Career Development Inc.

Board of Directors Regular Meeting

Minutes

Wednesday July 13th, 2022

5:00 pm.

 1300 N Centennial Blvd

Taylor, AZ 85939

**ZOOM Meeting**

**Time: July 13th 2022 05:00 PM Arizona**

**Board Members Present:** Yevet Tenney, President; Julia Shepherd, Vice President; Jason Sellers, Board Secretary; Lorie Jean Haymore, and Brandi Barnes.

**Board Members Absent:** None

**Staff Present:** Donna Spires

**1) CALL TO ORDER**

Yevet Tenney called the meeting to order at 5:03pm

**2) ROLL CALL**: Yevet Tenney, Julia Shepherd, Jason Sellers, Brandi Barnes, and Lorie Jean Haymore all present.

**3) WELCOME AND INTRODUCTIONS**

Yevet Tenney welcomed board members and staff.

No members of Public present.

**4) PLEDGE OF ALLEGIANCE**

Pledge led by Brandi Barnes.

**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.

Vision read by Jason Sellers.

**6) ADOPTION OF AGENDA**

No discussion.

Julia Shepherd motioned to adopt the agenda as written. Jason Sellers Seconded. Motion passed unanimously with the aye votes: Yevet Tenney, Brandi Barnes, Julia Shepherd, Lorie Jean Haymore, and Jason Sellers. Nay: none. Abstain: None.

**7) CONSENT AGENDA**

A single motion will consider all items in the consent agenda with no discussion unless requested otherwise by a board member.

 **A. PAYROLL REPORTS**

 **B. ACCOUNTS PAYABLE REPORTS**

 **C. VACATION LIABILITIES**

 **D. PAYROLL ACTION FORMS**

 **E. MINUTES**

 Lorie Jean Haymore motioned to adopt the consent agenda as written. Julia Shepherd Seconded. Motion passed unanimously with the aye votes: Yevet Tenney, Brandi Barnes, Julia Shepherd, Lorie Jean Haymore, and Jason Sellers. Nay: none. Abstain: None.

**8) OPEN CALL TO THE PUBLIC**

The President recognizes members of the public to speak, in an orderly fashion, about items on the agenda and/or other items of concern.

No public in attendance.

**9) REPORTS-Information Only**.

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

Donna Spires reports new student enrollment. Donna Spires states that there are currently 53 students enrolled, and four of those students are in the Emotional and Behavioral Disabilities Program, and two are students with Autism. She also reported that there are two more possible students enrolling in the Emotional and Behavioral Disabilities Program. In addition, she states that there are three more students who will very likely be attending, but have yet to turn in their enrollment forms. This is a record high number of student enrollment at the start of the year.

Donna Spires Campus Manager also states that The breakfast and lunch program is still “going through the roof”. Today, the school made over 400 meals.

The second session of Summer School has begun. There were 13 students on Monday, and 15 students on Tuesday. The number of students in attendance is lower than the first session, and the program will continue to be promoted. Today was the first field trip of the second session, and the students went ice skating in Flagstaff.

The paperwork for the final audit was submitted to the state on Thursday, this paperwork was for an attendance audit for the last three years. There is no feedback yet.

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

Information only reports, and information was given to the Board for review. Amy Carlyle not present.

9.03 Data Update: The Board will be presented with an update on data by Amy Carlyle. The Board may schedule action for a later meeting based on the documentation provided.

Amy Carlyle not present. Data was provided to the board to review before the meeting. The spreadsheet is located in the drive shared with the Board.

**10) BUSINESS ACTION ITEMS**

10.1 Board Calendar: The Board will examine and then approve, approve with revisions, or deny approval of the Board Calendar. This item was tabled at the last meeting.

Yevet Tenney presented the Board with a proposed Board Calendar with 5 proposed dates, events. The dates presented by Yevet Tenney were as follows. August 3rd, 2022, Teacher In Service 9am- 2 pm. Welcome staff with candy bars or treat with a message of encouragement.

