**PLEASE POST**

**CAREER DEVELOPMENT, INC. EXECUTIVE BOARD**

**BOARD NOTICE AND AGENDA**

**ANNUAL MEETING**

**Wednesday June 8, 2022**

**3:00 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 8, 2022, beginning at 3:00 pm at 1300 Centennial Drive Taylor, AZ Room 4 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 will 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**

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.

**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 May and June Board Meetings

**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 five (5) 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 Campus Update: The Board may be presented with a campus update.

10. Annual Business: Action Items

10.01 Resignation of Board Members: The Board may take action on resignation submitted by Dawn Lippard.

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

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

10.04 Elections: The Board may hold elections for the officer positions of President, Vice President and Secretary.

**11. Business: Action Items**

11.01 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.

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

11.02 Proposed Budget FY 2023: The Board may examine and provide input on the FY2023 proposed budget and may approve, approve with revisions, or deny approval.

11.03 School Calendar 2022/23: The Board may approve, approve with revisions, or deny approval of the 2022/2023 School Calendar.

## 11.04 Employee Policy and Procedures Handbook: The Board may approve, approve with revisions, or deny approval of policies in the Employee Policy and Procedures Handbook.

11.05 Student Handbooks: The Board may approve, approve with revisions, or deny approval of the Student Handbooks.

11.06 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.

11.07 Non Profit Policies and Procedures: The Board may approve, approve with revisions, or deny approval of the District Policies and Procedures.

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

11.09 Classroom Site Fund 2022/23: The Board may approve, approve with revisions, or deny approval of the Classroom Site Fund FY 2022/23.

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

11.11 Board Meeting Schedule and Calendar 2022/23: The Board may create and approve its meeting schedule and calendar FY 2022/23.

**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.

**14. Board Signatures**

Board members may be provided items requiring Board signature.

**15.** **Adjournment**

**Posted this\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_, 2022 by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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