

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

February 13, 2025
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: Feb 13, 2025 05:00 PM Arizona

Join Zoom Meeting

<https://us06web.zoom.us/j/84580499600?pwd=jFwMJJtHOLGtK8QaaWqS5PgWtraAgZ.1>

Meeting ID: 845 8049 9600

Passcode: yCs1EL

Pursuant to ARS 38-431.02, notice is hereby given to members of the Career Development, Inc., Executive Board and to the General Public that the Board will hold a meeting open to the public on Thursday, February 13, 2025, beginning at 5:00 pm at 1300 Centennial Drive Taylor, AZ 85939.

Board Members may attend either in person or remotely. A speaker phone may be used so that the audience can listen to the Board member(s) discussion, deliberations and vote.

The Board reserves the right to change the order of items on the agenda, with the exception of public hearings, which are scheduled for a specific time.

Pursuant to A.R.S. 38-431.03.A.3, the Board may vote to convene an executive session for discussion or consultation for legal advice with its attorney(s) on any matter listed on the Agenda. The attorney(s) may appear in person or telephonically.

The Meeting Agenda and agenda background material provided to Board members (with the exception of material relating to possible executive sessions) is available for public inspection 24 hours in advance of the meeting at the Northern Arizona Academy for Career Development Inc. Administrative Office, located at 1300 N. Centennial Blvd., Taylor, Arizona, Monday through Friday, 8:00 a.m. to 4:00 p.m.,

Individuals requiring an interpreter or persons with a disability may request a reasonable accommodation, such a sign language interpreter, by contacting the Northern Arizona Academy Director at (928) 536-3920 or acarlyle@naacharter.org at least 48 hours prior to the meeting so that the requested support can be arranged.

- 1. Call to Order**
- 2. Roll Call**

3. **Welcome and Introductions**
4. **Pledge of Allegiance**
5. **Reading of Mission**

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 _____ Second by _____ Final Resolution: _____
Yea: _____ [note names of each Board member for each type of vote]
Nay: _____
Abstain: _____

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

Motion by _____ Second by _____ Final Resolution: _____
Yea: _____ [note names of each Board member for each type of vote]
Nay: _____
Abstain: _____

8. **Call to the Public**

The public is invited to address the Board on any issue within its jurisdiction, subject to reasonable time, place and manner restrictions. Board members are not permitted to discuss or take legal action on matters raised during Call to the Public unless the matters are properly noticed for discussion and legal action. However, the law permits Board members to do the following at the conclusion of the Call to the Public: (a) Respond to criticism made by those who have addressed the Board; (b) Ask staff to review a matter; or (c) Ask that a matter be put on a future agenda.

Speakers must fill out a card listing name and topic and submit it to the Board Secretary prior to the time Call to the Public is heard. Speakers must make their comments in no more than three (3) minutes. If necessary to accommodate all speakers within the 30-minute overall limit, the Board President may shorten each speaker's time.

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.

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.

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.

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.

9.05 Board Training: The Board may be presented with training from the Arizona Charter School Association Ten Financial Indicators That Signal Trouble Ahead by Amy Carlyle.

10. Executive Session: The Board may examine information regarding a campus incident that occurred on February 4, 2025 including confidential witness statements.

Upon a public majority vote of the members constituting a quorum, a public body may hold an executive session but only for the following purposes:

2. Discussion or consideration of records exempt by law from public inspection, including the receipt and discussion of information or testimony that is specifically required to be maintained as confidential by state or federal law.

The minutes of and discussions that take place during an executive session are confidential under A.R.S. § 38-431.03(B) and may not be disclosed to anyone except the following people:

1. Any member of the public body, regardless of whether he or she attended the executive session. A.R.S. § 38-431.03(B)(1); *Picture Rocks Fire Dist. v. Updike*, 145 Ariz. 79, 81, 699 P.2d 1310, 1312 (App. 1985).

2. Any officer, appointee, or employee who was the subject of discussion at an executive session authorized by A.R.S. § 38-431.03(A)(1) may see those portions of the minutes directly pertaining to them. A.R.S. § 38-431.03(B)(2); *see* Section 7.9.4.

