**CAREER DEVELOPMENT, INC. EXECUTIVE BOARD**

**MEETING MINUTES**

**REGULAR MEETING**

**Wednesday, July 12, 2023**

**5:00 p.m.**

**1300 Centennial Drive, Taylor AZ 85939**

**Room 9**

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

Topic: July Board Meeting

Time: Jul 12, 2023 05:00 PM Arizona

Join Zoom Meeting

https://us06web.zoom.us/j/81504827180?pwd=OUFMRmx6WTRnSHdpZmpMam1xNUxLZz09

Meeting ID: 815 0482 7180

Passcode: HHWhn2

**1. Call to Order : By:** Julia Shepherd at 5:05 pm on July 12th, 2023.

**2. Roll Call**

**Board Members Present:** Brandi Barnes; Lori Haymore; Julia Shepherd, Board President, Amy Carlyle non voting member

**Board Members Absent:** Jason Sellers, Board Vice President

**Staff Present:** Donna Spires, Lydia Humphries (Via Zoom)

**3. Welcome and Introductions:** All welcomed by Julia Shepherd

**4. Pledge of Allegiance: Led by:** Lori Jean Haymore

**5. Reading of Vision: Led by** Julia Shepherd

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 Lori Jean Haymore to adopt the agenda as written. Second by Brandi Barnes. Final Resolution:  Motion passed unanimously with the yea votes Yea: Lori Jean Haymore, Brandi Barnes 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 Brandi Barnes to accept the consent agenda as written. Second by Lori Jean Haymore Motion passed unanimously with the yea votes Yea: Lori Jean Haymore, Brandi Barnes and Julia Shepherd. Nay: None. Abstain: None

**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.

No public present at this time.

**9. Reports and Information Only Items**

9.01 Campus Update: The Board may be presented with a campus update.

There are 44 new students enrolled for the new school year.

The Audit was passed with no corrections at the school level.

There was a delivery of chromebooks to the school today.

7th and 8th grade classes are going to be combined, due to numbers and the teacher allotted for 8th grade, is going to be teaching the ELA classes.

Preparations have begun for the school year starting in August.

9.02 Non-Profit Update: The Board may be provided with a non-profit update.

Amy Carlyle shared the non-profit update with The Board.

Amy Carlyle has followed up with two grants. She heard back from the safety and security grant, they suggested a few changes, which were revised and submitted. There has been no further update from the grants for math curriculum, and teacher retention. The IDEA grant is still processing, and has yet to be approved. The ESEA Grant has been submitted, and awaiting response.

The Summer Food Program has had less attendance than the year prior, much lower than expected. Pre Covid, the numbers had been about 25 for breakfast, and 60 for lunch. It is currently about 15 for breakfast, and 30 for lunch.

Student schedules have been created, and CCR classes are being revised, and reworked.

Julia Shepherd asked what the impact on the general fund was related to the Summer Food Program. Amy Carlyle explained that while it is reflecting on the current surplus, the money being paid is money that is in the bank account for the NSLP program.

**10. Business: Action Items**

10.01 Executive Director Evaluation: The Board may determine the final scores for the Executive Director evaluation and approve FY24 goals.

Amy Carlyle presented the Board with the final scores for the Executive Director evaluation and FY24 goals. The goals were as follows:

To improve student survey scores about their Career and future.

A goal to ensure effective meetings of PLC’s.

Increase Boards ability to operate without Executive Director oversight.

The Professional Development Goals

Recruitment and Retention

Amy Carlyle asked the Board to review the total scores. The ratings on the evaluation did not match the data provided. Based on the data, there was only one goal from the Executive Director evaluation that was not rated at Exceeds, and was still rated a ⅗. . The Board reviewed the evaluation, and had conversations and discussion regarding what the items had been rated individually, and why the ratings were applied.

Of the first item discussed, “Drives academic excellence/ student performance, the origin rating was a 3.4

Lori Jean Haymore stated that this score should be changed to a 5.

Brandi Barnes stated that while Amy Carlyle did exceed goals, a 5 is perfection.

Julia Shepherd suggested that the score is over 4.1

Brandi Barnes suggested a range from 3.5-4.4

As each of the evaluation items were reviewed, new scores were voted on by The Board.

Motion by Brandi Barnes to approve with revisions the origin score for assessment item about academic excellence being changed from 3.4 to 4.7. Second by Julia Shepherd. Motion passed unanimously with the yea votes Yea: Lori Jean Haymore, Brandi Barnes and Julia Shepherd. Nay: None. Abstain: None

Motion by Lori Jean to approve the revisions of the Executive Director Evaluation in the area of driving academic excellence and student performance in the community from 3.9 to 4.9. Second by Julia Shepherd. Motion passed unanimously with the yea votes Yea: Lori Jean Haymore, Brandi Barnes and Julia Shepherd. Nay: None. Abstain: None

Motion by Lori Jean Haymore to approve with revisions the original score for evaluation items related to developing and leading staff from a 3.2 to a 4.2. Second by Brandi Barnes. Motion passed unanimously with the yea votes Yea: Lori Jean Haymore, Brandi Barnes and Julia Shepherd. Nay: None. Abstain: None

