

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

July 10, 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: NAA Monthly Board Meeting

Time: Jul 10, 2025 05:00 PM Arizona

Join Zoom Meeting

<https://us06web.zoom.us/j/85433047413?pwd=J4IlvrViD3Rb4lqbvyH3QqBMDpz5Sb.1>

Meeting ID: 854 3304 7413

Passcode: jVFg8s

1. **Call to Order at 5:04 p.m. on July 10, 2025**
2. **Roll Call:** Present: Jason Sellers, Board President; Donna Spires, Board Secretary; Dr. Kurry Klingel, Board Member; Absent: Lydia Humphries, Board Member, Christina Cormier; Amy Carlyle, Non-Voting Member
Staff Present: Josh Lagesse, Campus Manager; Nichole Sellers, Executive Director Trainee
3. **Welcome and Introductions:** Jason Sellers welcomed the Board and Staff
4. **Pledge of Allegiance:** led by Jason Sellers
5. **Reading of Mission:** read by Dr. Kurry Klingel

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 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, Dr. Kurry Klingel. 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. Monthly Financial Reports
- B. Payroll Reports
- C. Accounts Payable Reports
- D. Vacation Liabilities

- E. Payroll Action Forms
- F. Board Meeting Minutes

Motion by Donna Spires to adopt the Consent Agenda. Second by Jason Sellers. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Dr. Kurry Klingel. 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 may be presented with an update on the campus by Josh Lagesse. The Board may schedule action for a later meeting based on the documentation provided.

Josh Lagesse presented the Board with the Campus Update:

We're moving ahead with our enrollment campaign. Our team has been distributing flyers both physically and digitally.

Our current enrollment stands at 39 students, including five remote learners.

In addition, nine more parents have confirmed their intent to enroll their students, bringing our projected total to 48 students. Staff development and support are going strong.

Training with Amy is going well—she's provided information and action items to strengthen our systems. On the staffing front, we now have two confirmed substitute teachers and two more who were just interviewed, to whom we plan to offer contracts, bringing our total substitute teacher count to five.

Our kitchen team is thriving—we're quickly becoming a favorite. Today, Lydia and Christina attended a training focused on instructional coaching, which they plan to use to improve our school and staff.

- 9.02 Non-Profit Update: The Board may be presented with an update on Non-Profit matters by Amy Carlyle and/or Nichole Sellers. The Board may schedule action for a later meeting based on the documentation provided.

Nichole Sellers presented the Board with the Non-Profit Update:

The advertising campaign is coming along nicely. The ED's role in the campaign included: designing a flyer (with special thanks to Lydia for the support), creating a radio ad on 92.5 that will play four times a day for three weeks (Nichole played the ad for everyone), and a Facebook ad, which will be redone to target local areas, weed control,

which was performed voluntarily by family members, and cleaning up the inside of the campus to be ready for students.

The storage unit has been closed, and our refund of \$25 was received today. We saved the money that would have gone to July's storage fee by getting it cleaned out early. Special thanks to Jason and our son for their help with this.

We received two bids for Tech contracts. A third was requested from a local company, but we never received a response. Even with a bump in price from our current company, they were still cheaper than the competitor by \$800 per month.

SFSP is still performing strongly, even though the numbers dipped a bit at the beginning of this month, possibly due to the holiday. We are still the only school who cooks meals versus distributing prepacked items.

Grants for 2026 are not yet finalized. Nichole emailed our accountants, and will likely schedule a meeting soon to go over everything.

10. Business: Action Items

- 10.1 FY26 Adopted Budget: The Board may examine and provide input on the FY26 Adopted Budget. The Board may approve, approve with revisions, or deny approval of the FY26 Adopted Budget by a roll call vote.

Donna Spires expressed concerns over the low preliminary enrollment numbers and how that may impact the budget.