3. Staff personnel, to the extent necessary for them to prepare and maintain the minutes of the executive session.

The discussion or consideration of employment, assignment, appointment, promotion, demotion, salaries, discipline, resignation, or dismissal of a public officer, appointee, or employee of a public body may take place in an executive session. A.R.S. § 38-431.03(A)(1);

4. The attorney for the public body, to the extent necessary for the attorney to represent the public body.

5. The Auditor General in connection with the lawful performance of its duty to audit the finances or performance of the public body. A.R.S. § 38-431.03(B)(3); Ariz. Att'y Gen. Op. I79-I30.

6. The Attorney General or County Attorney when investigating alleged violations of the Open Meeting Law. A.R.S. § 38-431.03(B)(4).

7. The court, for purposes of a confidential inspection where an open meeting violation has been alleged. A.R.S. § 38-431.07(C).

Motion to enter Executive Session by _____ Second by _____

Final Resolution: _____

Yea: _____ [note names of each Board member for each type of vote]

Nay: _____ Abstain: _____

Motion regarding action recommended in response to the examination of documents regarding the 2/4/2025 incident during the Executive Session.

By _____ Second by _____

Final Resolution: _____

Yea: _____ [note names of each Board member for each type of vote]

Nay: _____

Abstain: _____

11. Business: Action Items

11.1 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.

Motion by _____ Second by _____ Final Resolution: _____

Yea: _____ [note names of each Board member for each type of vote]

Nay: _____ Abstain: _____

11.2 Monthly Financial Report: The Board may examine the Monthly Financial Report. The Board may approve, approve with revisions or disapprove the Monthly Financial Report.

Motion by _____ Second by _____ Final Resolution: _____

Yea: _____ [note names of each Board member for each type of vote]

Nay: _____ Abstain: _____

11.3 Proposed Revisions to Instructional Time Model: The Board may examine the Proposed Revisions to Instructional Time Model. The Board may approve, approve with revisions or disapprove the Proposed Revisions to Instructional Time Model.

Motion by _____ Second by _____ Final Resolution: _____

Yea: _____ [note names of each Board member for each type of vote]

Nay: _____ Abstain: _____

11.4 Financial Indicators: The Board may examine CDI's position on the ten financial indicators and make recommendations for improvement. Multiple motions may be made for this action item. The Board may approve or disapprove recommendations for improved fiscal performance.

Motion by _____ Second by _____ Final Resolution: _____

Yea: _____ [note names of each Board member for each type of vote]

Nay: _____ Abstain: _____

Motion by _____ Second by _____ Final Resolution: _____

Yea: _____ [note names of each Board member for each type of vote]

Nay: _____ Abstain: _____

Motion by _____ Second by _____ Final Resolution: _____
Yea: _____ [note names of each Board member for each type of vote]
Nay: _____ Abstain: _____

11.5 McKinney Vento Forms and Guidance Revision: The Board may examine the Proposed Revisions to McKinney Vento Forms and Guidance. The Board may approve, approve with revisions or disapprove the Proposed Revisions to McKinney Vento Forms and Guidance.

Motion by _____ Second by _____ Final Resolution: _____
Yea: _____ [note names of each Board member for each type of vote]
Nay: _____ Abstain: _____

11.6 Board Award Nominations: The Board may examine nominations for the Board Award. The Board may approve or disapprove presenting the Board Award to nominated parties.

Motion by _____ Second by _____ Final Resolution: _____
Yea: _____ [note names of each Board member for each type of vote]
Nay: _____ Abstain: _____

11.7 Proposed Hiring Rubric Executive Director Trainee: The Board may examine the Proposed Hiring Rubric Executive Director Trainee. The Board may approve, approve with revisions or disapprove the Proposed Hiring Rubric Executive Director Trainee.

Motion by _____ Second by _____ Final Resolution: _____
Yea: _____ [note names of each Board member for each type of vote]
Nay: _____ Abstain: _____

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.

13. Board Signatures

Board members may be provided items requiring Board signature.

13. Adjournment

Motion by _____ Second by _____ Final Resolution: _____
Yea: _____ [note names of each Board member for each type of vote]
Nay: _____
Abstain: _____

Posted this _____ day of _____, 2025 by _____