

MEETING MINUTES
CAREER DEVELOPMENT, INC. EXECUTIVE BOARD
REGULAR MEETING

Wednesday, June 12, 2024
4:00 p.m.
1300 Centennial Drive, Taylor AZ 85939
PASS Room

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

Topic: NAA Board Meeting
Time: Jun 12, 2024 04:00 PM Arizona

Join Zoom Meeting
<https://us06web.zoom.us/j/81390379522?pwd=gTKaMHadCu3bJQoJoQbtXDC1sIUNse.1>

Meeting ID: 813 9037 9522
Passcode: HBm5Wn

1. **Call to Order** by Jason Sellers at **4:15 p.m. on June 12, 2024**
2. **Roll Call:**
Board Members Present: Jason Sellers, Board President; Donna Spires, Board Secretary; Lorie Jean Haymore, Board Member; Amy Carlyle, non-voting Board Member
Staff Present: Nichole Sellers, Recording Secretary
Board Members Absent: Brandi Barnes
3. **Welcome and Introductions:** Jason Sellers welcomed the Board and staff.
4. **Pledge of Allegiance** led by Jason Sellers.
5. **Reading of Vision** by Donna Spires.
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.
6. **Adoption of Agenda**

Motion by Lori Jean Haymore to adopt the agenda as written. Second by Donna Spires. Final Resolution: motion passed unanimously with the votes: Yea: Jason Sellers, Donna Spires, Lorie Jean Haymore. 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. Payroll Reports
 - B. Accounts Payable Reports
 - C. Vacation Liabilities

- D. Payroll Action Forms
- E. Board Meeting Minutes
- F. Monthly Financial Reports

Motion by Jason Sellers to adopt the consent agenda as written. Second by Donna Spires. Final Resolution: motion passed unanimously with the votes: Yea: Jason Sellers, Donna Spires, Lorie Jean Haymore. Nay: None. Abstain: None.

8. Call to the Public

No public present.

9. Reports and Information Only Items

9.01 Data Review: The Board may be presented with the data reflection spreadsheet and given the opportunity to ask questions.

Amy Carlyle presented the Data Reflection to the Board:

Jason Sellers asked for clarification about how the scores are determined, and Amy Carlyle explained how each category score is determined. Jason Sellers also asked for clarification about how graduation rates and dropout rates are determined. Amy Carlyle explained how these statistics are determined. Jason Sellers asked for the data review to be made available to the Board after each trimester, and Amy Carlyle agreed to make that available to the Board after each trimester.

9.03 Campus Update: The Board may be presented with a campus update.

Donna Spires presented the Campus Update to the Board:

Summer school started this week with low numbers. SFSP is quite busy, often running out of food. Community feedback about the quality of food is positive. Donna is officially on vacation.

9.04 Board Self Evaluation: The Board shall fill out the annual self-evaluation and submit to the Executive Director to compile the data for the next meeting.

Amy Carlyle presented the results of the Board Self Evaluation to the Board. Notably, the Board would like more training in understanding financial reports and continued training on Board topics.

10. Annual Business: Action Items

10.01 By-Laws: The Board may review its By-Laws and adopt them as they stand or adopt them with revisions.

Motion by Jason Sellers to adopt the By-Laws as they stand. Second by Donna Spires. Final Resolution: motion passed unanimously with the votes: Yea: Jason Sellers, Donna Spires, Lorie Jean Haymore. Nay: None. Abstain: None.

10.02 Resignation: The Board will be presented with the resignation of Lorie Jean Haymore effective 6/13/2024. The Board may accept or deny the resignation.

Motion by Donna Spires to accept the resignation of Lorie Jean Haymore effective 6/13/2024. Second by Jason Sellers. Final Resolution: motion passed unanimously with the votes: Yea: Jason Sellers, Donna Spires, Lorie Jean Haymore. Nay: None. Abstain: None.

10.03 New Board Member: The Board may interview candidates for the board. The Board may choose to move forward or deny Board training. This item may be skipped over if no prospective Board Members are present.

No candidates available to interview.

10.04 Elections: The Board may hold elections for the officer positions of President, Vice President and Secretary.

Motion by Jason Sellers to elect Jason Sellers as Board President and Donna Spires as Board Secretary. Second by Donna Spires. Final Resolution: motion passed unanimously with the votes: Yea: Jason Sellers, Donna Spires, Lorie Jean Haymore. Nay: None. Abstain: None.

