

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

**Wednesday, September 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: September 13 2023 Meeting  
Time: Sep 13, 2023 05:00 PM Arizona

Join Zoom Meeting  
<https://us06web.zoom.us/j/85082793382?pwd=aEFpOVYxaktmbVV2dE1WbVJnQkxTUT09>

Meeting ID: 850 8279 3382  
Passcode: A1LHJ9

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, August 9, 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 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 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 Training: The Board may complete training on common forms used by the board. The Board may schedule action for a later meeting based on the training presented.

**10. Business: Action Items**

10.1 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: \_\_\_\_\_

10.2 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: \_\_\_\_\_

10.3 Substitute Pay Scale: The Board may be presented with a proposed Substitute Pay Scale. The Board may approve, approve with revisions, or disapprove the Substitute Pay Scale.

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

10.4 REAP Expenditures: The Board may be presented with a a list of approved expenditures for the REAP Grant and make recommendations on future use of REAP funds. The Board may identify future use of REAP funding and make a formal recommendation.

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

**11. 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.

**12. Board Signatures**

Board members may be provided items requiring Board signature.

**13. Adjournment**

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

Posted this 16<sup>th</sup> day of September, 2023 by 