

MEETING MINUTES
CAREER DEVELOPMENT, INC. EXECUTIVE BOARD
BOARD MINUTES
REGULAR MEETING

September 12, 2024
5:00 p.m.
1300 Centennial Drive, Taylor AZ 85939
PASS Room

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

Topic: Monthly Board Meeting
Time: Sep 12, 2024 05:00 PM Arizona

Join Zoom Meeting
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Meeting ID: 845 8049 9600
Passcode: yCs1EL

1. **Call to Order** by Jason Sellers at **5:04 p.m. on September 12, 2024.**
2. **Roll Call:**
Board Members Present: Jason Sellers, Board President; Amy Carlyle, non-voting Board Member; Donna Spires, Board Secretary
Board Members Absent: Brandi Barnes
Staff Present: Nichole Sellers, Recording Secretary; Christina Cormier, Campus Manager; Lydia Humphries
3. **Welcome and Introductions:** Jason Sellers welcomed the Board and Staff.
4. **Pledge of Allegiance** led by Jason Sellers
5. **Reading of Mission** by Jason Sellers

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. 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 except for the Monthly Financial Reports. Second by Donna Spires. Final Resolution: motion passed unanimously with the yeas, Yea: Jason Sellers, Donna Spires. Nay: None. Abstain: None.

Amy Carlyle explained the updated Monthly Financial Report format to the Board. Amy also informed the Board that enrollment is 58, which is low, and if enrollment hits 55, some financial cuts and adjustments will be made.

Motion by Donna Spires to adopt the Monthly Financial Reports. Second by Jason Sellers. Final Resolution: motion passed unanimously with the yeas, Yea: Jason Sellers, Donna Spires. Nay: None. Abstain: None.

8. Call to the Public

No public was present or 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 Christina Cormier. The Board may schedule action for a later meeting based on the documentation provided.

Christina Cormier presented the Board with the Campus Update:

There are 58 students enrolled. Open campus was held on September 6, 2024, with 10 parents in attendance. A \$50 gift card to El Cupidos was offered as a raffle prize to those parents who attended, and lunch was offered as well. Nick will take students on a community service field trip on September 13, 2024 to Pet Allies. Only 13 spots can be offered on field trips due to transportation constraints, and all spots are filled each time. The next field trip is on September 27th, 2024 to Show Low Park. Staycation was held on August 30, 2024, with 13 students assigned, 9 students signed off, and 2 absent. Lunch tutoring is helping reduce staycation numbers. Unless students have a doctor's note, they will be assigned ISS if they miss Staycation. Apex performance is improving. Staff and students attended the Sweet Corn Festival, which was a positive experience.

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

Amy Carlyle presented the Board with the Non-Profit Update:

A van driver is still needed at this moment, but there is an applicant who did well on his driving test, and Amy will be checking his references. Staff goals have been revised and finalized, and professional development materials will be purchased that aligns with their goals. Amy is making a concentrated effort to improve staff participation with emails she sends as they include important updates and information. Amy asked that the Board install the Give Thx application on their phones to participate in gratitude sharing with staff. This is a free service and the data generated from staff participation is used for a study. All grant monies that were not spent last year have rolled over, and grants have been rewritten to assign the monies. The School Improvement Grant is now fully funded. Title 1 monies are spent on outreach, APEX, and homeless students; Title 2 monies are spent on teacher training; Title 4 monies are spend on the SPED paraprofessional and enrichment supplies; IDEA Basic monies are spent on the SPED teacher and paraprofessional. Amy has completed QPR Suicide Prevention Training and is now a trainer, and she will provide the training to staff as it is law that suicide prevention training must be completed by all staff every three years. A partnership has been established with Varsity Tutors which offers free tech-based tutoring and essay editing. The Learning Loss grant will soon be closed out. Amy completed her first set of homework for the SPED internal review and the ADE has assigned funds to compensate staff members for any extra work that is associated with this task.

9.03 School Improvement Team Update: The Board may be presented with an update on the School Improvement Team by Nichole Sellers. The Board may schedule action for a later meeting based on the documentation provided.

Nichole Sellers presented the Board with the School Improvement Team Update:

The first SIT meeting was held on September 4, 2024, with 3 parents/guardians and one staff member present. Feedback was also gathered in person from other staff. After a discussion with Amy, the focus of the SIT will include ways for NAA to send school announcements via text messages to parents/guardians and a flyer summarizing Dual Enrollment.

9.04 Board Budget Update: The Board may be presented with an update on their budget by Jason Sellers. The Board may schedule action for a later meeting based on the documentation provided.

Jason Sellers presented the Board with the Board Budget Update:

The budget is fully updated. The next expenditure will be the 40th day of school, and the Board will provide ice cream floats to the students with a budget of \$140.

10. Business: Action Items

10.1 Board Calendar: The Board may set times and dates and assign monies for events on their 2024/2025 calendar. The Board may approve, approve revisions, or disapprove the dates and times and monies assigned for events on their calendar. If there are no new or modified events, this item may be passed over without a vote.

No new events. Item passed over without a vote.

10.2 New Board Members: The board may interview and approve applicants as new Board members. The Board may approve, approve with conditions, or disapprove the applicants. If there are no applicants, this item may be passed over without a vote.

The Board interviewed Lydia Humphries and Christina Cormier.

Motion by Jason Sellers to approve the applicants Lydia Humphries and Christina Cormier as new Board members with the conditions that they complete new Board member training before the next Board meeting. Second by Donna Spires. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires. Nay: None. Abstain: None.

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

Amy reviewed the Annual Financial Report with the Board.

Motion by Jason Sellers to adopt the Monthly Financial Reports. Second by Donna Spires. Final Resolution: motion passed unanimously with the roll call yea votes, Yea: Jason Sellers, Donna Spires. Nay: None. Abstain: None.

10.4 Reserve Fund Expenditures: The Board may examine expenditures that impact the Reserve Fund including roof repair and copier replacement. The Board may approve, approve with revisions or disapprove the expenditures.

Amy reviewed three quotes for a new copy machine with the Board. The Board examined and discussed each quote to determine which copy machine was best.

Motion by Donna Spires to allow Amy to use Reserve Funds to purchase the agreed upon copy machine. Second by Jason Sellers. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires. 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.

The Board will discuss a potential change in Board member status and review the enrollment and financial status of the school.

- 12. Board Signatures**

Board members may be provided items requiring Board signature.

- 13. Adjournment**

Motion by Jason Sellers to adjourn the meeting at **6:59 p.m. on September 12, 2024.**
Second by Jason Sellers. Final Resolution: motion passed unanimously with the yea votes,
Yea: Jason Sellers, Donna Spires. Nay: None. Abstain: None.