

**CAREER DEVELOPMENT, INC. EXECUTIVE BOARD  
DRAFT MEETING MINUTES  
REGULAR MEETING**

**Wednesday, August 9, 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: August Board Meeting  
Time: Aug 9, 2023 05:00 PM Arizona

Join Zoom Meeting  
<https://us06web.zoom.us/j/81362363276?pwd=K2NPVXVXRmVIRWM3ZXBidFhkNFpBZz09>

Meeting ID: 813 6236 3276  
Passcode: szgJ1B

1. **Call to Order** by Julia Shepherd at **5:07 pm on August 9th 2023.**
2. **Roll Call**  
**Board Members Present:** Brandi Barnes; Julia Shepherd, Board President; Amy Carlyle non voting member, Donna Spires, Board Secretary; Jason Sellers, Board Vice President  
**Board Members Absent:** Lori Haymore  
**Staff Present:** Lydia Humphries, Recording Secretary (Via Zoom), Nichole Sellers
3. **Welcome and Introductions:** Julia Shepherd welcomed the Board, and staff present.
4. **Pledge of Allegiance** led by Julia Shepherd
5. **Reading of Vision:** Jason Sellers

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 Jason Sellers to adopt the agenda as written. Second by Brandi Barnes. Final Resolution: Motion passed unanimously with the yea votes Yea: Brandi Barnes, Donna Spires, Jason Sellers, and Julia Shepherd. Nay: None. Abstain: None

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 Donna Spires to approve the Consent Agenda as written. Second by Jason Sellers. Final Resolution: Final Resolution: Motion passed unanimously with the yeas votes Yea: Brandi Barnes, Donna Spires, Jason Sellers, and Julia Shepherd. Nay: None. Abstain: None

## **8. Call to the Public**

No Public present

## **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.

Donna Spires presents the Board with the Campus Update.

Currently, there are 71 students enrolled. 11 of those students are in 8th grade.

At Summer sessions, there were 10 students in regular attendance.

August 25th 2023 is a field trip to the Lazy J Wildlife Ranch in Springerville.

ASVAB scheduled for September 19th 2023, and about 25 students will be participating.

Today, August 9th, the Snowflake police department brought donated school supplies to the school.

Local police officer, Officer Young provided a patrol of the street near the school today, and will be helping patrol the school with drug dogs as well.

The school building is utilized after school by the police department for training.

The Ring doorbell system has been installed for security.

Students have stated that it makes them feel safe, and public response has been good.

The first three days of school have been busy, and gone well.

There are two new teachers, Karilee Ammons and Courtney Reynolds. Courtney has taken the English position, and Karilee does the 7th and 8th grade classes.

Enrollment has room for one more 7th grader, and one more 8th grader, Other than that enrollment is full.

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.

Amy Carlyle shared the Non-Profit update with the Board.

The Educational Disparity grant for 48,000 dollars was approved. This money is allocated for math curriculum, and reimbursement for staff pursuing their Master's

degree, as well as additional counseling services, and teachers professional development called Global PD, which contains full books, and quality training and resources.

Alternative school application approved.

Summer food audit was returned with zero errors.

The first sync with the department of education showed zero errors, which is a first.

Still waiting for responses from the security grant, they did reach out and ask for more information.

## **10. Business: Action Items**

10.1 Board Calendar: The Board may set times and dates for events on their 2023/2024 calendar.

Julia Shepherd shared a proposed list of calendar events with The Board, and projected costs of each event.

The suggested events mentioned were as follows:

Open Campus on September 15th, 2023 (Julia Shepherd and Donna Spires will attend)  
(No cost)

End of Trimester staff appreciation lunch on October 30th 2023. (240 dollars projected)

November 17th Fall Break, event send off. (350 dollars projected)

Holiday meal and Christmas ornament on December 12th 2023 (640 dollars with meal and ornaments)

End of Tri staff appreciation lunch February 20th 2024 (projected cost 15 dollars each person) (15 dollars per person)

Spring Break Send Off March 22 2024 (projected cost of 350 dollars, 5 dollars per student)

Open Campus April 12th 2024 (no projected cost)

Julia Shepherd suggested the Board provide something to graduates at graduation.

Refreshments for the annual meeting were considered as well.

Julia Shepherd brought up being present in the community.

The school is going to have a float in the Sweet Corn Festival, and much of the supplies needed are already present at the school. The trailer is provided by Lori Jean, and the class doing Art for Lunch and Learn on Friday's will be working on the float.

Julia Shepherd asked the Board for ideas of how to get involved in the community.

Donna Spires shared that the Interact club is present at the Fall Festival

Amy Carlyle suggested connecting with the schools Community Outreach Coordinator, Lydia Humphries.

The Board added 9/2/2023 the Sweet Corn Festival to the calendar.

Donna Spires suggested modifying the Spring Break Send Off to be an event related to State Testing. Amy Carlyle shared with the Board that the students have previously enjoyed getting special breakfast and lunches when taking the ACT. Brandi Barnes asked

if different Board members could donate donuts individually, or separate food and snack items. Amy Carlyle said, that is always fine.

It was discussed that the Board Calendar should be a monthly agenda item.

