

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

August 14, 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: NAA Monthly Board Meeting
Time: Aug 14, 2025 05:00 PM Arizona
Meeting ID: 854 3304 7413
Passcode: 846771

1. Call to Order by Donna Spires at **5:08 p.m on August 14, 2025**

2. Roll Call:

Board Members Present Donna Spires, Board President; Jason Sellers, Board Member; Lydia Humphries, Vice President; Christina Cormier, Board Secretary; Kurry Klingel, Board Member

Board Members Absent: Amy Carlyle, non-voting Member

Staff Present: Nichole Sellers, executive director in training; Melanie Moore, Recording Secretary; Josh Lagesse, Campus Manager

3. Welcome and Introductions Donna Spires welcomed the Board and staff

4. Pledge of Allegiance led by Jason Sellers

5. Reading of Mission read 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 Lydia Humphries to adopt the Agenda. Second by Christina Cormier. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Dr. Kurry Klingel, Lydia Humphries, Christina Cormier. 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

Motion by Christina Cormier to adopt the Consent Agenda. Second by Jason Sellers. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Dr. Kurry Klingel, Lydia Humphries, Christina Cormier. Nay: None. Abstain: None

8. Call to the Public

No public 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 Josh Lagesse. The Board may schedule action for a later meeting based on the documentation provided.

Josh Lagesse presented the Board with the Campus Update:

First Day of school was 8/6/25 with the enrollment being in July 39 students, August 6th 51 students, August 14th 54 students with 41 in-person and 13 remote students.

Training with ADE – Instructional Coaches Academy and Principals Leadership Academy. Lydia Humphries and Christina Cormier are doing ADE Coaching training. There has been learning curves for staff members but we are working through them.

The school morale is: Students – great- even with the new cell phone policy. Staff – adapting and learning Infinite Campus.

Next week we will have NWEA testing on Tuesday, Wednesday, and Thursday. We will also have a field trip on August 29th to the Snowflake Library to work on a 3 dimensional lego project.

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

Nichole Sellers presented the Board with the Non-Profit Update:

KNS identified all issues with the staff computers and will be coming in on Friday the 15th after 1:30pm to fix with other computer parts and if needed replace 1 computer a year until the computers are new.

Cognia power point is in the July folder of the Google Drive. Please review and share your feedback with Amy.

Massive efforts have been made to clean up and organize the school, especially after the storage unit was emptied. Conex, teacher workroom, admin area of lobby, staff bathroom, and the shower room have been decluttered and organized. Painting did not happen, but important repairs have been completed. Special thank you to the staff and Board members who volunteered their time to beautify our school.

The vans got new windshields; both had significant running cracks, so this was much needed. This was covered by insurance.

SRSA was awarded: \$6608. Right now, we have one Chromebook per student, but once we get to 45 in-person enrollments, we will need to buy more. These funds may be used for this.

Donna and Nichole were approved as Charter Representatives, and our contact info has been updated with the state.

We have a site visit with the school improvement rep on the 27th, which we are preparing for currently.

A separate email account has been created where all billing-related items will be sent. This will ensure that our bills are associated with a depersonalized account that people can have access to in the event of a changeover or other unforeseen circumstances.

Grants are almost fully approved.

First sync is August 15th and we've been working to make it as perfect as possible. This has been challenging with the new SIS but we are hopeful that it will go well.

10. 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 a staff member research a matter.

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

Donna Spires stated how the first staff luncheon on August 4th was a success with sandwiches and chips. The Board budget was \$200 and \$100.99 was spent. The next staff luncheon will be in November and a baked potato bar with chili toppings was discussed.

11. Business: Action Items

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

Claudina Douglas with ADI presented the June Monthly financials report via zoom.

Motion by Christina Cormier to approve the Monthly Financial Reports. Second by Jason Sellers. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Dr. Kurry Klingel, Lydia Humphries, Christina Cormier. Nay: None. Abstain: None

11.2 FY26 Revised Budget #1: The Board may review and provide input on the FY26 Revised Budget #1. Following discussion, the Board may approve the FY26 revised budget, approve it with revisions, or deny approval through a roll call vote.

Claudina Douglas with ADI presented the FY26 revised budget on power point via zoom. The budget can be revised up until 9/15/25.

Motion by Lydia Humphries to approve the FY26 budget. Second by Christina Cormier. Final Resolution: motion passed unanimously with the yea votes by roll call: Jason Sellers, yea; Donna Spires, yea; Dr. Kurry Klingel, yea; Lydia Humphries, yea; Christina Cormier, yea. Nay: None. Abstain: None

11.3 Policy 311: The Board may review Policy 311 Vacation, make suggestions for revisions. Following discussion, The Board may direct the Executive Director to revise the policy 311 Vacation. The Board may approve, approve with revisions or disapprove this action.

Jason Sellers feels we may have come across a possible liability if employee can take a 100% payout for 200 hrs vacation.

Motion by Donna Spires to table this until September Board Meeting. Second by Jason Sellers. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Dr. Kurry Klingel, Lydia Humphries, Christina Cormier. Nay: None. Abstain: None

11.4 E-rate Agreement and Resolution Letter: The Board may review and discuss the E-rate agreement and Resolution letter. Following discussion, the Board may approve the Resolution letter to designate the authorized signatory for the agreement, approve with revisions, or deny the approval.

Consultant: they help manage E-rate funding and manage audits and reviews for a \$500 fee annually.

Motion by Dr. Kurry Klingel to designate Nichole Sellers as the Authorized Signatory for the E-Rate Agreement. Second by Lydia Humphries. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Dr. Kurry Klingel, Lydia Humphries, Christina Cormier. Nay: None. Abstain: None

- 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.

Items to put on future agenda: ESS Policy Review, Tabled Vacation Policy Review, and United Food Bank Program Review.

13. Board Signatures

Board members may be provided items requiring Board signature.

14. Adjournment

Motion by Christina Cormier to adjourn the meeting at **6:33 p.m on August 14, 2025.**
Second by Jason Sellers. Final Resolution: motion passed unanimously with the yea votes,
Yea: Jason Sellers, Donna Spires, Dr. Kurry Klingel, Lydia Humphries, Christina Cormier.
Nay: None. Abstain: None

Board approved on this _____ day of _____, 2025 attested to
by _____