**PLEASE POST**

**CAREER DEVELOPMENT, INC. EXECUTIVE BOARD**

**BOARD NOTICE AND AGENDA**

**REGULAR MEETING**

**Wednesday, October 13, 2021**

**5:00 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 Wednesday, October 13, 2021, beginning at 5:00 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

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

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

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

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

**8. Reports and Information Only Items**

8.1 Campus Update: The Board may be presented with an update on the campus by Amy Carlyle and Donna Spires. The Board may schedule action for a later meeting based on the documentation provided.

**9 Business: Action Items**

9.1 Governing Board Calendar of Events: The Board may approve, approve with revisions, or deny approval of the Board Calendar of Events.

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

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

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

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

9.2 Board Handbook: The Board may approve, approve with revisions, or deny approval of the following sections of the Board Handbook.

A. Focus on Student Achievement: The Board will discuss whether this portion of the Board Handbook is necessary considering other content. Board may choose to keep or remove this portion from the Board Handbook.

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

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

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

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

B. Policy and Procedure Creation and Revision: Board policy for creating and updating all policies followed by CDI.

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

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

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

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

C. Legal Representation: Board policy for obtaining legal representation.

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

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

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

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

D. Board Training: Board policy for initial and ongoing Board training.

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

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

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

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

E. Division of Roles: Board Policy for the division of roles between the Board and the Executive Director.

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

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

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

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

9.3 Board Award: The Board will discuss the parameters for the Board Award then may approve, approve with revisions, or deny approval of the guidelines for the student Board Award.

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

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

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

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

9.4 Student Intern Program: The Board may approve, approve with revisions, or deny approval of the following policies, procedures and documents supporting the Student Intern Program.

A. Student Intern Contract: Contract to be entered into by business, student, and CDI for the Student Intern Program.

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

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

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

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

B. Student Intern Packet: Packet describing assignments and activities required to earn credit through the Student Intern Program.

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

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

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

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

C. Student Intern Administrative Policies and Procedures: Policies and procedures to be followed regarding the Student Intern Program.

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

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

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

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

D. School Improvement Grant Graduation Rate: The Board will approve or deny approval of the commitment to the implementation and evaluation of strategies and action steps outlined in the Integrated Action Plan and SIG Graduation Rate Grant.

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

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

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

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

9.5 FY21 Annual Financial Report: The Board may approve, approve with revisions, or deny approval of the FY21 Annual Financial Report.

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

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

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

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

**10.** **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.

**11. Board Signatures**

Board members may be provided items requiring Board signature.

**12.** **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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**