

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

**March 13, 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: Mar 13, 2025 05:00 PM Arizona

<https://us06web.zoom.us/j/84580499600?pwd=jFwMJJtHOLGk8QaaWqS5PgWTraAgZ.1>

Meeting ID: 845 8049 9600

Passcode: yCs1EL

Pursuant to ARS 38-431.02, notice is hereby given to members of the Career Development, Inc., Executive Board and to the General Public that the Board will hold a meeting open to the public on Thursday, March 13, 2025 beginning at 5:00 pm at 1300 Centennial Drive Taylor, AZ 85939.

Board Members may attend either in person or remotely. A speaker phone may be used so that the audience can listen to the Board member(s) discussion, deliberations and vote.

The Board reserves the right to change the order of items on the agenda, with the exception of public hearings, which are scheduled for a specific time.

Pursuant to A.R.S. 38-431.03.A.3, the Board may vote to convene an executive session for discussion or consultation for legal advice with its attorney(s) on any matter listed on the Agenda. The attorney(s) may appear in person or telephonically.

The Meeting Agenda and agenda background material provided to Board members (with the exception of material relating to possible executive sessions) is available for public inspection 24 hours in advance of the meeting at the Northern Arizona Academy for Career Development Inc. Administrative Office, located at 1300 N. Centennial Blvd., Taylor, Arizona, Monday through Friday, 8:00 a.m. to 4:00 p.m.,

Individuals requiring an interpreter or persons with a disability may request a reasonable accommodation, such a sign language interpreter, by contacting the Northern Arizona Academy Director at (928) 536-3920 or acarlyle@naacharter.org at least 48 hours prior to the meeting so that the requested support can be arranged.

- 1. Call to Order: Jason Sellers 5:02 pm**
- 2. Roll Call:**
Present Jason Sellers, Donna Spires, Brandi Barnes, Christina Cormier, Lydia Humphries, Amy Carlyle
Absent: None
- 3. Welcome and Introductions: Jason Sellers**
- 4. Reading of Mission: Jason Sellers**

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 to adopt the agenda as is by Jason Sellers Second by Donna Spires

Final Resolution: Passed unanimously

Yea: Jason Sellers, Donna Spires, Brandi Barnes, Christina Cormier, Lydia Humphries

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 to accept the consent agenda as is by Jason Sellers Second by Brandi Barnes

Final Resolution: Passed unanimously

Yea: Jason Sellers, Donna Spires, Brandi Barnes, Christina Cormier, Lydia Humphries

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 provided an update including the current enrollment numbers, upcoming field trips and community service trips and state testing information.

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 an update including information on the new mini-grant, update on FY26 employee contracts, grants, Erate, Executive Director training materials, and

health insurance census and information on FY25 state testing and state reporting including the Alternative School Application, Time and Effort and On-Track to Graduate.

8. Executive Session: The Board may conduct interviews of Joshua Lagesse and Nichole Sellers for the Executive Director Trainee position.

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:

1. Discussion or consideration of employment, assignment, appointment, pro-motion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body, except that, with the exception of salary discussions, an officer, appointee or employee may demand that the discussion or consideration occur at a public meeting. The public body shall provide the officer, appointee or employee with written notice of the executive session as is appropriate but not less than twenty-four hours for the officer, appointee or employee to determine whether the discussion or consideration should occur at a public meeting.

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-I30.
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 to enter Executive Session at 5:11pm by Donna Spires Second by Brandi Barnes

Final Resolution: Passed unanimously

Yea: Jason Sellers, Donna Spires, Brandi Barnes, Christina Cormier, Lydia Humphries

Nay: None

Abstain: None

Exited Executive Session at 7:26 pm

Motion to offer the position of Executive Director Trainee to Nichole Sellers made by Donna Spires Second by Lydia Humphries

Final Resolution: Passed

Yea: Donna Spires, Brandi Barnes, Christina Cormier, Lydia Humphries

Nay: None

Abstain: Jason Sellers

9. Business: Action Items

9.1 Proposed Remote Learning Plan: The Board examine the Proposed Remote Learning Plan. The Board may approve, approve with revisions or disapprove the Proposed Remote Learning Plan.

Motion by Donna Spires to adopt the proposed Remote Learning Plan as written. Second by Lydia Humphries

Final Resolution: Passed unanimously

Yea: Jason Sellers, Donna Spires, Brandi Barnes, Christina Cormier, Lydia Humphries

Nay: None

Abstain: None

- 10. 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. Items to be included on April Agenda: Revised Budget, Gas Cost Comparison, Contracts and MOUs FY26.

11. Board Signatures

Board members may be provided with items requiring Board signature.

12. Adjournment

Motion by Jason Sellers to adjourn at 7:34pm Second by Christina Cormier

Final Resolution: Passed Unanimously

Yea: Jason Sellers, Donna Spires, Brandi Barnes, Christina Cormier, Lydia Humphries

Nay: None

Abstain: None