

**PLEASE POST**  
**CAREER DEVELOPMENT, INC. EXECUTIVE BOARD**  
**BOARD NOTICE AND AGENDA**  
**REGULAR MEETING**

**Wednesday, December 13, 2023**  
**5:00 p.m.**  
**1300 Centennial Drive, Taylor AZ 85939**  
**PASS Room**

acarlyle@naacharter.org is inviting you to a scheduled Zoom meeting.

Topic: NAA Board Meeting  
Time: Dec 13, 2023 05:00 PM Arizona

Join Zoom Meeting  
<https://us06web.zoom.us/j/81390379522?pwd=gTKaMHadCu3bJQoJoQbtXDC1sIUNse.1>

Meeting ID: 813 9037 9522  
Passcode: HBm5Wn

Find your local number: <https://us06web.zoom.us/j/81390379522?pwd=gTKaMHadCu3bJQoJoQbtXDC1sIUNse.1>

Pursuant to ARS 38-431.02, notice is hereby given to members of the Career Development, Inc., Executive Board and to the General Public that the Board will hold a meeting open to the public on Wednesday, December 13, 2023 beginning at 5:00 pm at 1300 Centennial Drive Taylor, AZ 85939.

Board Members may attend either in person or remotely. A speaker phone may be used so that the audience can listen to the Board member(s) discussion, deliberations and vote.

The Board reserves the right to change the order of items on the agenda, with the exception of public hearings, which are scheduled for a specific time.

Pursuant to A.R.S. 38-431.03.A.3, the Board may vote to convene an executive session for discussion or consultation for legal advice with its attorney(s) on any matter listed on the Agenda. The attorney(s) may appear in person or telephonically.

The Meeting Agenda and agenda background material provided to Board members (with the exception of material relating to possible executive sessions) is available for public inspection 24 hours in advance of the meeting at the Northern Arizona Academy for Career Development Inc. Administrative Office, located at 1300 N. Centennial Blvd., Taylor, Arizona, Monday through Friday, 8:00 a.m. to 4:00 p.m.,

Individuals requiring an interpreter or persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Northern Arizona Academy Director at (928) 536-3920 or acarlyle@naacharter.org at least 48 hours prior to the meeting so that the requested support can be arranged.

1. **Call to Order**
2. **Roll Call**
3. **Welcome and Introductions**
4. **Pledge of Allegiance**

5. **Reading of Vision**

Northern Arizona Academy will guide students in developing the social and academic skills necessary to achieve their goals and lead successful, fulfilling lives as citizens of the world.

6. **Adoption of Agenda**

Motion by \_\_\_\_\_ Second by \_\_\_\_\_ Final Resolution: \_\_\_\_\_  
 Yea: \_\_\_\_\_ [note names of each Board member for each type of vote]  
 Nay: \_\_\_\_\_  
 Abstain: \_\_\_\_\_

7. **Consent Agenda**

The Board may approve or disapprove all Consent Agenda items in a single vote. However, any matter on the Consent Agenda may be removed from the Consent Agenda and discussed as a regular agenda item upon the request of any Board member.

- A. Payroll Reports
- B. Accounts Payable Reports
- C. Vacation Liabilities
- D. Payroll Action Forms
- E. Board Meeting Minutes
- F. Monthly Financial Reports

Motion by \_\_\_\_\_ Second by \_\_\_\_\_ Final Resolution: \_\_\_\_\_  
 Yea: \_\_\_\_\_ [note names of each Board member for each type of vote]  
 Nay: \_\_\_\_\_  
 Abstain: \_\_\_\_\_

8. **Call to the Public**

The public is invited to address the Board on any issue within its jurisdiction, subject to reasonable time, place and manner restrictions. Board members are not permitted to discuss or take legal action on matters raised during Call to the Public unless the matters are properly noticed for discussion and legal action. However, the law permits Board members to do the following at the conclusion of the Call to the Public: (a) Respond to criticism made by those who have addressed the Board; (b) Ask staff to review a matter; or (c) Ask that a matter be put on a future agenda.

