

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

**Wednesday, November 15, 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: Nov 15, 2023 05:00 PM Arizona

Join Zoom Meeting  
<https://us06web.zoom.us/j/81390379522?pwd=gTKaMHadCu3bJQoJoQbtXDC1sIUSe.1>

Meeting ID: 813 9037 9522  
Passcode: HBm5Wn

**1. Call to Order** by Jason Sellers at **5:01 pm on November 15, 2023**

**2. Roll Call**

**Board Members Present:** Jason Sellers, Board Vice President; Lorie Jean Haymore; Amy Carlyle, non-voting member; Brandi Barnes via Zoom; Donna Spires, Board Secretary via Zoom.

**Staff Present:** Nichole Sellers, Recording Secretary

**Board Members Absent:** Julia Shepherd

**3. Welcome and Introductions:** Jason Sellers welcomes the board, staff, and public.

**4. Pledge of Allegiance:** led by Jason Sellers

**5. Reading of Vision:** by Lorie Jean Haymore

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 Donna Spires to adopt the Agenda as written. Second by Brandi Barnes. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, 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 Lorie Jean Haymore to adopt the Consent Agenda as written. Second by Donna Spires. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, 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:

Two new staff members joined the team on October 31, 2023, and both are doing well. Chris is a paraprofessional, and Summer is NSLP staff (national school lunch program). Enrollment is holding steady. A field trip to Kittles is planned for Friday the 17th of October, with Lorie Jean and Melanie chaperoning. Items for the student fall break sendoff have been ordered.

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:

NAA was not awarded the safety grant. The 9<sup>th</sup> Grade Success Grant which focuses on improved outcomes for 9th grade students, and the EHCY mini-grant which focuses on improving services to homeless students will be applied for during fall break. The 9th grade grant offers up to \$50,000, and the EHCY usually offers around \$10,000, though no dollar amount was specified.

NAA received a pop-in visit from the Arizona Charter School Board on 11/13/2023 wherein NAA was found to have all paperwork in order and to be doing a great job. NAA had its scheduled site visit by the Arizona Department of Education site visit on 11/14/2023. This site visit was an in-depth review of data to ensure that NAA is not in violation of any ADE standards. The ADE Program Monitor was pleased with the many systems in place at NAA that aim to keep students in school.

The Arizona Charter School Board requires that documentation be signed each year which affirms that NAA is compliant or will be compliant with all laws. As the laws change every year, the Board can expect new policies to be generated.

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.

\$160 was used for the items for the fall break gifts for students, resulting in money saved. \$150 is available to use at the Hot Cocoa Booth, should the Board decide to participate. \$200 was unused for the Trimester Student Awards. Overall, the Board is under budget.

9.03 Board Training: Amy Carlyle will present the Board with a micro-training on Open Meeting Law. The Board may schedule action for a later meeting based on the documentation provided.

Amy Carlyle presented the Board with a mini training on open meeting law:

Meetings must be open to the public because public money is used. If open meeting law is not followed, suits may be filed by the attorney general against the Board and individuals. Meetings are defined as three or more board members together speaking about possible agenda items. Splintering is not allowed. Notice of meetings must be posted 48 hours ahead of time, unless it is an emergency meeting, which requires only 24 hours notice. Agendas must be specific, and it is not permitted to discuss non-agenda items. Brief summaries about non-voting items are allowed. The public may listen to, attend, and record meetings, but they may not disrupt the meeting. Executive sessions allow the board to discuss things in private pertaining to legal matters and privacy protected subjects such as employee and student performance. Exact reasons for executive sessions must be identified. Those involved in the executive session must be notified in writing 48 hours prior to the executive session. Meeting minutes must be available to the public within 3 business days. Amy invited the Board to read the Open Meeting Law 101 hand out as it is more in-depth.

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

10.1 Revised English Language Learner Policy: Introduction: The Board may discuss and decide on Adopting revised 5100 English Language Learner policy: Overview. The Board may approve, approve with modifications or deny approval of revised English Language Learner Policies.

The Board was presented with both the existing and the revised English Language Learner Policies. The revisions are a result of regular checks by ADE to ensure school policies are in line with ADE standards. This year, the structured English Language Learner immersion program was checked. The policy format was updated, and the policy was revised to reflect that the current law does not require schools to develop an individual English Language Learner plan, though NAA has opted to do so.

Motion by Donna Spires to accept the revised English Language Learner policy as written. Second by Lorie Jean Haymore. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Brandi Barnes, Lorie Jean Haymore. Nay: None. Abstain: None.

