A. Strength and Stability of the Charter Holder

Part 1. Current officers, directors, managers or partners of the corporation:

Vada Phelps, (See attached resume and job description) Charter Holder has the authority to shut down the school, however, working directly for the Charter School Board would require their approval to accomplish that feat. Thus the continuity of the Charter is protected by the chain of command. Should the Charter Holder leave for any reason the Charter School Board would determine a replacement.

JOB DESCRIPTION

EXECUTIVE DIRECTOR – Chief Executive Officer

REPORTS TO: Center for Academic Success Charter School Board

GENERAL FUNCATION: Serves as the chief executive officer of the Center for Academic Success, Inc. Oversees the operations of the organization as defined by the bylaws and policies set forth by the Board of Directors and assures that programs and policies are consistent with the applicable federal, state and local requirements.

MINIMUM QUALIFICATIONS:

1. Masters degree in Business Administration, Public Administration, or Education.

2. Five years experience in: managing and administrating federal and state programs; and in a managerial position supervising supervisors

3. Have proven leadership skills.

4. Effective written and oral communication skills

5. The ability to create consensus amongst various stakeholders

6. Ability to motivate, encourage creativity and innovation in staff

7. Five years experience working with boards and commissions

8. Such alternative to the above qualifications that the CAS Board may find appropriate and acceptable.

The ultimate success of a Charter School is predicated by a Charter School Board, the Executive Director must understand and articulate the workforce needs of the private sector and yet be able to support the goals of the public sector. As the principle policy making body for the Center for Academic Success, the Board will not be involved with day-to-day operations of the Charter School. The Executive Director will serve as CAS principal officer to ensure that the visions, goals, objectives and policies are being met and CAS is able to meet all the federal and state requirements applicable to its funding sources.

RESPONSIBILITIES:

1. Serve as the Chief Executive Officer provide staff support, including recruitment, hiring, firing, evaluations, benefits, training and motivation

2. Prepare materials, background information and agendas for CAS meetings.

3. Attend CAS meetings.

4. Prepare plans and policies for approval of the Board.

5. Oversee performance measures and standards as established by the federal/state authorities.

6. Maintain a fiscal system that meets or exceeds the requirements of the federal, state and local laws, regulations and other organizations providing funding to the CAS.

7. Promote CAS through public outreach and networking.

8. Play a leadership role in collaborations and networking with federal, state and local agencies.

9. Represent the CAS to the private sector, public sector, and decision-makers to assist with the cultivation, orientation and recruitment of Board members.

10. Prepare proposals and seek alternative funding to support the programs and goals and objectives of the CAS. Including exploring innovative and leading edge opportunities in education and employment/training and related areas.

11. Prepare, implement and monitor an annual budget with approval from the CAS Charter School Board.

Vada Jo Phelps - Resume

Executive Director/Chief Executive Officer

Summary of Qualifications:

- Thirty two years of management experience
- Eighteen years experienced private non-profit Executive Director
- Ten years experienced Developer and Director of Arizona Charter School
- Proficient in the design of course programs, contracting, monitoring, budgeting, and directing staff development
- Seven years as Operations Manager for construction company
- Strongly involved with state and community initiatives

Experience:

1988 – Present Executive Director and CEO

Cochise Private Industry Council, Inc. and Center for Academic Success, Inc. – Sierra Vista - Douglas, Arizona

- Directs and coordinates operations of non-profit to operate Charter School and Employment and Training activities for nine various programs
- Directs and coordinates additional programs that are central to the mission of the agency
- Participates in state and community activities to develop opportunities, to ascertain needs, serve clients and promote agency goals.
- Prepares and manages budget in concert with Boards of Directors to allocate funds, control costs, and maintain operations at levels consistent with agency mission
- Oversees preparation of Requests for Proposals, negoiates contracts and monitors professional service providers.
- Plans, organizes, implements and monitors all staff activities, including advertising, hiring/firing, performance elevations etc.