Speakers must fill out a card listing name and topic and submit it to the Board Secretary prior to the time Call to the Public is heard. Speakers must make their comments in no more than three (3) minutes. If necessary to accommodate all speakers within the 30-minute overall limit, the Board President may shorten each speaker's time.

**9. Reports and Information Only Items**

9.01 Campus Update: The Board will be presented with an update on the campus and School Improvement Team by Donna Spires. The Board may schedule action for a later meeting based on the documentation provided.

9.02 Non-Profit Update: The Board will be presented with an update on Non-Profit matters by Amy Carlyle. The Board may schedule action for a later meeting based on the documentation provided.

9.03 Board Budget Update: The Board will be presented with an update on their budget by Jason Sellers. The Board may schedule action for a later meeting based on the documentation provided.

**10. Business: Action Items**

10.1 Revised Enrollment Packet: The Board may discuss and decide on Adopting the revised Enrollment Packet. The Board may approve, approve with modifications or deny approval of Revised Enrollment Packet.

Motion by \_\_\_\_\_ Second by \_\_\_\_\_ Final Resolution: \_\_\_\_\_  
Yea: \_\_\_\_\_ [note names of each Board member for each type of vote]  
Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

10.2 New Non-Profit Policy 4004 Parent and Guardian Rights: The Board may discuss and decide on Adopting New Policy 4004 Parent and Guardian Rights. The Board may approve, approve with modifications or deny approval of New Policy 4004 Parent and Guardian Rights.

Motion by \_\_\_\_\_ Second by \_\_\_\_\_ Final Resolution: \_\_\_\_\_  
Yea: \_\_\_\_\_ [note names of each Board member for each type of vote]  
Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

10.3 New Non-Profit Policy 4005 Mathematics Proficiency Notification: The Board may discuss and decide on Adopting New Policy 4005 Mathematics Proficiency Notification. The Board may approve, approve with modifications or deny approval of New Policy 4005 Mathematics Proficiency Notification.

Motion by \_\_\_\_\_ Second by \_\_\_\_\_ Final Resolution: \_\_\_\_\_  
Yea: \_\_\_\_\_ [note names of each Board member for each type of vote]  
Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

10.4 New Non-Profit Policy 5002 Prohibited Courses and Classes: The Board may discuss and decide on Adopting New Policy 5002 Prohibited Courses and Classes. The Board may approve, approve with modifications or deny approval of New Policy 5002 Prohibited Courses and Classes.

Motion by \_\_\_\_\_ Second by \_\_\_\_\_ Final Resolution: \_\_\_\_\_  
Yea: \_\_\_\_\_ [note names of each Board member for each type of vote]  
Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

10.5 Revised Attendance Policies: The Board may discuss and decide on adopting Revised Attendance Policies section in the Student Handbook. The Board may approve, approve with modifications or deny approval of Revised Attendance Policies.

Motion by \_\_\_\_\_ Second by \_\_\_\_\_ Final Resolution: \_\_\_\_\_  
Yea: \_\_\_\_\_ [note names of each Board member for each type of vote]  
Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

10.6 Revised NAA Graduation Requirements: The Board may discuss and decide on adopting Revised NAA Graduation Requirements section in the Student Handbook. The Board may approve, approve with modifications or deny approval of Revised NAA Graduation Requirements.

Motion by \_\_\_\_\_ Second by \_\_\_\_\_ Final Resolution: \_\_\_\_\_  
Yea: \_\_\_\_\_ [note names of each Board member for each type of vote]  
Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

10.7 Revised Parental Rights: The Board may discuss and decide on adopting Revised Parental Rights section in the Student Handbook. The Board may approve, approve with modifications or deny approval of Revised Parental Rights.

Motion by \_\_\_\_\_ Second by \_\_\_\_\_ Final Resolution: \_\_\_\_\_  
Yea: \_\_\_\_\_ [note names of each Board member for each type of vote]  
Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

10.8 New Policy 131 Classroom Site Funds: The Board may discuss and decide on adopting New Policy 131 Classroom Site Funds for the Employee Policies and Procedures Manual. The Board may approve, approve with modifications, or deny approval of New Policy 131 Classroom Site Funds.

