

Northern Arizona Academy

MINUTES - MAY 12, 2021

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

Board Members Absent: None

Staff Present: Amy Carlyle, Donna Spires, Kathy Carlyle

Prospective Board Members Present: Julie Shepherd, Brandi Barnes

Agenda Item #1 - CALL TO ORDER - 4:05 pm- Sandy Nield, Board President

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

Agenda Item #3 - PLEDGE OF ALLEGIANCE - Kathy Carlyle

Agenda Item #4 - READING OF VISION - Yvette Tenney

“Northern Arizona Academy will guide students in developing the social and academic skills necessary to achieve their goals and lead successful, fulfilling lives as citizens of the world.”

Agenda Item #5 - CONSENT AGENDA

- A. PAYROLL REPORTS
- B. ACCOUNTS PAYABLE REPORTS
- C. VACATION LIABILITIES
- D. PAYROLL ACTION FORM
- E. MINUTES

Motion to approve the consent agenda items made by Dawn Lippard, and with Sandy Nield, Diana Fergus, Leslie Trout, Dawn Lippard and Yvette Tenney voting for it; Lori Jean Haymore did not vote as she was late.

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

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

- A. Pre-enrollment has begun for next year.
- B. Summer school will offer 2 session/3 weeks long/8-12 daily; for student of pre-enrolled student.
- C. Construction for Bathroom and Washer-Dryer facility near completion
- D. Graduation will be Thursday, June 3 at 4:30 pm at the Clock Tower, Taylor for 13 graduates
- E. Grant for “No Hungry Children” had to be revised in anticipation the school is accepted to partner with United Food Bank. Electric coolers and heaters are being purchased for delivery of food to the homes during the summer.
- F. HVAC installation of 4 units to begin mid-June. They will cover the classrooms and restrooms. HVAC will include furnace/cooler/air filtration.
- G. ESSER Grant Phase 3 will generate approximately \$400,000 for the school. (Phase 2 (\$200,000

covered the purchase of the HVAC units, washer/dryer/server/ storage/paraprofessional for 2 years.)

- H. A-Rated Schools requires all students to be monitored for 80 consecutive days with 20% students with 4 1/2 credits for the year
1. Chart students
 2. Progress reports
 3. Help students overcome stumbling
 4. Students not on list of improvement will be put on contracts so improvement is guided.

Agenda Item #8 - BUSINESS

A. Election of New Board Members: Brandi Barnes will be up for election.

1. *Yvette Tenney made a motion discuss the possibility of waving the need to being trained before being elected due to personal problems which kept her from being trained. The motion passed unanimously.*
2. *Yvette Tenney made a motion for the election of Brandi Barnes on the condition that she will be trained by the next meeting (June 2021) to be elected. If not trained, she will forfeit her board position. The motion passed unanimously,*

B. Invitation to Speak and Interview Prospective Board Members.

Julia Shepherd explained her interest in the helping children with problems which may be due to family situations/drug abuse; also is a willing volunteer for groups within the community/ies when she sees a need.

C. Review and Revision of By-Laws: The Board will review and decide if revisions need to be made to the Board By-Laws. A discussion and changes made to Articles V, VI, and VII.

A motion by Leslie Trout to accept the changes officially on June 25th when typed with corrections. The motion passed unanimously.

D. Review and Creation of Board Officer Duties: The Board will define the job duties for board officers.

The job duties were discussed with changes made.

A motion was made by _____ to accept the changes officially on June 25th when typed with corrections.

E. Review of Monthly Financial Statements: The Board will examine and be given the opportunity to ask questions about the monthly financial statements.

Dawn Lippard made the motion to accept the Monthly Financial Statements. The motion was accepted unanimously.

F. Revised Budget FY 2021: The Board will examine and be given opportunities to ask questions about the revised budget FY 2021.

Leslie Trout made a motion to accept the revised Budget FT 2021. The voting was unanimous.

G. Charter School Expansion: The Board will examine, be given the opportunity to ask questions and revise the documentation necessary to expand the school to include seventh and eighth grade.

Lori Jean Haymore made a motion to accept the Charter School Expansion. The voting was unanimous.

H. Mini Training: Open Meeting Law: The Executive Director will provide training and field questions about Open Meeting Law. Information only.

Dawn Lippard made a motion to table the Mini Training: Open Meeting Law with the motion being passed unanimously.

I. Contracts and Memorandums of Understanding (MOU): Returning Staff: The Board will

examine and make recommendations on contracts for Amy Carlyle and Donna Spires and a MOU for Melanie Moore.

Yvette Tenney made a motion that the contracts for Amy Carlyle and Donna Spires and the MOU for Melanie Moore be accepted. The motion passed unanimously.

- J. Contracts and Memorandums of Understanding (MOU): New Staff: The Board will examine and make recommendations on a MOU for Shannin DeWitt.

Dawn Lippard made a motion to approve the MOU for Shannin DeWitt and Kathy Bergen.

- K. Budget Worksheet FY 2022: The Board will make recommendations about priorities for the 2022 budget.

Yvette Tenney made a motion to table the Budget Worksheet FY 2022 with the board voting to table it. The motion passed unanimously.

- L. Emergency Succession Plan: The Board will examine, be given the opportunity to ask questions and revise the Emergency Succession Plan.

Diana Fergus made a motion to accept the Emergency Succession Plan. The motion was accepted unanimously.

- M. Annual Meeting: The Board will set the final date, time, and location for the Annual Board Meeting.

Diana Fergus made a motion for the Annual Meeting to be held on Friday, June 18th from 12 noon to 4:00 pm at the NAA campus.

Agenda Item #9 -BOARD SIGNATURES—to ensure an orderly process for collecting Board signatures on documents, we will be passing out all items needing signature at this time in the agenda.

Agenda Item #10--ADJOURNMENT: **6:50 pm**

APPROVAL OF MINUTES - **Date:** _____

President, Northern Arizona Academy School Board

Secretary, Northern Arizona Academy School Board