1976-1988 Assistant Town Manager/Town Clerk/Treasurer
Town of Frisco, Frisco, Colorado

- Member of Management team and acted as town manager in the manager's absence
- Directed the administration branch of municipal government
- As Financial Director/Treasurer developed, monitored and administered the yearly budget
- Management team member in the development/funding and construction of: New Town Hall, Water Treatment Plant, New Main Street and Sewer Treatment Plant.
- Developed and managed the Town's risk management Plan
- Performed all Personnel Director responsibilities

1972-1976 Chief Operations Officer
BDF Construction Corporation, Frisco, Colorado

- Helped with bid process
- Oversaw projects and schedule of journeymen and labors
- Procurement and acquisition of materials
- Scheduled deliveries and subcontractors
- Budgets/Payroll/Accounts Payable and Receivable

Education:

1982-1986 – Bachelors of Business Administration (BBA) – University of Denver - Denver, Colorado

1986-1988 – Masters of Business Administration (MBA) –

Daniels School of Business -University of Denver – Denver

Other Activities: Ten Years on the Faculty for the University of Phoenix, (teaching business courses at the under graduate and graduate level), Adult Vocational Certified by the Arizona Department of Education, Appointed by the governor to the Arizona Juvenile Justice Commission, Past Board member of the Cochise Community Foundation Board, Board member for the YFC/YOU National Youth Council, Member of the State Youth Advisory Council, TEAM Cochise co-chairman, and I have served on several committees for the Federal Department of Labor – regional office six.

Honors: Marquis Who's Who of American Women 97/98 and 87/88; Who's Who among students in American Colleges and Universities 85/86; Listed in the first edition of the 2000 notable American Women; Woman of the Year ESA International Alpha Theta 1985; Outstanding Club Service award 92/93, Vocational Services Director, Rotary International.

Doris Tolbert, President - See resume

Biography: Doris Tolbert— Center for Academic Success, President

I was born in Tucson, Arizona and raised in the Air Force which gave me the opportunity to travel extensively. My spouse is Ronald Tolbert and we married in 1965. Ronald has a combined 41 years of military and civil service. While active in the Army he received a silver star, purple heart and bronze star for servicing two Vietnam tours. We have two grown children and one wonderful grandchild. After being a stay at home mom and raising our children, I started a career with a local insurance agency. I was the account executive for Inter Group /Health Net for more than 10 years servicing most of the rural areas of Graham, Greely, Santa Cruz and Cochise County. I really enjoyed my professional career. Currently I am semi-retired.

I have always had a strong involvement in the community and volunteered my time to many organizations.

Volunteer List:

American Red Cross

Officer Wives Club - Served as Secretary

Volunteering with Sierra Vista Public Schools and the Center for Academic Success Charter School/ President of Band Supporters for Buena High School

Over 10 years as the Chairman for the March of Dimes Walk America for Cochise County. Proudly raised over $100,000 for the March of Dimes.

I have been on the CAS Board of Directors for 9 years. During my service I have held each elected position and been President for the past 3 years.

I have been on the Local Workforce Investment Board for the past 10 years. have held each elected position, served as president for 2 years. Currently I am the Board Secretary.

Karen Nicodemus - See resume

Dr. Karen Nicodemus has worked for Cochise College since 1986. Dr. Nicodemus earned her doctor of philosophy degree in education administration from the University of Nebraska. She also earned her master's degree from the University of Nebraska in physical education with an emphasis in sports administration. Her bachelor's degree is in history from the John F. Kennedy College in Nebraska.

In July 1998 Dr. Nicodemus became the tenth President of Cochise College.

In January, 2005, Dr. Nicodemus was appointed by Governor Janet Napolitano to serve on the State Board of Education and has been elected to serve as President for 2007. Governor Napolitano, in May 2006. She was appointed as a member of the Governor's P-20 Council, focusing on quality education at all levels. In addition, she currently chairs Arizona's Leadership Team participating with 7 other states in a national College- and Career-Ready Policy Institute.

Dr. Nicodemus currently serves on the Education subcommittee of the Arizona Community Foundation. She previously served on the Arizona-Mexico Commission and also served five years as a member of the Sierra Vista Regional Health Center Board. She has been active within educational organizations at the state and national level. In 1998, Dr, Nicodemus was selected as a consultant / evaluator for the Higher Learning Commission of the North Central Association of Colleges and Schools. She also serves as a member of the Commission's Accreditation Review Council.

Dr. Nicodemus was selected as one of five University of Nebraska graduates who participated in Master's Week in October 2004.

