

MEETING MINUTES
CAREER DEVELOPMENT, INC. EXECUTIVE BOARD
BOARD NOTICE AND AGENDA
REGULAR MEETING

Wednesday, March 13, 2024
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: Mar 13, 2024 05:00 PM Arizona

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

Meeting ID: 813 9037 9522
Passcode: HBm5Wn

1. **Call to Order** by Donna Spires at **5:00 p.m. on March 13, 2024.**
2. **Roll Call**
Board Members Present: Donna Spires, Board Secretary; Brandi Barnes; Lorie Jean Haymore; Amy Carlyle, non-voting Board Member.
Board Members Absent: Jason Sellers, Board President
Staff Present: Nichole Sellers, Recording Secretary.
3. **Welcome and Introductions:** Donna Spires welcomed the Board and staff.
4. **Pledge of Allegiance** led by Lorie Jean Haymore.
5. **Reading of Vision** by Brandi Barnes.

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 Lorie Jean Haymore to adopt the Agenda as written. Second by Brandi Barnes. Final Resolution: motion passed unanimously with the yea votes, Yea: Donna Spires, Brandi Barnes, Lorie Jean Haymore. 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 adopt the Consent Agenda as written. Second by Lorie Jean Haymore. Final Resolution: motion passed unanimously with the yea votes, Yea: Donna Spires, Brandi Barnes, Lorie Jean Haymore. Nay: None. Abstain: None.

8. Call to the Public

No public requested to speak.

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.

Donna Spires presented the Board with the Campus Update:

There are currently 63 students enrolled, with four students who graduated early at the end of Trimester 2. Christina is continuing to train as the Campus Manager during periods 4 and 5, while Donna is team teaching in the ELA classroom. The drug dogs were on campus on 3/12, and no issues were found. Sgt. Young asked the students what topics they would like him to teach during Lunch and Learn next year, and next Friday, the students will submit their topic requests to Donna. April 12th is Open Campus. There is no field trip this month because the last week of March is Spring Break. A field trip to the pool is scheduled for April 26th. More students will be offered a spot on the pool field trip because the pool is close to the school, enabling transportation to make more trips to and from the pool to pick up and drop off students. Anyone who knows someone interested in working as a substitute or a van driver is requested to talk with Donna, as those positions are in need of applicants.

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 presented the Board with the Non-profit Update:

All staff and the new ELA teacher have turned in signed contracts. Van drivers, substitutes, and a Learning Lab Monitor are needed. Tritan Vape Detectors has submitted a quote for vape detectors, which the Diamondbacks Grant will preferably fund. If the Diamondbacks Grant is not awarded to NAA, the vape detectors will be paid for out of pocket. A decision about the Diamondbacks Grant should come in May. A decision about the United Food Bank Grant should

come sometime in March. Nichole and Amy have applied for the NSLP Equipment grant to purchase a commercial dishwasher for the kitchen, If approved, this will be installed over the summer. Amy has applied for a grant from the Diamondbacks to support our Internship program. There was a site visit by the ADE yesterday, 3/12, regarding Graduation Rate. The feedback was positive, and a formal report should be sent by the end of March. NAA's graduation rate will be 68% with the 915s filed. Alternative schools are required to maintain a 60% graduation rate. If this satisfactory graduation rate is maintained for two years, NAA will be exited from "improvement." Christina's training has moved into PD forms, leave requests, and employee discipline. The initial audit results have returned two findings: Time and Effort Forms and bids for Substitute Teachers. Amy has provided additional documentation for both of these areas. The issue of the Substitute Teacher was removed upon evidence that the position had been posted. The auditor finds the Time and Effort forms to be unsatisfactory because Amy did not include a date next to her signature and because percentages were used instead of hours. However, according to federal guidance, a date is not required to be included with the signature, and percentages or hours may be used. The auditor's findings are in direct conflict with federal guidance, and Amy will appeal the audit if the Time and Effort Logs issue is not removed.