10.05 Board Meeting Schedule and Calendar FY25: The Board may create and approve its meeting schedule and calendar FY25.

Motion by Donna Spires to set the FY25 Board Meeting Schedule on the second Thursday of each month at 5:00 p.m. Second by Jason Sellers. Final Resolution: motion passed unanimously with the votes: Yea: Jason Sellers, Donna Spires, Lorie Jean Haymore. Nay: None. Abstain: None.

Motion by Jason Sellers to TABLE the FY25 Calendar until July's Meeting to allow more time to plan. Second by Donna Spires. Final Resolution: motion passed unanimously with the votes: Yea: Jason Sellers, Donna Spires, Lorie Jean Haymore. Nay: None. Abstain: None.

10.06 Board Budget FY25: The Board may create and approve its budget FY25.

Motion by Donna Spires to set the FY25 Board Budget at \$5,000. Second by Jason Sellers. Final Resolution: motion passed unanimously with the votes: Yea: Jason Sellers, Donna Spires, Lorie Jean Haymore. Nay: None. Abstain: None.

10.07 Board Goals FY25: The Board may create and approve its goals FY25.

Motion by Jason Sellers to set the FY25 Board Goals as:

1. The Board will abide by the FY25 Calendar
2. The Board will continue the Mini Board Trainings
3. The Board will receive training in understanding Financial Reports and Data Review.

Second by Lorie Jean Haymore. Final Resolution: motion passed unanimously with the votes: Yea: Jason Sellers, Donna Spires, Lorie Jean Haymore. Nay: None. Abstain: None.

11. Business: Action Items

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

- A. Point Awards: The Board may approve, approve with revisions, or deny approval of the points awarded to eligible staff.

Motion by Donna Spires to approve the points awarded to eligible staff. Second by Jason Sellers. Final Resolution: motion passed unanimously with the votes: Yea: Jason Sellers, Donna Spires, Lorie Jean Haymore. Nay: None. Abstain: None.

- B. Performance Pay Payout: The Board may approve or deny approval of a portion of the financial surplus to be assigned to performance pay.

Amy Carlyle shared the current total surplus of \$25,000 to the Board. Jason Sellers asked for clarification of what the previous year Payout amount was; Amy Carlyle reviewed the previous Performance Pay Payout amount and determined it to be \$8,000. Jason Sellers asked if there is any foreseeable reason why giving \$10,000 to performance pay payout would put the school budget in jeopardy. Amy Carlyle reviewed foreseeable expenses and issues and determined that \$10,000 should not put the school budget in jeopardy.

Motion by Jason Sellers to approve that a portion of the financial surplus, \$10,000 — increasing from last year to account for inflation—to be assigned to Performance Pay Payout. Second by Donna Spires. Final Resolution: motion passed unanimously with the votes: Yea: Jason Sellers, Donna Spires, Lorie Jean Haymore. Nay: None. Abstain: None.

- C. CSF Monies: The Board may approve or modify the amount of money assigned to CSF payouts.

Motion by Jason Sellers to approve the CSF payout as written. Second by Donna Spires. Final Resolution: motion passed unanimously with the votes: Yea: Jason Sellers, Donna Spires, Lorie Jean Haymore. Nay: None. Abstain: None.

11.02 Proposed Budget FY25: The Board may examine and provide input on the FY25 proposed budget and may schedule the meeting for the adopted budget approval.

- A. The Board may examine and provide input on the FY25 proposed budget and may approve, approve with revisions, or deny approval.

Motion by Jason Sellers to approve the FY25 proposed budget written. Second by Donna Spires. Final Resolution: motion passed unanimously with a roll call vote: Jason Sellers, Yea; Donna Spires, Yea; Lorie Jean Haymore, Yea. Nay: None. Abstain: None.

- B. The Board may schedule a meeting to examine and finalize the Adopted Budget.

Motion by Donna Spires to set the meeting to examine and finalize the FY25 budget on July 10, 2024, at 4:00 p.m. Second by Jason Sellers. Final Resolution: motion passed

unanimously with the votes: yea: Jason Sellers, Donna Spires, Lorie Jean Haymore. Nay: None. Abstain: None.

- 11.03 School Calendar and Bell Schedule FY25: The Board may approve, approve with revisions, or deny approval of the FY25 School Calendar and Bell Schedule.

Motion by Jason Sellers to approve the FY25 School Calendar and Bell Schedule as written. Second by Donna Spires. Final Resolution: motion passed unanimously with the votes: yea: Jason Sellers, Donna Spires, Lorie Jean Haymore. Nay: None. Abstain: None.

