**PLEASE POST**

**CAREER DEVELOPMENT, INC. EXECUTIVE BOARD**

**BOARD NOTICE AND AGENDA**

**ANNUAL MEETING**

**Friday, June 18, 2021**

**12:00 p.m.**

**1300 Centennial Drive, Taylor AZ 85939**

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 Friday June 18, 2021, beginning at 12:00 pm at 1300 Centennial Drive Taylor, AZ 85939.

Board Members may attend either in person or telephonically. 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 Vision**

Northern Arizona Academy may guide students in developing the social and academic skills necessary to achieve their goals and lead successful, fulfilling lives as citizens of the world.

**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 for \_\_\_\_\_\_\_\_\_\_\_\_\_ Board Meeting

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 Data Review: The Board may be presented with the data reflection spreadsheet and given the opportunity to ask questions.

9.02 Classroom Site Fund Payouts: The Board may be presented with the Classroom Site Fund Payouts.

9.03 Google Accounts: The Board may be presented with their Google Drive and Gmail Accounts and trained on how to access emails and documents.

10. Annual Business: Action Items

10.01 Resignation of Board Members: The Board may take action on resignations submitted by Diana Fergus, Sandy Nield and Leslie Trout.

Motion by \_\_\_\_\_\_\_\_\_\_\_ Second by \_\_\_\_\_\_\_\_\_\_\_ Final Resolution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Nay: \_\_\_\_\_\_\_\_\_\_\_

Abstain: \_\_\_\_\_\_\_\_\_\_

10.02 By-Laws: The Board may review its By-Laws and adopt them as they stand or adopt them with revisions.

Motion by \_\_\_\_\_\_\_\_\_\_\_ Second by \_\_\_\_\_\_\_\_\_\_\_ Final Resolution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Nay: \_\_\_\_\_\_\_\_\_\_\_

Abstain: \_\_\_\_\_\_\_\_\_\_

10.03 Officer Job Descriptions: The Board may review Officer Job Descriptions and adopt them as they stand or adopt them with revisions.

Motion by \_\_\_\_\_\_\_\_\_\_\_ Second by \_\_\_\_\_\_\_\_\_\_\_ Final Resolution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Nay: \_\_\_\_\_\_\_\_\_\_\_

Abstain: \_\_\_\_\_\_\_\_\_\_

10.04 Board Handbook: The Board may discuss the creation of a Board Handbook and decide on the contents to be developed.

Motion by \_\_\_\_\_\_\_\_\_\_\_ Second by \_\_\_\_\_\_\_\_\_\_\_ Final Resolution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Nay: \_\_\_\_\_\_\_\_\_\_\_

Abstain: \_\_\_\_\_\_\_\_\_\_

**11. Business: Action Items**

11.01 Review of Monthly Financial Statements: The Board may review the monthly financial statements, ask for clarifications, and approve, approve with conditions, or deny approval of the monthly financial statements.

Motion by \_\_\_\_\_\_\_\_\_\_\_ Second by \_\_\_\_\_\_\_\_\_\_\_ Final Resolution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Nay: \_\_\_\_\_\_\_\_\_\_\_

Abstain: \_\_\_\_\_\_\_\_\_\_

11.02 Revised Employee Contract: The Board may approve, approve with revisions, or deny approval of the revised Employee Contract being offered to Nick Weeks.

Motion by \_\_\_\_\_\_\_\_\_\_\_ Second by \_\_\_\_\_\_\_\_\_\_\_ Final Resolution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Nay: \_\_\_\_\_\_\_\_\_\_\_

Abstain: \_\_\_\_\_\_\_\_\_\_

11.03 Performance Pay Payouts: The Board may examine the points awarded to eligible staff and assign a portion of the financial surplus to performance pay.

A. Point Awards: The Board may approve, approve with revisions, or deny approval of the points awarded to eligible staff.

Motion by \_\_\_\_\_\_\_\_\_\_\_ Second by \_\_\_\_\_\_\_\_\_\_\_ Final Resolution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Nay: \_\_\_\_\_\_\_\_\_\_\_

Abstain: \_\_\_\_\_\_\_\_\_\_

B. Performance Pay Awards: The Board may approve or deny approval of a portion of the financial surplus to be assigned to performance pay.

Motion by \_\_\_\_\_\_\_\_\_\_\_ Second by \_\_\_\_\_\_\_\_\_\_\_ Final Resolution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Nay: \_\_\_\_\_\_\_\_\_\_\_

Abstain: \_\_\_\_\_\_\_\_\_\_

11.04 Budget Worksheet FY 2022: The Board may use the Budget Worksheet to provide Board input on the FY2022 budget and may approve the Budget Worksheet.

Motion by \_\_\_\_\_\_\_\_\_\_\_ Second by \_\_\_\_\_\_\_\_\_\_\_ Final Resolution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Nay: \_\_\_\_\_\_\_\_\_\_\_

Abstain: \_\_\_\_\_\_\_\_\_\_

11.05 Elementary and Secondary School Emergency Relief Grant (ESSER 3): The Board may review ESSER 3 Grant information and provide input about the use of the funds.

Motion by \_\_\_\_\_\_\_\_\_\_\_ Second by \_\_\_\_\_\_\_\_\_\_\_ Final Resolution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Nay: \_\_\_\_\_\_\_\_\_\_\_

Abstain: \_\_\_\_\_\_\_\_\_\_

11.06 School Calendar 2021/22: The Board may approve, approve with revisions, or deny approval of the 2021/2022 School Calendar.

