Form and Instructional Days Amendment Request**

The Calendar Request Form and Instructional Days Amendment Request were presented to the Board of Directors for approval. CAS Elementary is requesting a one-time emergency change from 180 instructional days to 163 days for the 2008-2009 calendar year. CAS High School is requesting a one-time emergency change from 144 instructional days to 131 instructional days for the 2008-2009 calendar year. The Board of Directors approved the amendment after determining the calendars' hours exceed the required annual classroom instructional hours found in *ARS 15-901*.

**Motion to Approve:** Bill Porter  
**Seconded:** Doris Tolbert  
**Approved:** Unanimously

**E. School Reports**

**Douglas / Marcela Munguia:**

The enrollment at the Douglas Schools is above last year's figures. The High School enrollment is currently 119 students. Two new English teachers were hired in September. The Middle School data was reevaluated and submitted. After review, the Middle School is no longer labeled underperforming. Marcela would like to note, Mr. Gonzalez is doing an excellent job with daily attendance. The Douglas High School is preparing for the Fall AIMS Test.

**Sierra Vista Campus / Steve Huff:**

Steve Huff was unable to attend the meeting due to School Opening. Don Derrick presented his report. The New Sierra Vista Campus opened today. The teachers and staff have worked very hard to have the facility ready for the first day of school. Don noted a few teachers and staff members have expressed their concerns about the concrete floors. The cleaning service is working on a solution.

**F. 7<sup>th</sup> Street Campus Update/Vada Phelps:**

Last week presented many last minute challenges, but I am excited to announce the New Campus opened today for K-12. The Pre-School is expected to open later this month. The administrative offices will be completed by October 13<sup>th</sup>. Currently, the enrollment for Douglas and Sierra Vista is 750 students. Doris Tolbert asked about the possibility of a cross walk on 7<sup>th</sup> street. Vada noted, currently there will not be a crosswalk on 7<sup>th</sup> Street. Staff and Teachers will be available to assist students with crossing the street.

**G. Presidents Report/ Doris Tolbert:**

Doris Tolbert requested clarification on Linda Denno's title. Don stated, Linda is the Assistant Superintendent and Elementary School Principal.

There is still a need for an additional Board Member.

**Comments – Board Members/Staff/Public**

Don Derrick would like to thank Marcela Munguia for her hard work and leadership at the Douglas Schools. Also, Steve Huff has done an excellent job facilitating the New Campus at 7<sup>th</sup> Street. Thank you to Bill Porter for his hard work putting together desks and the labor he provided to prepare the school for opening day.

**Adjournment** – Motion placed before the Board to adjourn at 9:30 am.

**Motion to Approve:**

George Hooper

**Seconded:**

Doris Tolbert

**Approved:**

Unanimously

Regular session of the CAS Board of Directors was adjourned at 9:30 AM. The next meeting is scheduled for October 20<sup>th</sup> at 900 Carmelita Drive.

**EXECUTIVE SESSION**

No Executive session was requested.

**CAS Board Meeting  
September 15, 2008**