

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

**January 9, 2025**  
**5:00 p.m.**  
**1300 Centennial Drive, Taylor AZ 85939**  
**PASS Room**

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

Join Zoom Meeting

<https://us06web.zoom.us/j/84580499600?pwd=jFwMJtHOLGTk8QaaWqS5PgWTraAgZ.1>

Meeting ID: 845 8049 9600

Passcode: yCs1EL

- 1. Call to Order: 5:06**
- 2. Roll Call**  
Board Members Present: Jason Sellers via Zoom, Board President; Christina Cormier, Board Member; Lydia Humphries, Board Member; Brandi Barnes via Zoom; Board Member; Amy Carlyle via Zoom, non-voting Board Member.  
Board Members Absent: Donna Spires, Board Secretary
- 3. Welcome and Introductions** Amy Carlyle welcomed the Board
- 4. Pledge of Allegiance** led by Lydia Humphries
- 5. Reading of Mission** by Christina Cormier

Northern Arizona Academy's mission is to create an alternative learning environment for youth requiring additional structure and support to achieve academic, social and practical skills that sustain productive, successful and healthy lives.

**6. Adoption of Agenda**

Motion by Christina Cormier to adopt the Agenda as written. Second by Lydia Humphries. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Brandi Barnes, Christina Cormier, and Lydia Humphries. 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

Motion by Lydia Humphries to adopt the Consent Agenda as written. Second by Christina Cormier. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Brandi Barnes, Christina Cormier, and Lydia Humphries. Nay: None. Abstain: None.

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

No Public Present

## **9. Reports and Information Only Items**

9.01 Campus Update: The Board may be presented with an update on the campus by Christina Cormier. The Board may schedule action for a later meeting based on the documentation provided.

Christina Cormier provided the Board with the campus update: The current enrollment is 66 students, four new students enrolled this week. The director of NAVIT spoke to 17 students about NAVIT programs and requirements. January 17 is the 100<sup>th</sup> day, January 23<sup>rd</sup> is ASVAB testing and January 24<sup>th</sup> is a field trip to Disc Golf.

9.02 Non-Profit Update: The Board may 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 provided the Board with the non-profit update: All reporting elements were uploaded into EMAC and now we are awaiting feedback. The alignment of Cognia standards with data and policies is complete and next the Executive Summary will be written. Executive Director training is in development and is 52% complete. Highlights from Trimester 1 academic and Culture data were provided and NWEA data highlights provided. The Board was provided with supporting documentation for all items presented.

9.03 School Improvement Team Update: The Board may 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.

The next SIT meeting is 1/15/2025. No meetings took place between the last Board meeting and this one.

9.04 Board Budget Update: The Board may 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 provided the Board with Board Budget update: Past expenditures have been entered into the budget. The Board has frozen spending until further notice.

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

10.1 Board Calendar: The Board may set times and dates and assign monies for events on their 2024/2025 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.

Passed over without a vote.

10.2 Monthly Financial Report: The Board may examine the Monthly Financial Report. The Board may approve, approve with revisions or disapprove the Monthly Financial Report.

Board reviewed the report including the cash flow report and the Financial Report Power Point provided by ADI. December ended with a surplus of over \$13,000 instead of a deficit of \$3,000 as projected.

Motion to approve the Monthly Financial Report made by Jason Sellers. Second by Christina Cormier. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Christina Cormier, Brandi Barnes and Lydia Humphries. Nay: None. Abstain: None.

10.3 Public Hearing Instructional Time Model: The Board may hold a public hearing for input on the revised Instructional Time Model. No vote is required on this item at this time.

A Public Hearing was held for input on the revised Instructional Time Model. No input was received.

10.4 Proposed Executive Director Trainee job description: The Board may examine the Proposed Executive Director Trainee job description. The Board may approve, approve with revisions or disapprove the Proposed Executive Director Trainee job description.

Amy Carlyle presented how the job description aligned with the Executive Director job description and explained how Highly Qualified status is obtained.

Motion to approve the Proposed Executive Director Trainee job description made by Jason Sellers. Second by Lydia Humphries. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Christina Cormier, Brandi Barnes and Lydia Humphries. 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.

## **12. Board Signatures**

Board members may be provided items requiring Board signature.

### **13. Adjournment**

Motion by Jason Sellers to adjourn the meeting at **5:38 p.m. on January 9, 2025**. Second by Christina Cormier. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Christina Cormier, Brandi Barnes and Lydia Humphries. Nay: None. Abstain: None.