Motion by \_\_\_\_\_ Second by \_\_\_\_\_ Final Resolution: \_\_\_\_\_  
Yea: \_\_\_\_\_ [note names of each Board member for each type of vote]  
Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

10.9 Board Calendar: The Board may set times and dates for events on their 2023/2024 calendar. The Board may approve, approve with revisions, or disapprove the dates and times for events on their calendar. If there are no new events, this item may be passed over without a vote.

Motion by \_\_\_\_\_ Second by \_\_\_\_\_ Final Resolution: \_\_\_\_\_  
Yea: \_\_\_\_\_ [note names of each Board member for each type of vote]  
Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

10.10 Board Awards: The board may nominate individuals or organizations to receive the Distinguished Service Award. The Board may approve, approve with revisions, or disapprove the nominated individuals or organizations. If there are no nominations this item may be passed over without a vote.

Motion by \_\_\_\_\_ Second by \_\_\_\_\_ Final Resolution: \_\_\_\_\_  
Yea: \_\_\_\_\_ [note names of each Board member for each type of vote]  
Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

**11. Executive Session:** The board may discuss the resignation of Courtney Reynolds

Upon a public majority vote of the members constituting a quorum, a public body may hold an executive session but only for the following purposes:

1. Discussion or consideration of employment, assignment, appointment, pro-motion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body, except that, with the exception of salary discussions, an officer, appointee or employee may demand that the discussion or consideration occur at a public meeting. The public body shall provide the officer, appointee or employee with written notice of the executive session as is appropriate but not less than twenty-four hours for the officer, appointee or employee to determine whether the discussion or consideration should occur at a public meeting

The minutes of and discussions that take place during an executive session are confidential under A.R.S. § 38-431.03(B) and may not be disclosed to anyone except the following people:

1. Any member of the public body, regardless of whether he or she attended the executive session. A.R.S. § 38-431.03(B)(1); *Picture Rocks Fire Dist. v. Updike*, 145 Ariz. 79, 81, 699 P.2d 1310, 1312 (App. 1985).
2. Any officer, appointee, or employee who was the subject of discussion at an executive session authorized by A.R.S. § 38-431.03(A)(1) may see those portions of the minutes directly pertaining to them. A.R.S. § 38-431.03(B)(2); see Section 7.9.4.
3. Staff personnel, to the extent necessary for them to prepare and maintain the minutes of the executive session. The discussion or consideration of employment, assignment, appointment, promotion, demotion, salaries, discipline, resignation, or dismissal of a public officer, appointee, or employee of a public body may take place in an executive session. A.R.S. § 38-431.03(A)(1);
4. The attorney for the public body, to the extent necessary for the attorney to represent the public body.
5. The Auditor General in connection with the lawful performance of its duty to audit the finances or performance of the public body. A.R.S. § 38-431.03(B)(3); Ariz. Att'y Gen. Op. I79-130.
6. The Attorney General or County Attorney when investigating alleged violations of the Open Meeting Law. A.R.S. § 38-431.03(B)(4).
7. The court, for purposes of a confidential inspection where an open meeting violation has been alleged. A.R.S. § 38-431.07(C).

Motion to enter Executive Session by \_\_\_\_\_ Second by \_\_\_\_\_  
Final Resolution: \_\_\_\_\_  
Yea: \_\_\_\_\_ [note names of each Board member for each type of vote]  
Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

Motion regarding Cortney Reynolds resignation.

By \_\_\_\_\_ Second by \_\_\_\_\_

Final Resolution: \_\_\_\_\_

Yea: \_\_\_\_\_ [note names of each Board member for each type of vote]

Nay: \_\_\_\_\_

Abstain: \_\_\_\_\_

- 12. Future Meeting Dates and Items for Future Agendas:** The Board may discuss future dates for meetings and direct staff to place matters on future Board meeting agendas.

**13. Board Signatures**

Board members may be provided items requiring Board signature.

**14. Adjournment**

Motion by \_\_\_\_\_ Second by \_\_\_\_\_ Final Resolution: \_\_\_\_\_

Yea: \_\_\_\_\_ [note names of each Board member for each type of vote]

Nay: \_\_\_\_\_

Abstain: \_\_\_\_\_

**Posted this \_\_\_\_\_ day of \_\_\_\_\_, 2023 by \_\_\_\_\_**