

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

**Wednesday, October 11, 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: October Board Meeting
Time: Oct 11, 2023 05:00 PM Arizona

1. **Call to Order** by Julia Shepherd at **5:01 pm on October 11th 2023.**
2. **Roll Call**
Board Members Present: Julia Shepherd, Board President; Jason Sellers, Board Vice President; Donna Spires, Board Secretary; Brandi Barnes; Lorie Jean Haymore; Amy Carlyle, non-voting member
Board Members Absent: None
Staff Present: Nichole Sellers, Recording Secretary
3. **Welcome and Introductions:** Julia Shepherd welcomed the Board, staff, and public.
4. **Pledge of Allegiance** led by Jason Sellers
5. **Reading of Vision:** 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 Donna Spires to adopt the Agenda as written. Second by Jason Sellers. Final Resolution: Motion passed unanimously with the yea votes Yea: Brandi Barnes, Donna Spires, Jason Sellers, Lorie Jean Haymore, 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
- G. Deposits 1st Quarter 2 FY24

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

Currently, there are 74 students enrolled. Tomorrow, enrollment will be 75. The October 1 census for Exceptional Student Services was just completed and is at 21. Open Campus was held on September 22, 2023 and there was good turnout, with 18 students present and 21 parents/guardians supporting. NWEA testing is the week of October 16, 2023 Tuesday through Thursday, with Friday being a makeup day. A field trip to the Lazy J Ranch is scheduled for October 27, 2023. This Friday, October 13 2023, Nick will take his students to the Humane Society for his community service project. On October 27, 2023, Lydia will take 13 juniors and seniors to a job fair at NPC where the students will hopefully meet potential employers. The last day of Trimester 1 is October 27, 2023. November 3 2023 will be the Trimester 1 Student Awards. There is one early graduate this trimester and the possibility of several early graduates next trimester. Fall break is the entire week of November 20, 2023. This Saturday, October 14, 2023 is the Fall Festival. The Interact Club will have a booth, and the school will have a booth with students passing out popcorn. Julia Shepherd asked for an update on the School Improvement Team, and Donna Spires reported that the meetings will be scheduled and she will see if she can get people involved.

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.

There has been no word on the Safety Grant. The awardees are supposed to hear something in October, so Amy will wait through the end of October for word. Amy did the first draw down for the Educational Discrepancy Grant but has not yet received monies because there has been high turnover at the Governor's office. Amy will wait for

payment on the first draw down before putting in more. Amy does not want to pay out the reimbursement for the teachers' master's program until monies are received, and the teachers are being very patient with the setback. Amy provided the Board with information about Mutual Link, sharing that October 12, 2023 will be when it is fully installed and launched. Mutual Link is an app that is installed on staff cellphones. In the case of a serious emergency, anyone can push the button to be connected to law enforcement in the surrounding area. The app allows users to speak directly with law enforcement on their radios, and allows staff to authorize law enforcement to have a live view of our school cameras. The app also allows users to text when talking is not an option. Mutual Link was paid for by the state and is all over Navajo County. Mutual Link has provided Amy with training, and will train all employees next.

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.

Jason Sellers presented the Board with a Budget Update.

Accounting for all scheduled expenditures, there will be about \$470 left in the budget. Amy Carlyle will give Jason receipts of money spent so he can enter it in his spreadsheet.

10. Business: Action Items

10.1 Transportation Policies: The Board may discuss and decide on implementing new Transportation policies. The Board may approve, approve with modifications or deny approval of Transportation Policies.

Amy Carlyle shared with the Board the Transportation Policy. If passed, it will be added to the Non-Profit Policies and Procedures Manual. The policy covers what the qualifications of the transportation personnel will be, establishing and maintaining student transportation routes, procedures for emergency situations that occur on the school bus, and discipline procedures for students. Amy asked the Board for feedback. Jason Sellers asked how transportation will communicate. Amy answered that they will use cell phones, involving administration. Julia Shepherd suggested adding a definition of "administration" to the policy. Amy clarified that her definition of administration is Executive Director, Campus Manager, or assigned representative.

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

10.2 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.

Julia Shepherd shared that Lydia Humphries invited the Board to participate in the Fall Festival. Julia purchased a canopy, generator, and folding chairs and tables with her

personal money. Julia will store these items and bring them for events. The proposed budget for this event is \$100. There will be 3 students volunteering. The times are 730 am - about 330pm. Julia has offered to drive the kids to the location, Pioneer Park. About half of the supplies for the booth have been purchased with general fund monies. Amy reminded the Board that they must approve this event before it can be added to the board budget.

Motion by Julia Shepherd to approve the Board Calendar Event on October 14, 2023 with a max budget of \$100. Second by Donna Spires. Final Resolution: Motion passed unanimously with the yea votes Yea: Brandi Barnes, Donna Spires, Jason Sellers, Lorie Jean Haymore, and Julia Shepherd. Abstain: None

Julia Shepherd reminded the Board that events such as the Fall Festival is great for community involvement, even though it was not on the calendar. Amy reminded the Board that the school owns a large snow cone machine that can be used at such events, particularly during the warmer months.

10.3 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.

10.3 Annual Financial Report: The Board will be presented with the Annual Financial Report for Fiscal Year 2023. The Board may certify or disapprove AFR FY23.

Amy Carlyle shared with the Board the Annual Financial Reports, showing the revenue For FY 23,22, and 24. There is a decrease in revenue because the ESSER grants are going away. FY 24 budget was based on 74 students, with FY23 being 62.7 per the final ADM. Amy shared that budget expenses for FY24 are in line FY23. It went up from FY 22 to FY23 because a teacher was added. \$128,540.

Motion by Donna Spires that the Annual Financial Report be certified as written. Second: Jason Sellers. Final Resolution: Motion passed unanimously with the yea votes Yea: Brandi Barnes, Donna Spires, Jason Sellers, Lorie Jean Haymore, and Julia Shepherd. Abstain: None

11. Executive Session: The Board may consider overriding teacher pacing for 8th grade classes that Emma S. is enrolled in, specifically 8th Science and 8th Social Studies based on student's academic record.

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. Second: Jason Sellers. Final Resolution: Motion passed unanimously with the yea votes Yea: Brandi Barnes, Donna Spires, Jason Sellers, Lorie Jean Haymore, and Julia Shepherd. Abstain: None

Motion by Jason Sellers to continue with current accommodations, follow up in one month, and include Jessica S. input. Second: Donna Spires. Final Resolution: Motion passed unanimously with the yea votes Yea: Brandi Barnes, Donna Spires, Jason Sellers, Lorie Jean Haymore, and Julia Shepherd. 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.

Jessica S. will be contacted for a follow up, if needed.

13. **Board Signatures**

Board members may be provided items requiring Board signature.

14. **Adjournment**

Motion by Donna Spires at 6:44 on October 11, 2023 to adjourn the meeting. Second: Jason Sellers. Final Resolution: Motion passed unanimously with the yea votes Yea: Brandi Barnes, Donna Spires, Jason Sellers, Lorie Jean Haymore, and Julia Shepherd. Abstain: None