**PLEASE POST**

**CAREER DEVELOPMENT, INC. EXECUTIVE BOARD**

**BOARD AGENDA**

**September 28, 2020**

**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** Wednesday October 14, 2020 beginning at 3:30 pm at 1300 Centennial Drive Taylor, AZ 85939

Pursuant to A.R.S. 38-431.03.A.2 and A.3, the Board may vote to go into Executive Session, which will not be open to the public, for legal advice concerning any item on the agenda or to review, discuss and consider 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.

Pursuant to the Americans with Disabilities Act (ADA) the Executive Board endeavors to ensure the accessibility of its meetings to all persons with disabilities. If you need a reasonable accommodation for a meeting, please contact the Northern Arizona Academy Director at (928) 536-3920 at least 48 hours prior to the meeting so that an accommodation can be arranged.

**01) CALL TO ORDER I/D/A**

**02) WELCOME AND INTRODUCTIONS I/D/A**

**03) PLEDGE OF ALLEGIANCE I/D/A**

**04) READING OF VISION I/D/A**

**05) CONSENT AGENDA I/D/A**

**A. MINUTES—September 2020 I/D/A**

**B. PAYROLL REPORTS I/D/A**

**C. ACCOUNTS PAYABLE REPORTS I/D/A**

**D. VACATION LIABILITIES as of 10/1/2020 I/D/A**

**E. PAYROLL ACTION FORMS I/D/A**

**06) PUBLIC COMMENTS (FORM REQUIRED) I/D/A**

**07) NEW BUSINESS**

**A. Sick Leave Policy I/D/A**

**B. Attendance Control Policy I/D/A**

**C. Company Vehicle Policy I/D/A**

**D. Hiring Policy I/D/A**

**E. Annual Financial Report I/D/A**

**F. Staff Development I/D/A**

**G. Executive Director Evaluation I/D/A**

**08) EXECUTIVE SESSION I/D/A**

**09) CAMPUS UPDATE I/D/A**

**10) BOARD SIGNATURES I/D/A**

**11) ADJOURNMENT I/D/A**

**PUBLIC COMMENTS--** Pursuant to A.R.S. 38-431.01.G, the Board may allow individuals from the public to address the Board. Any individual wishing to address the Board must complete a Request for Public Comment Form and submit to the Secretary of the Board prior to meeting being called to order. Comments shall be limited to issues within the jurisdiction of the Board. Action taken as a result of public comment will be limited to directing staff to study the matter and possible rescheduling of the matter for consideration at a later date. The Board shall not discuss or take legal action on matters raised during an open call to the public unless the matters appear on this agenda for discussion and legal action.

A copy of the agenda background material provided by the Board members, with the exception of material relating to possible Executive Session, is available for public inspection 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.

**Posted this\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_, 2020 by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**