9.03 School Improvement Team Update: The Board will be presented with an update on the School Improvement Team by Nichole Sellers. The Board may schedule action for a later meeting based on the documentation provided.

Nichole Sellers presented the Board with a School Improvement Team Update:

The team discussed Open Campus at the last meeting and learned that Open Campus often feels chaotic. Nichole discussed with Amy some of the ways Open Campus may be improved and learned about procedures that can be followed to ensure less chaos during Open Campus. Having a parent on the team is valuable.

9.04 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.

The only money that has been spent out of the Board budget is for the board meeting snacks.

9.05: Board Training: The board may participate in training regarding Board Communications.

The Board participated in training regarding Board Communication. Amy presented the Board with the Communication Policy, explaining that the Board President must communicate actions to the Executive Director, who will delegate further. Additionally, if employees wish to speak to the Board, the Executive Director must present that request to the Board.

10. Business: Action Items

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

The item was passed over with a vote.

10.2 Fiscal Year 2025 Employee Contracts and Memorandums of Understanding: The Board may be presented with the Employee Contracts and MOUs for the 2024-2025 school year. The Board may approve, approve with revisions, or disapprove the Employee Contracts and Memorandums of Understanding.

The Board was presented with FY24 and FY25 salaries and the FY24 and FY25 Summer Food Service Program salaries. The FY25 salaries are less than FY24, partly because Donna is retiring, and Christina will be starting at a lower wage. The Summer Food Service Program will also be less in FY25 because the program will be remote.

Motion by Brandi Barnes to accept the Fiscal Year 2025 Employee Contracts and Memorandums of Understanding as written. Second by Donna Spires. Final Resolution: motion passed unanimously with the yea votes, Yea: Donna Spires, Brandi Barnes, Lorie Jean Haymore. Nay: None. Abstain: None.

10.3 Revised Budget FY24: Board may review the Revised Budget for the 2023-2024 school year. The Board may approve, approve with revisions, or disapprove the Revised Budget for the 2023-2024 school year.

The Board was presented with a PowerPoint of the Revised Budget FY24. The revised budget saw an increase of \$28,000. The ADM is lower than what was projected, so less money was received from the state. However, this was recuperated by grants, a donation, and state aid for charter schools. Net income is projected to be \$ 53,620. After the Revised Budget is approved, the budget will be more balanced to reflect actual spending patterns.

Motion by Brandi Barnes to accept the Revised Budget FY24 as written. Second by Lorie Jean Haymore. Final Resolution: motion passed unanimously with the yea votes by roll call: Donna Spires: yea; Brandi Barnes: yea; Lorie Jean Haymore: yea. Nay: None. Abstain: None.

10.4 Proposed Mission and Vision FY25: Board may review the proposed Mission and Vision for the 2024-2025 school year. The Board may approve, approve with revisions, or disapprove the proposed Mission and Vision for the 2024-2025 school year.

The Mission and Vision statement has been revised with input from the staff.

Motion by Donna Spires to accept the proposed Mission and Vision FY25 as written. Second by Brandi Barnes. Final Resolution: motion passed unanimously with the yea votes

by roll call: Donna Spires: yea; Brandi Barnes: yea; Lorie Jean Haymore: yea. Nay: None. Abstain: None.

10.5 NSLP Wellness Policy: Board may review the NSLP Wellness Policy and NSLP Wellness Policy Evaluation and provide input for revisions. The Board may recommend revisions to the NSLP Wellness Policy.

The Board was presented with the NSLP Wellness Policy. No revisions were recommended.

- 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.

The next Board meeting will be April 10, 2024. Kara S. will be added to the agenda to be voted as a Board Member.

- 12. Board Signatures**

Board members may be provided items requiring Board signature.

- 13. Adjournment**

Motion by Brandi Barnes to adjourn the meeting at **5:35 p.m. on March 13, 2024**. Second by Donna Spires. Final Resolution: motion passed unanimously with the yea votes, Yea: Donna Spires, Brandi Barnes, Lorie Jean Haymore. Nay: None. Abstain: None.