- 11.04 Employee Policy and Procedures Handbook: The Board may approve, approve with revisions, or deny approval of policies in the Employee Policy and Procedures Handbook.

Lorie Jean asserted that it is ethical to pay vacation hours out at 100% and asked why surplus vacation hours are only being paid out at 50%. The Board discussed and agreed that there is no valid reason to only pay surplus vacation hours out at 50%. Amy Carlyle advised that if the Board approves the payout at 100%, it should be written as “subject to Board approval,” which will prevent policy abuse.

Motion by Jason Sellers to approve the Employee Policy and Procedures Handbook as written, with revision of the Vacation Policy on page 38 to “...any surplus vacation hours above the 160 allowed for rollover will be paid out at 100%, subject to Board approval.” This policy and its revision will be effective this year, FY24. Second by Donna Spires. Final Resolution: motion passed unanimously with the votes: yea: Jason Sellers, Donna Spires, Lorie Jean Haymore. Nay: None. Abstain: None.

- 11.05 Student Handbooks: The Board may approve, approve with revisions, or deny approval of the Student Handbooks.

Motion by Donna Spires to approve the Student Handbooks as written, with the revision of Edgenuity being changed to Apex, as Apex is replacing Edgenuity starting FY25. Second by Jason Sellers. Final Resolution: motion passed unanimously with the votes: yea: Jason Sellers, Donna Spires, Lorie Jean Haymore. Nay: None. Abstain: None.

- 11.06 SPED Policies and Procedures: The Board may approve, approve with revisions, or deny approval of the SPED Policies and Procedures. No suggested revisions have been made.

Motion by Donna Spires to approve the SPED Policies and Procedures as written. Second by Jason Sellers. Final Resolution: motion passed unanimously with the votes: yea: Jason Sellers, Donna Spires, Lorie Jean Haymore. Nay: None. Abstain: None.

- 11.07 Non Profit Policies and Procedures: The Board may approve, approve with revisions, or deny approval of the Non Profit Policies and Procedures.

Motion by Jason Sellers to approve the Non-Profit Policies and Procedures as written. Second by Donna Spires. Final Resolution: motion passed unanimously with the votes: yea: Jason Sellers, Donna Spires, Lorie Jean Haymore. Nay: None. Abstain: None.

11.08 Local Wellness Policy: The Board may approve, approve with revisions, or deny approval of policies in the Local Wellness Policy.

Motion by Jason Sellers to approve the Local Wellness Policy as written. Second by Donna Spires. Final Resolution: motion passed unanimously with the votes: yea: Jason Sellers, Donna Spires, Lorie Jean Haymore. Nay: None. Abstain: None.

11.09 Performance Pay Plan FY25: The Board may approve, approve with revisions, or deny approval of the proposed FY25 Performance Pay Plan and rubrics.

Motion by Jason Sellers to approve the FY25 Performance Pay Plan and rubrics as written. Second by Donna Spires. Final Resolution: motion passed unanimously with the votes: yea: Jason Sellers, Donna Spires, Lorie Jean Haymore. Nay: None. Abstain: None.

11.10 Temporary Policy Commute Reimbursement FY25: The Board may approve, approve with revisions, or deny approval of the proposed Temporary Policy Commute Reimbursement FY25.

Amy Carlyle shared with the Board the recommendation of the accountant that this Temporary Policy Commute Reimbursement be denied approval and terminated. Amy explained that the accountant also expressed that if the Board still wants to provide a similar benefit to the employees commuting greater distances, this can be done in other ways. Jason Sellers expressed that the policy has value, particularly with those who live in the city and could easily find work closer to home, greatly reducing their commute.

Motion by Jason Sellers to deny the Temporary Policy Commute Reimbursement FY25, with the stipulation that a new policy be developed and submitted for Board approval at the August meeting. Second by Donna Spires. Final Resolution: motion passed unanimously with the votes: yea: Jason Sellers, Donna Spires, Lorie Jean Haymore. Nay: None. Abstain: None.

12. Board Signatures

Board members may be provided items requiring Board signature.

13. Adjournment

Motion by Jason Sellers to adjourn the Board Meeting at **7:02 p.m. on June 14, 2024**. Second by Lorie Jean Haymore. Final Resolution: motion passed unanimously with the votes: yea: Jason Sellers, Donna Spires, Lorie Jean Haymore. Nay: None. Abstain: None.