Motion by Donna Spires to adopt the Board Calendar as written, with the addition of September 2nd, and April Testing events. Second by Jason Sellers. Final Resolution: Motion passed unanimously with the yea votes Yea: Brandi Barnes, Donna Spires, Jason Sellers, and Julia Shepherd. Nay: None. Abstain: None

10.2 Tattoo and Piercing Policy: The Board may be presented with a proposed Tattoo and Piercing Policy. The Board may approve, approve with revisions, or disapprove the Tattoo and Piercing Policy.

Original image and personal appearance and revised image and personal appearance policy were reviewed. Business casual and smart casual dress codes were added. Policies about tattoos and body piercings were also added. The procedure was also explained if the dress code is violated. There will be three options. Cover it up, remove it, or go home and change. However, if a piercing or tattoo were related to religion, it would not impact that. If someone had to be sent home to change, it would come out of their leave.

Current employees would be grandfathered in, meaning employees who have current tattoos are not violating the policy. The previous policy didn't have specific statements about tattoos, and the new policy addresses this directly.

The previous policy was very vague in regards to professional dress, and left open to personal interpretation.

Amy Carlyle shared the JamBoard discussion with the Board.

Motion by Jason Sellers to accept the policy as written. Second by Donna Spires. Final Resolution: Motion passed unanimously with the yea votes Yea: Brandi Barnes, Donna Spires, Jason Sellers, and Julia Shepherd. Nay: None. Abstain: None

10.3 Commute Reimbursement Policy: The Board may be presented with a proposed Commute Reimbursement Policy. The Board may approve, approve with revisions, or disapprove the Commute Reimbursement Policy.

The only revision to the policies were: The dates due change from the 16th, and the 31st, to the 15th and the last day of the month.

Brandi Barnes asked if the money was a grant, and if this money is only allotted to be used for commute reimbursement, and if this was intended as part of the employee retention plan.

Amy Carlyle explained the REAP grant, and how those grant funds are allocated, and what the REAP grant is. Amy Carlyle stated that she could look into other ways that this money could be allocated, if that is what the Board desires.

Jason Sellers stated that commute reimbursement is appealing to people applying for jobs, and to people who live further away from the campus, and it incentivizes NAA as a workplace.

Brandi Barnes asked about employees living in town, and closer to campus, and noted that if commute reimbursement is about retention, then why not divide the money evenly between all employees, rather than only benefiting those who live further away. Amy Carlyle stated that if the employees living in town were not spending the same money on gas. Additionally, reimbursements aren't taxed. Amy Carlyle also shared that when the Commute Reimbursement policy was developed, the price of gas was increasing rapidly, and the funds allocated were to assist employees who were spending significant amounts of money on commuting to and from work.

Motion by Jason Sellers to adopt the updated commute reimbursement policy Second by Brandi Barnes. Final Resolution: Motion passed unanimously with the yea votes Yea: Brandi Barnes, Jason Sellers, and Julia Shepherd. Nay: None. Abstain: Donna Spires

10.4 Performance Pay Plan FY24: The Board may be presented with a proposed Performance Pay Plan FY24. The Board may approve, approve with revisions, or disapprove the Performance Pay Plan FY24.

This plan has been reviewed, and discussed. This was also looked over with the support staff.

Motion by Julia Shepherd to approve the Proposed Performance Pay Plan FY24. Second by Jason Sellers. Final Resolution: Motion passed unanimously with the yea votes Yea: Brandi Barnes, Donna Spires, Jason Sellers, and Julia Shepherd. Nay: None. Abstain: None Abstain: None

10.5 Board Training Topics FY24: The Board may identify the six (6) training topics they would like presented by the Executive Director FY24. The Board may approve or disapprove the Board Training Topics FY24.

Julia Shepherd provided the Board with a possible list of topics and ideas for Board Training. If there will be one every other month, the Board will need to pick six.

Meeting topics suggested and explained were, open meeting law, conflict of interest, professional boundaries, code of ethics, social networking, policies and procedures, board awards.

Amy Carlyle stated that her choice was Open Meeting Law.

Jason Sellers chose Conflict of Interest.

Donna Spires chose Professional Boundaries. It was suggested combining Conflict of Interest, and Professional Boundaries together in the same training session.

After discussion and personal choices, the topics decided were: Communication Policy, Open Meeting Law, Professional Boundaries and Conflict of Interest, Revision of Policy, and Code of Ethics, Training in Forms, and Arizona State Charter School Board Training.

Amy Carlyle attended training from the State Charter Board, and stated she could share the training with the Board. Arizona State Charter School Board Training.

Doing Forms training first was suggested.

Motion by Donna Spires to accept the (6) identified topics for training. Second by Jason Sellers. Final Resolution: Motion passed unanimously with the yea votes Yea: Brandi Barnes, Donna Spires, Jason Sellers, and Julia Shepherd. Nay: None. Abstain: None

**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.

Julia Shepherd asked for suggestions for future agendas.

Community Calendar events  
Discussion of awards  
Vice President and budget responsibilities

**12. Board Signatures**

Board members may be provided items requiring Board signature.

**13. Adjournment**

Motion by Brandi Barnes at 6:47 pm on August 9th 2023 to adjourn the meeting. Second, Donna Spires Motion passed unanimously with the yea votes Yea: Brandi Barnes, Donna Spires, Jason Sellers, and Julia Shepherd. Nay: None. Abstain: None

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