Motion by \_\_\_\_\_\_\_\_\_\_\_ Second by \_\_\_\_\_\_\_\_\_\_\_ Final Resolution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Nay: \_\_\_\_\_\_\_\_\_\_\_

Abstain: \_\_\_\_\_\_\_\_\_\_

## 11.07 Employee Policy and Procedures Handbook: The Board may approve, approve with revisions, or deny approval of policies in the Employee Policy and Procedures Handbook, including revisions to the following Policies.

* 1. Policy 020: Recruiting and Selection
  2. Policy 021: Equal Employment Opportunity
  3. Policy 120: Salary Range Schedule
  4. Policy 212: Contracted Work Hours
  5. Policy 22: Telecommuting
  6. Policy 311A: Winter, Spring, and Summer Breaks
  7. Policy 312: Paid Holidays
  8. Policy 314: Leave Policy
  9. Policy 322: Leaves of Absence without Pay
  10. Policy 323: Donated Sick Leave
  11. Policy 330: Reasonable Accommodations
  12. Policy 340: Insurance Programs
  13. Policy 416: Alcohol and Drug Free Workplace
  14. Policy 810: Employee Separation
  15. Policy 811: Appeal Process

Motion by \_\_\_\_\_\_\_\_\_\_\_ Second by \_\_\_\_\_\_\_\_\_\_\_ Final Resolution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Nay: \_\_\_\_\_\_\_\_\_\_\_

Abstain: \_\_\_\_\_\_\_\_\_\_

11.08 Student Handbook: The Board may approve, approve with revisions, or deny approval of the Student Handbook, including revisions to the following policies.

* 1. Page 2: Staff and Board
  2. Page 7: Title 1 School Wide Services
  3. Page 10: Bell Schedule and Friday Field Trips
  4. Page 11: Attendance and Limited Open Campus
  5. Page 13: Progress Reports
  6. Page 26: Core Beliefs about Discipline
  7. Page 41: Long Term Suspension

Motion by \_\_\_\_\_\_\_\_\_\_\_ Second by \_\_\_\_\_\_\_\_\_\_\_ Final Resolution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Nay: \_\_\_\_\_\_\_\_\_\_\_

Abstain: \_\_\_\_\_\_\_\_\_\_

11.09 SPED Policies and Procedures: The Board may approve, approve with revisions, or deny approval of the SPED Policies and Procedures. No suggested revisions have been made.

Motion by \_\_\_\_\_\_\_\_\_\_\_ Second by \_\_\_\_\_\_\_\_\_\_\_ Final Resolution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Nay: \_\_\_\_\_\_\_\_\_\_\_

Abstain: \_\_\_\_\_\_\_\_\_\_

11.10 District Policies and Procedures: The Board may approve, approve with revisions, or deny approval of the District Policies and Procedures. The entire document is new or revised so multiple motions may be required.

Motion by \_\_\_\_\_\_\_\_\_\_\_ Second by \_\_\_\_\_\_\_\_\_\_\_ Final Resolution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Nay: \_\_\_\_\_\_\_\_\_\_\_

Abstain: \_\_\_\_\_\_\_\_\_\_

11.11 Mission and Vision: The Board may approve, approve with revisions, or deny approval of the School’s Mission and Vision.

Motion by \_\_\_\_\_\_\_\_\_\_\_ Second by \_\_\_\_\_\_\_\_\_\_\_ Final Resolution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Nay: \_\_\_\_\_\_\_\_\_\_\_

Abstain: \_\_\_\_\_\_\_\_\_\_

11.12 Classroom Site Fund 2021/22: The Board may approve, approve with revisions, or deny approval of the Classroom Site Fund FY 2021/22.

Motion by \_\_\_\_\_\_\_\_\_\_\_ Second by \_\_\_\_\_\_\_\_\_\_\_ Final Resolution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Nay: \_\_\_\_\_\_\_\_\_\_\_

Abstain: \_\_\_\_\_\_\_\_\_\_

11.13 Employee Health Insurance: The Board may review information about Employee Health Insurance benefits and take action upon procurement of future Employee Health Insurance.

Motion by \_\_\_\_\_\_\_\_\_\_\_ Second by \_\_\_\_\_\_\_\_\_\_\_ Final Resolution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Nay: \_\_\_\_\_\_\_\_\_\_\_

Abstain: \_\_\_\_\_\_\_\_\_\_

11.14 Board Meeting Schedule 2021/22: The Board may create and approve its meeting Schedule FY 2021/22.

Motion by \_\_\_\_\_\_\_\_\_\_\_ Second by \_\_\_\_\_\_\_\_\_\_\_ Final Resolution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Nay: \_\_\_\_\_\_\_\_\_\_\_

Abstain: \_\_\_\_\_\_\_\_\_\_

**12. Executive Session**

The Board may vote to convene an executive session pursuant to A.R.S. § 38-431.03.A.1 for discussion or consideration of the Executive Director’s performance and related matters. Upon the employee’s request, the discussion or consideration (if any) may occur in the public meeting (with the exception of salary discussions).

Motion by \_\_\_\_\_\_\_\_\_\_\_ Second by \_\_\_\_\_\_\_\_\_\_\_ Final Resolution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Nay: \_\_\_\_\_\_\_\_\_\_\_

Abstain: \_\_\_\_\_\_\_\_\_\_

Reconvene in the public meeting.

**13.** **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.

**14. Board Signatures**

Board members may be provided items requiring Board signature.

**15.** **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 \_\_\_\_\_\_\_\_\_\_\_\_\_, 2021 by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

6070852.1