# DRAFT MEETING MINUTES

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

**September 11, 2025**
**5:00 p.m.**
**1300 Centennial Drive, Taylor AZ 85939**
**PASS Room**

1. **Call to Order** at **5:02 p.m. on September 11, 2025.**
2. **Roll Call:** Donna Spires (President), Lydia Humphries (Vice President), Christina Cormier (Secretary), Jason Sellers via telephone 5:03pm (member), Nichole Sellers (non-voting member).
3. **Welcome and Introductions:** Donna Spires welcomed the Board and staff.
4. **Pledge of Allegiance:** Josh Lagesse (Campus Manager)
5. **Reading of Mission:** Lydia Humpries

   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 Christina Cormier to adopt the Agenda. Second by Lydia Humphries, Final Resolution: Passes Unanimously. Yea: Donna Spires, Lydia Humphries and Christina Cormier. Nay: None. Abstain: None.

7. **Consent Agenda**

   The Board approved all Consent Agenda items (without removing any items).

   A. Payroll Reports
   B. Accounts Payable Reports
   C. Vacation Liabilities
   D. Payroll Action Forms
   E. Board Meeting Minutes

   Motion by Donna Spires to approve the Consent Agenda. Second by Jason Sellers, Final Resolution: Passes Unanimously. Yea: Donna Spires, Lydia Humphries and Christina Cormier. Nay: None. Abstain: None.

**8. Call to the Public**

No public present or requested to speak.

**9. Business: Action Items**

9.1 1 Monthly Financial Report: The Board may examine the Monthly Financial Report. The Board may approve, approve with revisions or disapprove the Monthly Financial Report. This item must be put to a roll call vote.

Discussion: Claudina Douglas (accountant) presented the Monthly Financial Report via PowerPoint. A discussion was held on our financials being based on 44 students enrolled (even though we currently have 61 students enrolled). Therefore, the financials will adjust accordingly once the system catches up to the extra students enrolled and we will be reimbursed for those extra 15 students.

Motion by Christina Cormier to approve the Monthly Financial Report. Second by Lydia Humphries, Final Resolution: Passes Unanimously. Roll Call Vote: Donna Spires/Yea, Lydia Humphries/Yea, Christina Cormier/Yea, and Jason Sellers/Yea. Nay: None. Abstain: None.

9.2 Previously Tabled Item: Policy 311 Vacation Policy: The Board may review and discuss Policy 311 Vacation and make suggestions for revisions. The Board may approve, approve with revisions or disapprove this action.

Discussion: Nichole Sellers (Executive Director) cautioned the Board about comparing Career Development Inc. to other larger organizations because we are small, so our policies may look different. She encouraged the board to come up with a reasonable number of hours that should be the threshold for the maximum vacation leave an can roll over at the end of the fiscal year (June 30). Donna Spires mentioned that 160 hours seemed to be a reasonable amount for the above-described purposes and Lydia Humphries expressed that “subject to board approval” should be removed from any of the clauses within this policy so employees do not feel like their vacation hours are up for negotiation.

Motion by Donna Spires to approve Policy 311 Vacation with the following revisions: “The maximum hours of Vacation leave an employee may roll over at the end of the fiscal year is 160 hours. If an employee’s vacation balance is over 160 hours at the end of the fiscal year (June 30), any vacation hours above the 160 allowed for rollover will be paid out at 100%,” second by Christina Cormier, Final Resolution: Passes Unanimously. Yea: Donna Spires, Lydia Humphries and Christina Cormier. Nay: None. Abstain: Jason Sellers.

9.3 ESS Policy Review: ESS Policy Review: The Board may examine the ESS Policies with input from the ESS Case Manager. The Board may approve, approve with revisions or disapprove the ESS Policies.

Motion by Jason Sellers to table item 9.3 ESS Policy Review. second by Christina Cormier, Final Resolution: Passes Unanimously. Yea: Donna Spires, Lydia Humphries, Christina Cormier, and Jason Sellers. Nay: None. Abstain: None.