Henrietta “Hank” Huisking - Resume

Henrietta "Hank" Huisking grew up in Tucson. She is married to Peter Huisking and has three grown children, all of whom graduated from Buena High School. Hank has a Bachelor of Science Degree in Education from Southwestern,University in Georgetown, Texas.

A resident of Sierra Vista since 1988, she currently teaches Water Conservation in our city and county schools through the University of Arizona Cooperative Extension Water Wise Program.

Hank serves as Council Liaison to three commissions:

Environmental Affairs Commission

Convention and Visitors Bureau of Sierra Vista - The West End Commission

She is a member of the Sierra Vista Chamber of Commerce and is a graduate of the 1st Chamber Leadership course, 2000. She is also a member of the Sierra Vista West Rotary Club.

Hank is a past vice-president of the League of Women Voters of Cochise County and a graduate of both the Sierra Vista Citizen's Police and Fire Academies.

Over the years, Hank has enjoyed long associations with the Red Cross, the Boy and Girl Scouts, the Catholic Church, Youth Sports and Military Spouse Clubs. Some of her volunteer positions evolved into paid civilian positions in social services and establishing summer employment programs for teens.

Bill Porter – resume

William David Porter

Experience 2000 — PresentSierra Vista Fire Department Sierra Vista, AZ Firefighter/EMT

• Drive and operate all fire apparatus and equipment

• Respond to rescue calls as part of an engine company and administer first aid

• Operate a variety of tools and equipment related to fire suppression, rescue and Hazmat emergencies

• Serve as a hose operator in fire fighting situations

• Participate in continuous training in fire suppression, prevention and inspection through both simulated and on-the-job exercises

^ Inspect commercial, residential and other occupancies for fire hazards • Conduct juvenile firesetter classes and develop programs for same

1998— 2001 Sierra Vista Fire Department Sierra Vista, AZ Reserve Firefighter/EMT

• Augmented full-time firefighting staff in responding to fire alarms, medical emergencies and other calls to protect life and property

• Participated in fire prevention and training in station and equipment maintenance activities

1993 —2000 Cochise County Adult Probation Sierra Vista, AZ Adult Probation Officer

• Supervise an assigned caseload of probationers and ensure compliance with court orders

• Conduct pre-sentence and complete predisposition memoranda • Write other official document for the court

• Collect urine samples

• Conduct searches of probationers homes and make arrests when a probationer presents a clear danger to the community

• Actively participate on various departmental committees • Act as a resource for less experience staff

Education 1979 -1987 University of Arizona Tucson, AZ • BSPA, Criminal Justice

Education 1981 -1984 Pima Community College Tucson, AZ • AA, Criminal Justice

Knowledge, Skills and Abilities

^ Hazardous Materials First Responder

^ Firefighter I & II Certification

^ Fire Instructor I Certification

^ Firefighter I & II Instructor Evaluator Certification

^ Emergency Stabilization and Extrication (State Fire School)

^ Fire Officer I & II Certification

^ Juvenile Firesetter Intervention Specialist I & II Certification

^ Driver/Operator Certification

^ BLS Instructor (AHA)

^ Aerial Apparatus Operator

Dr. Donald Derrick, Superintendent - Resume

RESIDENCE:
7600 S. Rockwood Drive
Hereford, Arizona 85615
520-803-8607

OFFICE:
Center for Academic Success
900 Carmelita Drive
Sierra Vista, Arizona 85635

EDUCATION

Ed.D. 1984, Oklahoma State University
M.T. 1969, Northeastern Oklahoma State University
B.S. 1965, Oklahoma State University

PROFESSIONAL EXPERIENCE

Superintendent
Center for Academic Success High School, Sierra Vista, Arizona, 2002-present

District Superintendent and Greenlawn Elementary (Charter School) Principal
USD 493, Columbus, Kansas, 1995-1999

Principal

Columbus Unified High School, Columbus, Kansas, 1992-95

Assistant Superintendent for Curriculum and Instruction
Miami, Oklahoma Public Schools, 1985-92
--Adjunct Instructor, Pittsburg State University, 1986-92

Principal
Mid-High School (Grades 9&10), 1984-85
Central Junior High School, Bartlesville, Oklahoma, 1979-84
--Adjunct Instructor, Bartlesville (Okla.) Wesleyan College, 1980-84

Assistant Principal
Central Junior High School, Bartlesville, Oklahoma, 1977-79

Vice Principal
College High School, Bartlesville, Oklahoma, 1975-77

Counselor
College High School, Bartlesville, Oklahoma, 1973-75

Teacher/Coach
College High School, Bartlesville, Oklahoma, 1965-73

Dr. Linda Denno, Assistant Superintendent

LINDA L. DENNO, Ph.D.