Motion by Donna Spires to approve the FY26 Budget, with the recommendation to reduce staffing expenses due to low preliminary enrollment numbers going forward. Second by Jason Sellers. Final Resolution: motion passed by roll call vote unanimously, Jason Sellers, Board President-Yea, Donna Spires, Board Secretary-Yea, Dr. Kurry Klingel, Board Member-Yea. Nay: None. Abstain: None.

- 10.2 Board Meeting Schedule and Calendar FY26: The Board may create and approve its meeting schedule and calendar FY26.

Motion by Donna Spires to approve Board Meeting Schedule and Calendar for FY26. Second by Dr. Kurry Klingel. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Dr. Kurry Klingel. Nay: None. Abstain: None.

- 10.3 Board Budget FY26: The Board may create and approve its budget for FY26.

Motion by Donna Spires to approve Board Budget for FY26 of \$1000. Second by Dr. Kurry Klingel. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Dr. Kurry Klingel. Nay: None. Abstain: None.

- 10.4 Performance Pay Payouts: The Board may examine the points awarded to eligible staff and assign a portion of the financial surplus to performance pay.

Jason Sellers expressed concern about the recent budget crisis, which was echoed by Donna Spires. There was discussion about the impact on the budget without Performance Payouts, and they asked when the final financial report would be ready, and they were told not until September or October.

- A. Point Awards: The Board may approve, approve with revisions, or deny approval of the points awarded to eligible staff.
- B. Performance Pay Awards: The Board may approve or deny approval of a portion of the financial surplus to be assigned to performance pay.

Motion by Jason Sellers to deny item 10.4 Performance Pay Payouts. Second by Donna Spires. Final Resolution: motion denied unanimously with the nay votes, Yea: None. Nay: Jason Sellers, Donna Spires, Dr. Kurry Klingel. Abstain: None.

- 10.5 Charter Signatory: The Board may add Donna Spires as Charter Holder and Signatory. The Board may approve or disapprove this action.

Motion by Jason Sellers to approve adding Donna Spires as Charter Holder and Signatory. Second by Dr. Kurry Klingel. Final Resolution: motion passed with two yea votes and one abstaining, Yea: Jason Sellers, Dr. Kurry Klingel. Nay: None. Abstain: Donna Spires.

- 10.6 Charter Signatory: The Board may add Nichole Sellers as Charter Holder and Signatory. The Board may approve or disapprove this action.

Motion by Dr. Kurry Klingel to approve adding Nichole Sellers as Charter Holder and Signatory. Second by Donna Spires. Final Resolution: motion passed with two yea votes and one abstaining, Yea: Dr. Kurry Klingel, Donna Spires. Nay: None. Abstain: Jason Sellers.

- 10.7 Remove Board Member: The Board may remove Brandi Barnes as a Board member. The Board may approve or disapprove this action.

Motion by Jason Sellers to accept Brandi Barnes' resignation and approve removing her from the Board. Second by Dr. Kurry Klingel. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Dr. Kurry Klingel. Nay: None. Abstain: None.

- 10.8 Transportation: The Board may discuss transportation options for FY26 and make recommendations for actions. The Board may approve or disapprove recommendations for this action.

Nichole Sellers presented the Board with documentation on the mathematics behind transportation to Show Low.

Motion by Donna Spires to approve transportation to Show Low for FY26 with a minimum of 5 students on the route, and transportation to Show Low shall be discontinued if there

are less than five students on the route. Second by Jason Sellers. Final Resolution: motion passed unanimously with the yea votes, Yea: Dr. Kurry Klingel, Donna Spires, Jason Sellers. 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.

Jason Sellers requested a future meeting agenda item to review the Employee Vacation Policy. Jason Sellers filled out a Policy Review Request Form and submitted it.

- 12. Board Signatures**

Board members may be provided items requiring Board signature.

- 13. Adjournment**

Motion by Jason Sellers to adjourn the meeting at **5:47 p.m. on July 10, 2025**. Second by Dr. Kurry Klingel. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Dr. Kurry Klingel. Nay: None. Abstain: None.