

**Career Development Inc.
Board of Directors Meeting
MINUTES**

April 14, 2021

1300 N. Centennial Blvd.

Taylor, AZ 85939

Board Members Present: Sandy Nield, Diana Fergus, Lori Jean Haymore, Leslie Trout, Dawn Lippard

Board Members Absent: None

Staff Present: Amy Carlyle, Donna Spires, Kendra Holmes, Christina Allen, Kathryn Bergen

Prospective Board Members Present: Yevet Tenney, Brandi Barnes

Agenda Item #1 - CALL TO ORDER - 4:00 PM - Sandy Nield, Board President

Agenda Item #2 - WELCOME AND INTRODUCTIONS - Sandy Nield, Board President

Agenda Item #3 - PLEDGE OF ALLEGIANCE - Yevet Tenney

Agenda Item #4 - READING OF VISION - Dawn Lippard

Agenda Item #5 - CONSENT AGENDA

A. PAYROLL REPORTS

B. ACCOUNTS PAYABLE REPORTS

C. VACATION LIABILITIES

D. PAYROLL ACTION FORM

E. MINUTES

D. DIPLOMAS

Motion to approve the consent agenda items made by Dawn Lippard, motion passed unanimously.

Agenda Item #6 - OPEN CALL TO THE PUBLIC - None

Agenda Items #7 - CAMPUS UPDATE - Donna Spires, Campus Manager

A. Enrollment - 55 total with 86.19% attendance rate

B. Open House - A Campus Open House will be held on Friday, April 15 from 11 AM-4 PM

1. Department of Corrections (DOC) will make a presentation from 12 - 1 PM

C. Save the Date for Staff and Stakeholders - Dinner at 4:15 PM at Streets on Main

D. NAA awarded “No Hungry Kids Grant” which is to provide food for weekends (breakfast and lunch for youth; dinners for whole family; participants do not have to have a child in the school) - included food containers, utensils, etc.) and covered the cost for delivery.

1. **Accepted Link with United Food Bank** - which provides canned food, fresh fruit and vegetables, meat, milk
 2. **Summer Meal Overview:** 7,887 meals served - with many being delivered to homes; program began with providing 600 meals a week and expanded
- E. Storage Unit Arrive** - included shelving
- F. Security Lights** - have been updated to LED dusk/dawn lights; complaint from neighbor for light reflection so lights were adjusted.
- G. Prospective Staff Members Introduced** - Kendra Holmes - Paraprofessional for ED; Christina Allen - Social Science teacher; Katherine Bergen-NSLP, Aaron Higgins - teacher and administration
- H. Field Trips:**
1. April 23 - Petrified Forest to include hike and participate in a dig
 2. April 30 - Community Service at the Humane Society in Lakeside.
 3. June 2 - Sunsplash - 29 students signed up
 4. June 3 - Graduation at the Clock Tower in Taylor; graduate pictures will be taken.
- I. Senior Pictures:** June 19

Agenda Items #8 - BUSINESS

- A. Election of New Board Members:** Lori Jean made a motion to accept Yevet Tenney as a Board Member. Sandy Nield, Leslie Trout, Lori Jean Haymore, Dawn Lippard, Diana Reed voted unanimously.
- B. Invitation to Speak and Interview Prospective Board Members:** Brandi Barnes told of her involvement in the community. The Board interviewed her.
- C. Review of By-Laws Articles III and IV:**
1. Yevet Tenney made a motion to add F. to Article III. 3.4 and the change the wording on Article IV. 4.3. Both motion passed with Sandy Nield, Leslie Trout, Lori Jean Haymore, Dawn Lippard, Diana Reed voting unanimously.

Article III. 3.4.F.: “New Board members may fully participate in all Board functions as soon as they are voted in by the Board.”

(3.4.F is an addition to Article III)

Article IV. 4.3 “To hold the positions of President and Vice President, one shall serve on the board at least one year or have prior board experience in another organization before holding office.”

(Original Text: 4.3 To hold the positions of President and Vice President, one shall serve on the board at least one year before holding office.)

- D. Review of Monthly Financial Statements:** Information only.
- E. Mini Training: Grants Management Process:** Information only.
- F. Contracts and Memorandums of Understanding: Returning Staff:** Diana Fergus made a motion to approve the MOU’s of returning staff. Sandy Nield, Leslie Trout, Lori Jean Haymore, Dawn Lippard, Diana Reed voted unanimously to

approve.

- G. Contracts and Memorandums of Understanding:** Yevet Tenney made a motion to accept the MOU's. Voting to accept the contracts and MOU's was accepted unanimously by Sandy Nield, Leslie Trout, Lori Jean Haymore, Dawn Lippard, and Diana Reed
- H. Memorandums of Understanding for Lori Jean Haymore:** Dawn Lippard made a motion to accept Lori Jean Haymore's MOU. The motion was accepted by Sandy Nield, Leslie Trout, Dawn Lippard, Diana Reed with Lori Jean Haymore abstaining.
- I. Revision of Enrollment Packet:** Leslie Trout moved to approve the Enrollment Packet. Sandy Nield, Leslie Trout, Lori Jean Haymore, Dawn Lippard, Diana Reed voted unanimously to accept the Enrollment Packet.
- J. Revision of Student Handbook:** Leslie Trout moved to approve the Student Handbook's revision. Sandy Nield, Leslie Trout, Lori Jean Haymore, Dawn Lippard, Diana Reed voted unanimously to accept revisions.

Agenda Item #10 - BOARD SIGNATURES

Agenda Item #11 - ADJOURNMENT: - 5:26 pm

_____ Board Secretary _____ Date

_____ Board President _____ Date