10.2 New English Language Learner Policy, Identification: The Board may discuss and decide on Adopting revised 5101 English Language Learner policy: Identification. The Board may approve, approve with modifications or deny approval of English Language Learner Policy: Identification.

This policy outlines how English Language students are identified. NAA surveys the student and checks for prior testing which would indicate an ELL status. Donna will pull an EL70 which will indicate when and where a student was assessed.

Motion by Brandi Barnes to accept the English Language Learner Policy: Identification as written. Second by Donna Spires. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Brandi Barnes, Lorie Jean Haymore. Nay: None. Abstain: None.

10.3 New English Language Learner Policy, Services and Monitoring: The Board may discuss and decide on Adopting revised 5102 English Language Learner policy: Services and Monitoring. The Board may approve, approve with modifications or deny approval of English Language Learner Policy: Services and Monitoring.

This policy outlines how English Language Learner students are monitored throughout the time they receive services.

Motion by Lorie Jean Haymore to accept the English Language Learner Policy: Services and Monitoring as written. Second by Donna Spires. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Brandi Barnes, Lorie Jean Haymore. Nay: None. Abstain: None.

10.4 New English Language Learner Policy, Exiting: The Board may discuss and decide on Adopting revised 5103 English Language Learner policy: Exiting. The Board may approve, approve with modifications or deny approval of English Language Learner Policy: Exiting.

This policy outlines how an English Language Learner student exits the program.

Motion by Jason Sellers to accept the English Language Learner Policy: Exiting as written. Second by Donna Spires. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Brandi Barnes, Lorie Jean Haymore. Nay: None. Abstain: None.

10.5 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.

Jason Sellers invited the Board to participate in the Hot Cocoa Booth on December 1, 2023. \$150 of the unused funds from the Board budget will be set aside for this event. Lydia is attending this event and has invited students to attend.

Motion by Donna Spires to add the Hot Cocoa Booth event to the calendar on December 1, 2023 with a budget of \$150. Second by Jason Sellers. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Brandi Barnes, Lorie Jean Haymore. Nay: None. Abstain: None.

10.6 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.

There were no nominations so no vote was taken.

10.7 Resignation of Julia Shepherd: The Board will be presented with the resignation of Julia Shepherd. The Board may approve, approve with modifications or deny approval of Julia Shepherd's resignation.

Motion by Jason Sellers to approve the resignation of Julia Shepherd as written. Second by Donna Spires. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Brandi Barnes, Lorie Jean Haymore. Nay: None. Abstain: None.

10.8 Audit : The Board will be presented with the annual audit. The Board may approve, approve with modifications, or deny approval of the annual audit.

Amy Carlyle presented the Board with the draft of the annual audit. A “no” on the draft audit indicates that NAA is not legally in compliance with something, where a “yes” indicates compliance. The draft audit had only “yes’s,” indicating that NAA is legally compliant. Records and systems are well maintained by Donna and Melanie.

Motion by Donna Spires to accept the draft of the annual audit as written. Second by Jason Sellers. Final Resolution: motion passed unanimously with the yea votes, Yea votes by roll call: Jason Sellers, Lorie Jean Haymore, Brandi Barnes, Donna Spires. Nay: None. Abstain: None.

**11. Executive Session:** The Board may conduct an Expulsion Hearing for the student Camron C.

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:

2. Discussion or consideration of records exempt by law from public inspection, including the receipt and discussion of information or testimony that is specifically required to be maintained as confidential by state or federal law.

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 by Donna Spires to enter Executive Session at 5:46 pm. Second by Brandi Barnes. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Brandi Barnes, Lorie Jean Haymore. Nay: None. Abstain: None.

Exited Executive Session at 6:44 pm.

Motion regarding Expulsion Hearing during the Executive Session.

Motion by Donna Spires to assign Amy to create a plan in lieu of an expulsion, to include the following expectations:

Student will remain online for the remainder of Trimester 2

Student will maintain passing grades

Student will abide by school rules

Student will attend counseling sessions with the school counselor via Zoom

Student will complete all Nexus classes as assigned.

The student's progress will be evaluated at the February board meeting to determine next steps. Second by Brandi Barnes. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Brandi Barnes, Lorie Jean Haymore. Nay: None. Abstain: None.

**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.

An executive session will be held at the February board meeting to determine the next steps for [REDACTED]

### **13. Board Signatures**

Board members may be provided items requiring Board signature.

### **14. Adjournment**

Motion by Donna Spires at **6:55 pm on November 15, 2023** to adjourn the meeting. Second by Jason Sellers. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Brandi Barnes, Lorie Jean Haymore. Nay: None. Abstain: None.