

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

Thursday, August 8, 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: Aug 8, 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 **5:06 pm on August 8, 2024.**
2. **Roll Call:**
Board Members Present: Jason Sellers, Board President; Brandi Barnes, Board Member; Amy Carlyle, non-voting Board Member.
Staff Present: Christina Cormier, Campus Manager; Nichole Sellers, Recording Secretary.
Board Members Absent: Donna Spires, Board Secretary.
3. **Welcome and Introductions:** Jason welcomed the Board and staff.
4. **Pledge of Allegiance** led by Jason Sellers.
5. **Reading of Mission** by Christina Cormier.

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 Brandi Barnes.
Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Brandi Barnes. 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 approve the Consent Agenda as written. Second by Brandi Barnes. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Brandi Barnes. Nay: None. Abstain: None.

8. Call to the Public

No public present.

9. Reports and Information Only Items

9.01 Campus Update: The Board may be presented with an update on the campus and School Improvement Team 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:

The first day of school was Wednesday, August 7, 2024. The transportation department is understaffed, but students were effectively transported to school despite the shortage. Apex is the new online learning system. The students are adjusting to the paper-based aspect of Apex. Staycation is now every other Friday, and attendance is mandatory. If a student skips Staycation, ISS will be assigned. There are currently 63 students enrolled. The first field trip to the local pool will be on August 30th, with 13 students being offered a spot.

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:

All the grants have been approved, with the exception of the school improvement grant. An embezzlement issue involving an ex-county treasurer has delayed grant funding. When Amy initially spoke with the ADE representative, she was told that the grant would not be funded and suggested unacceptable solutions to school improvement efforts. Amy objected to these suggestions. Later, the representative conveyed that the school improvement efforts included in Amy's grant aligned well with and supported by data and that she would fight for NAA to receive funding.

Bob and Amy are trying to identify a \$60,000 discrepancy in expenditures, which may be a simple accounting error. Amy will update the Board as more information develops.

Lorie Jean and Roberta are covering the gaps in transportation at this time. Roberta is also helping in the kitchen. Keenia is doing well in the kitchen.

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.

The SIT has not reconvened this school year due to Nichole covering so much in the kitchen. The goal is to have a meeting in September.

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.

The only expense has been the snacks provided for tonight's meeting.

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.

The Board discussed upcoming events. The staff appreciation will be rescheduled for August 23rd.

Motion by Jason Sellers to update the Board Calendar. Second by Brandi Barnes. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Brandi Barnes. Nay: None. Abstain: None.

10.2 Revised Policy 1003 Anti-Discrimination Policy: The Board may be presented with the Revised Policy 1003 Anti-Discrimination Policy for the 2024-2025 school year. The Board may approve, approve with revisions, or disapprove the Revised Policy 1003 Anti-Discrimination Policy for the 2024-2025 school year.

Amy supplied the Board with the revised policy, noting the addition of contact information for those who feel they have experienced discrimination.

Motion by Jason Sellers to approve the Revised Policy 1003 Anti-Discrimination Policy as written. Second by Brandi Barnes. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Brandi Barnes. Nay: None. Abstain: None.

10.3 Proposed Policy 1004: Grievance Procedure for Complaints of Sex Discrimination: The Board may be presented with the proposed Policy 1004: Grievance Procedure for Complaints of Sex Discrimination. The Board may approve, approve with revisions, or disapprove the proposed Policy 1004: Grievance Procedure for Complaints of Sex Discrimination.

Amy supplied the Board with the proposed policy.

Motion by Jason Sellers to approve the Revised Policy 1004 Grievance Procedure for Complaints of Sex Discrimination Policy as written. Second by Brandi Barnes. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Brandi Barnes. Nay: None. Abstain: None.

10.4 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.

No applicants present.

10.5 Revised Emergency Plan: The Board may be presented with the Revised Emergency Plan for the 2024-2025 school year. The Board may approve, approve with revisions, or disapprove the Revised Emergency Plan for the 2024-2025 school year.

The Emergency Plan has been updated with the current staff. A staff and administrative version of the Emergency Plan has also been created.

Motion by Jason Sellers to approve the Revised Emergency Plan as written. Second by Brandi Barnes. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Brandi Barnes. Nay: None. Abstain: None.

10.6 Revised ESS Policies: The Board may be presented with the Revised ESS Policies for the 2024-2025 school year. The Board may approve, approve with revisions, or disapprove the Revised ESS Policies for the 2024-2025 school year.

Tables have been added per the request of the SPED representative.

Motion by Jason Sellers to approve the Revised ESS Policies as written. Second by Brandi Barnes. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Brandi Barnes. Nay: None. Abstain: None.

10.7 Proposed Policy 001FY25 Transportation Benefits: The Board may be presented with the Proposed Policy 001FY25 Transportation Benefits for the 2024-2025 school year. The Board may approve, approve with revisions, or disapprove the Proposed Policy 001FY25 Transportation Benefits for the 2024-2025 school year.

Amy supplied the Board with the proposed policy, which will be offered to all employees.

Motion by Jason Sellers to approve the 001FY25 Transportation Benefits as written. Second by Brandi Barnes. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Brandi Barnes. 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 next meeting is Thursday, September 12, 2024, at 5 p.m.

12. Board Signatures

Board members may be provided items requiring Board signature.

13. Adjournment

Motion by Jason Sellers to adjourn the meeting at **5:49 pm on August 8, 2024**. Second by Brandi Barnes. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Brandi Barnes. Nay: None. Abstain: None.