

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

May 8, 2025
5:00 p.m.
1300 Centennial Drive, Taylor AZ 85939
PASS Room

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

Topic: Monthly Board Meeting

Time: May 8, 2025 05:00 PM Arizona

Join Zoom Meeting

<https://us06web.zoom.us/j/84580499600?pwd=jFwMJtHOLGtK8QaaWqS5PgWTraAgZ.1>

Meeting ID: 845 8049 9600

Passcode: yCs1EL

1. Call to Order at 5:03 p.m. on May 8th, 2025

2. Roll Call:

Board Members Present: Jason Sellers, Board President; Donna Spires, Board Secretary; Christina Cormier, Board Member; Brandi Barnes via Zoom, Board Member; Amy Carlyle, non-voting Board Member.

Board Members Absent: Lydia Humphries

Staff Members Present: Nichole Sellers, Recording Secretary

3. Welcome and Introductions: Jason Sellers welcomed the Board and Staff

4. Pledge of Allegiance led by Jason Sellers

5. Reading of Mission by Donna Spires

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.

5. Adoption of Agenda

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

6. 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. Monthly Financial Reports
- B. Payroll Reports
- C. Accounts Payable Reports
- D. Vacation Liabilities
- E. Payroll Action Forms
- F. Board Meeting Minutes

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

7. 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 presented the Board with the Campus Update:

Current enrollment is 70 students. 19 are graduating. NWEA testing is the week of May 12. The end of the year field trip is May 22nd to Pioneer Park. The Trimester 3 Awards are May 16th.

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 presented the Board with the Campus Update:

A meeting with Cognia is scheduled for May 9th to review stakeholder input data. The steps are to gather data, clean data, analyze/synthesize data, and create a theory of action/goals. A meeting with the staff is scheduled for May 16th at 2 p.m. to complete the final step. The copier is no longer operational, so a new copier has been leased, and the Konica contract has been canceled. The Konica contract was \$137.23/month, and the new contract with ACP is \$149.38/month. There are 14 remote students enrolled; two were dropped for lack of work completion. The parent of one of the remote students who was dropped asked for his child to be reenrolled, and he was offered summer school. The Campus Manager Trainee is on track with training and is handling discipline and leave protocols independently. The Executive Director Trainee is also on track with training, handling UFB reporting, NSLP, and learning about grants.

8. Business: Action Items

8.1 CDI Projected Financial Indicators FY26: The Board may examine Projected Financial Indicators FY26. The Board may make recommendations regarding the budget based on the Projected Financial Indicators FY26. The Board may approve or disapprove recommendations for action.

Motion by Jason Sellers to approve the CDI Projected Financial Indicators FY26. Second by Christina Cormier. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Christina Cormier, and Brandi Barnes. Nay: None. Abstain: None.

8.2 Executive Director 360 Evaluation FY25: The Board may examine the Executive Director 360 Evaluation FY25 and accept the scores as given or revise the scores. The Board may approve, approve with revisions or disapprove the Executive Director 360 Evaluation FY25.

Motion by Donna Spires to approve the Executive Director 360 Evaluation scores as given. Second by Christina Cormier. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Christina Cormier, and Brandi Barnes. Nay: None. Abstain: None.

8.3 Previously tabled item from the April 2025 meeting Comprehensive Needs Assessment and Integrated Action Plan: The Board may examine the CNA and IAP documents, make recommendations based on the documents and suggest revisions. The Board may approve, approve with revisions or disapprove the Integrated Action Plan FY26.

Motion by Jason Sellers recommend a competition for students that is centered around the mission and vision and to incorporate rewards at the open house that promote the mission and vision, based on the CNA and IAP documents. Second by Christina Cormier. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Christina Cormier, and Brandi Barnes. Nay: None. Abstain: None.

8.4 Proposed Calendar Northern Arizona Academy FY26: The Board may examine the Proposed Calendar Northern Arizona Academy FY26, and make recommendations for action. The Board may approve, approve with revisions or disapprove the Proposed Calendar Northern Arizona Academy FY26

Motion by Donna Spires to adopt the Proposed Calendar Northern Arizona Academy FY26 as written. Second by Jason Sellers. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Christina Cormier, and Brandi Barnes. Nay: None. Abstain: None.

8.5 Proposed Policy 449 Mediation and Supporting Documents: The Board may examine the Proposed Policy 449 Mediation and Supporting Documents. The Board may approve, approve with revisions or disapprove the Proposed Policy 449 Mediation and Supporting Documents

Motion by Jason Sellers to adopt the Proposed Policy 449 Mediation and Supporting Documents as written. Second by Donna Spires. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Christina Cormier, and Brandi Barnes. Nay: None. Abstain: None.

8.6 Revised Student Handbook 2025-2026: The Board may examine the Revised Student Handbook 2025-2026. . The Board may approve, approve with revisions or disapprove the Revised Student Handbook 2025-2026

Motion by Christina Cormier to adopt the Revised Student Handbook 2025-2026 as written. Second by Donna Spires. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Christina Cormier, and Brandi Barnes. Nay: None. Abstain: None.

8.7 Revised Salary Range Schedule: The Board may examine the Revised Salary Range Schedule. The Board may approve, approve with revisions or disapprove the Revised Salary Range Schedule.

Motion by Donna Spires to adopt the Revised Salary Range Schedule as written. Second by Jason Sellers. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Christina Cormier, and Brandi Barnes. Nay: None. Abstain: None.

9. **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.

10. **Board Signatures**

Board members may be provided items requiring Board signature.

11. **Adjournment**

Motion by Jason Sellers to adjourn the meeting at **7:05 p.m. on May 8, 2025**. Second by Donna Spires. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Christina Cormier, and Brandi Barnes. Nay: None. Abstain: None.