9.4 Revised Policy 910 Travel Authorization and Expense: The Board may examine Revised Policy 910 Travel Authorization and Expense. The Board may approve, approve with revisions or disapprove this action.

Nichole Sellers explained the updates to the policy which allow the Executive Director to reimburse employees for travel-related lodging expenses per the GSA rates if the Executive Director approves for them to arrange their own lodging. The travel form has also been updated to reflect current GSA rates.

Motion by Lydia Humphries to approve Revised Policy 910 Travel Authorization and Expense, second by Donna Spires, Final Resolution: Passes Unanimously. Yea: Donna Spires, Lydia Humphries, Christina Cormier, and Jason Sellers. Nay: None. Abstain: None.

9. Public Records Request: The Board may review the Smart Procure public records request for commercial use and establish the reasonable market value to be charged for fulfilling the request.

Discussion: Nichole Sellers informed the board that an outside agency requested our public records for commercial use and by so doing we can set a reasonable rate at what we charge per document at the rate of $1.00/page.

Motion by Donna Spires to set the market value at $1.00/page. Second by Christina Cormier, Final Resolution: Passes Unanimously. Yea: Donna Spires, Lydia Humphries, Christina Cormier, and Jason Sellers. Nay: None. Abstain: None.

**10. Reports and Information Only Items**

9.01 Campus Update: Joshua Lagesse presented the following campus update to The Board:

- Students currently enrolled: 61
  - In Person: 43
  - Remote: 18
- 9/12 – Open Campus
- 9/19 – Community Service (Nick – WM Humane Society)
- 9/26 – Field Trip (Lydia – WM Nature Center)
- Support:
  - K-9 Visit
  - Probation Officers
  - Snowflake/Taylor PD

9.02 Non-Profit Update: Nichole Sellers gave the following non-profit update to the board:

- Cognia documentation needs to be reviewed and well understood by the Board. We also need to decide who will be presenting which sections of PowerPoint.
    - Nichole Sellers (Campus Culture), Josh Lagesse (add photos), Donna Spires & Jason Sellers (About Northern Arizona Academy), Christina Cormier (Goals), and Lydia Humphries (Priorities).
- 9 more Chromebooks have been purchased, costing $2,500, and has been coded to the SRSA grant. This was necessary because we are sending Chromebooks home with students who are Remote.
- Discussions with United Food Bank about programs that are a better fit for the school are underway.
- Some plumbing in the kitchen needs to be replaced. The first quote was around $1500, and we have another quote in progress.
- The ASBCS Governing Board training was wonderful. Notably, Board members are mandatory reporters. Also, ensuring that our strategic planning includes a budget that supports our goals.
- August 22, 2025, Member Call highlighted ongoing statewide enrollment declines in traditional public schools, driven by demographic shifts and the rapid expansion of Education Savings Accounts (ESAs). For charter schools, the impact is mixed: positively, many are experiencing increased demand as families use ESA funds for flexible learning options; negatively, competition has intensified with private schools, microschools, and homeschooling. Rural charters face the greatest challenges due to smaller student pools, while urban charters with specialized programs are better positioned to grow. Thus, our Remote program is extremely valuable.

**11. Business: Discussion Topics**

Voting shall not occur on discussion topics. The Board may identify items to be placed on future agendas during the discussion or request staff member research into a matter.

10.01 Board Calendar and Budget: The Board may discuss upcoming Board events and receive updates about past and future expenditure related to the Board budget.

- Next Event 11/20/2025 (Board Lunch) will be discussed at October Board meeting.

**12. 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.

- Put update on October Board meeting to discuss the United Food Bank.

**13. Board Signatures**

Items requiring Board Signatures were signed.

**14. Adjournment**

Motion by Christina Cormier to adjourn the meeting at **6:02 p.m. on September 11, 2025.** Second by Jason Sellers, Final Resolution: Passes Unanimously. Yea: Donna Spires, Lydia Humphries, Christina Cormier, and Jason Sellers. Nay: None. Abstain: None.