October 25-28th 2022, NWEA Testing All Students: Give a treat to staff, and pencils to the students. January 2nd 2023, School Resumes: Welcome Back to Staff: Give a treat or something to encourage the new semester. February 21st, 2022 Finals Week: Give treats or badges to encourage students and staff to continue doing their best. The final date that Yevet Tenney suggested was May 30th, 2022, and to use that day to give teachers some gift or encouragement for a job well done.

Jason Sellers also brought suggested dates and events for the Board calendar. The dates Jason Sellers presented were as follows: August 9th 2022, the first day of school: serve the students in a BBQ. September 16th 2022: Open Campus. Jason Sellers suggested that the Boards presence here could be beneficial. April 24th 2022 is an additional Open Campus, as is December 16th, 2022. December 16th, 2022 is also the holiday meal. Jason Sellers suggested The Board serving the already prepared food on December 16th, the holiday meal for Open Campus. January 2nd, 2023 back to school, or back to school after Spring Break to serve food to either the staff or the students to welcome everyone back. January 2nd, 2023 was suggested as a date by both Jason Sellers, and Yevet Tenney.

Jason Sellers also suggested that offering something as a treat during one of the finals week would be really nice, and Yevet Tenney agreed and also had suggested finals week as one of the dates.

Yevet Tenney asked if there were any other suggestions. Julia Shepherd suggested that before any more events were added, that the Board commit to the current dates proposed and flesh out further details after the calendar has been accepted. Yevet Tenney agreed, and asked if there would be anyone willing to volunteer to take leadership of certain board events, and dates.

Julia Shepherd motioned to accept the Board event calendar proposed by Yevet Tenney, as well as the additional dates suggested by Jason Sellers. Jason Sellers Seconded. Motion passed unanimously with the aye votes: Yevet Tenney, Brandi Barnes, Julia Shepherd, Lorie Jean Haymore, and Jason Sellers. Nay: none. Abstain: None.

10.2 Policy 312 Holidays: The Board will approve, approve with revisions or deny approval of the revised Policy 312 Holidays.

Donna Spires pointed out to the Board that the only change is that Juneteenth has been added, as it is now a federal holiday. Donna Spires also pointed out that this policy is indicating paid holidays for full time employees.

Julia Shepherd motioned to adopt the proposed policy as written. Brandi Barnes Seconded. Motion passed unanimously with the aye votes: Yevet Tenney, Brandi Barnes, Julia Shepherd, Lorie Jean Haymore, and Jason Sellers. Nay: none. Abstain: None.

10.3 FY23 Adopted Budget: The Board will approve, approve with revisions or deny approval of the Adopted Budget FY23.

This is information the Board has already reviewed, and no changes were made, and no concerns were reported.

Jason Sellers motioned to approve the 2023 Fiscal Year adopted Budget as written. Julia Shepherd Seconded. Motion passed unanimously with the aye votes: Yevet Tenney, Brandi Barnes, Julia Shepherd, Lorie Jean Haymore, and Jason Sellers. Nay: none. Abstain: None.

**11**) **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.

Julia Shepherd would like to see an agenda item to discuss campus security/ fencing, particularly in the ramada area.

Yevet Tenney would like an update about the Board Event Calendar.

Jason Sellers would like to discuss the efficacy of the kitchen facilities for the summer food program.

Yevet Tenney would like to see a Board award/ nomination for trimester one.

# 12) BOARD SIGNATURES Board Members were provided items requiring Board Signature.

**13) ADJOURNMENT**

Brandi Barnes moved to adjourn the meeting. Jason Sellers seconded. Motion passed unanimously with the aye votes: Yevet Tenney, Brandi Barnes, Julia Shepherd, Lorie Jean Haymore, and Jason Sellers . Nay: none. Abstain: None.

Meeting adjourned at 5:42 pm July 13th, 2022.

**Dated this 17th day of July 2022.**

**Career Development Inc.**

**By Jason Sellers, Board Secretary**