Motion by Lori Jean Haymore to approve with revisions the original score for evaluation item about building and maintaining family satisfaction from a 3.1, to a 5.0. Second by Julia Shepherd. Motion passed unanimously with the yea votes Yea: Lori Jean Haymore, Brandi Barnes and Julia Shepherd. Nay: None. Abstain: None

Motion by Lori Jean Haymore to accept the Executive Director Evaluation with the stated revisions. Second by Brandi Barnes Motion passed unanimously with the yea votes Yea: Lori Jean Haymore, Brandi Barnes and Julia Shepherd. Nay: None. Abstain: None

Motion by Julia Shepherd to approve the Executive Director FY24 goals. Second by Brandi Barnes Motion passed unanimously with the yea votes Yea: Lori Jean Haymore, Brandi Barnes and Julia Shepherd. Nay: None. Abstain: None

10.02 Campus Manager Evaluation: The Board may be presented with the Campus Manager evaluation and approve FY24 goals.

Amy Carlyle presented The Board with the Campus Manager Evaluation. The Campus Manager and Executive Director reviewed the evaluation and reviewed all areas previously. The Campus Manager Donna Spires was rated highly effective and effective in all areas. Campus Manager goals were presented to The Board.

Motion by Lori Jean Haymore to approve the Campus Manager Evaluation and approve FY24 goals. Second by Brandi Barnes. Motion passed unanimously with the yea votes Yea: Lori Jean Haymore, Brandi Barnes and Julia Shepherd. Nay: None. Abstain: None

10.03 New Board Member: The Board may examine the requirements for a prospective new board member, Donna Spires. The Board may choose to add Donna to the Board or deny Board membership.

Motion by Julia Shepherd to approve prospective Board member Donna Spires as a member of The Board. Second by Brandi Barnes. Motion passed unanimously with the yea votes Yea: Lori Jean Haymore, Brandi Barnes and Julia Shepherd. Nay: None. Abstain: None.

10.04 Board Self-Evaluation: The Board may examine the results of their self-evaluation and approve FY24 goals and training.

Amy Carlyle presented the Board with the results of their self evaluation. Amy Carlyle suggested to the Board that they take some time, and determine what goals and training are necessary.

Lori Jean Haymore stated she would like to review it in two months.

Two areas of need were identified related to strategic planning. Budget, and Calendar.

A goal was suggested to develop a calendar by August 9th 2023.

An additional goal was to set the budget by August 9th 2023 as well.

There was discussion around training related to Open Meeting Law, Ethics, and Conflicts of interest.

A goal was created to have 6 mini trainings per year for the Board.

A fourth goal was created to determine what the topics of the mini trainings will each be focused on by 8/9/2023.

Motion by Lori Jean Haymore to approve FY24 goals. Second by Brandi Barnes. Motion passed unanimously with the yea votes Yea: Lori Jean Haymore, Brandi Barnes and Julia Shepherd. Nay: None. Abstain: None

10.04 Board Calendar: The Board may set dates and times for events on their 2023/24 calendar.

Motion by Lori Jean Haymore to table the topic Board calendar at this time. Second by Brandi Barnes. Motion passed unanimously with the yea votes Yea: Lori Jean Haymore, Brandi Barnes and Julia Shepherd. Nay: None. Abstain: None

10.05 Board Award Nominations: The Board may nominate people, organizations, or companies for their Distinguished Service Award. The Board may approve or disapprove granting the award to nominees.

Julia Shepherd would like to give an award to Yevet Tenney. Yevet Tenney was involved with The Board, and staff.

Motion by Brandi Barnes to nominate Yevet Tenney for the Board Award. Second by Lori Jean Haymore. Motion passed unanimously with the yea votes Yea: Lori Jean Haymore, Brandi Barnes and Julia Shepherd. Nay: None. Abstain: None

10.06 Change of Charter Representative: The Board may add the existing Board President, Julia Shepherd, as a Charter Representative. The Board may choose to add Julia Shepherd as a Charter Representative or deny adding her.

Motion by Brandi Barnes to add the existing Board President, Julia Shepherd as a Charter Representative. Second by Lori Jean Haymore. Motion passed unanimously with the yea votes Yea: Lori Jean Haymore, Brandi Barnes and Julia Shepherd. Nay: None. Abstain: None

10.7 Change of Signatory on National Bank of Arizona account held by Career Development Inc. The Board may choose to remove Yevet Tenney as a signatory on the National Bank of Arizona account held by Career Development Inc and replace her with the current Board President, Julia Shepherd.

Motion by Lori Jean Haymore to remove Yevet Tenney as signatory and replace her with the current Board President, Julia Shepherd. Second by Brandi Barnes. Motion passed unanimously with the yea votes Yea: Lori Jean Haymore, Brandi Barnes and Julia Shepherd. Nay: None. Abstain: None

**11. Board Signatures**

Board members may be provided items requiring Board signature.

**12.** **Adjournment**

Motion by Julia Shepherd to adjourn the meeting at 6:33 pm, on July 12th, 2023. Second by Brandi Barnes. Motion passed unanimously with the yea votes Yea: Lori Jean Haymore, Brandi Barnes and Julia Shepherd. Nay: None. Abstain: None