3678 Plaza de la Rosa

Sierra Vista, Arizona 85650 (520) 803-8169

Email: ldenno@cpic-cas.org

QUALIFICATIONS

As an educator and political scientist I have many years of experience in the fields of education, politics, and administration. I have taught, researched and wrote about all aspects of politics, including public policy and law, elections and the electoral process, and government systems. I have taught undergraduate and graduate students at the university level. I have frequently advised political actors at all levels of the political system. I have been recognized as an expert political analyst, speaking and writing frequently for the news media and appearing regularly on television and radio. I have written successful grant proposals, and planned and

coordinated conferences. I have served on and chaired numerous committees, including policy committees and committees of an administrative nature. I have supervised research assistants, graduate students, clerical and professional staff and junior faculty and teachers. I have administered state and federal programs dealing with employment policy and educational policy. I have expert knowledge of federal and state educational law, including No Child Left Behind and the Individuals with Disabilities Education Act.

EDUCATION

1986-1991 Ph.D. Political Science, University of California, Davis 1984-1985 M.A. Government, Claremont Graduate School

1978-1982 B.A. Political Science, California State University, San Bernardino

EMPLOYMENT

2002-Present Assistant Superintendent, Principal, Director of Special Programs, Center for Academic Success, Sierra Vista, Arizona

1998 Adjunct Professor of Political Science, State University of New York, Jefferson Community College

1988-1997 Assistant Professor of Political Science, Tenured, Department of Political Science and. National Security Studies, California State University, San Bernardino

1985-1988 Research Assistant, Institute for Governmental Affairs and Lecturer/Teaching Assistant, Department of Political Science, University of California, Davis

1982-1985 Assistant Director, Concilio of Riverside County, California

Stephen Huff
2547 Cardinal Dr.
Sierra Vista, AZ, 85635
(520)-456-4508

Employment History

Principal

shuff@cpic-cas.org

July 2007-Present, **Center for Academic Success**, Sierra Vista, AZ

- Responsible for Operation of Pre-K, K-12 Charter School
- Oversight of Budget, Personnel, Maintenance
- Supervise approximately 50 employees

Principal Teacher

July 1998-July 2007, **Center for Academic Success**, Douglas, AZ

- Responsible for Operation of K-12 Charter School
- Oversaw Budget, Personnel, Maintenance
- Supervise approximately 50 employees

Teacher/Coach

1972-1996, Public School Districts/ Sierra Vista, Tombstone, Willcox

- Secondary Classroom Teacher of English
- Secondary Classroom Teacher of Social Studies
- Coached various levels of Football, Basketball and Baseball
- 18 years total during period

Education

1968-1977, University of Arizona, Tucson, AZ

- B. A. Secondary Education, History/English, 1972
- M. Ed. Secondary Education, 1977

Other Experience

Six years experience in Financial Services as Account Executive with Investors Diversified Services (I.D.S.), and Dean Witter Brokerage Services.

References

References are available on request.

Marcela Munguia, Douglas Principal

No Partners

Part 2. Role and Responsibilities of the Charter Holder: The Charter Holder is not the same as the school's governing body. Reports and is responsible directly to the Governing Board. Hires, fires and supervises the Superintendent and other staff members as is appropriate. She makes the day to day decisions for operations of the Charter School, including but not limited to:

A. Acts as CEO
B. Approves all expenditures
C. Signs all checks
D. Signs all letters of hire for all employees
E. Approves budget prior to going to the Governing Board

Part 3. Role of Charter Holder in monitoring academic Performance:

The Charter Holder receives Academic Performance information as soon as it is available, discusses it with Superintendent and Principals. The Management Team makes decisions as to what action the Charter School needs to take to improve Performance and prepares and implements the performance management plan and reports to the Charter School Board.