

MEETING MINUTES
CAREER DEVELOPMENT, INC. EXECUTIVE BOARD
REGULAR MEETING

Wednesday, April 10, 2024
5:00 p.m.
1300 Centennial Drive, Taylor AZ 85939
PASS Room

acarlyle@naacharter.org is inviting you to a scheduled Zoom meeting.

Topic: NAA Board Meeting
Time: Apr 10, 2024 05:00 PM Arizona

Join Zoom Meeting
<https://us06web.zoom.us/j/81390379522?pwd=gTKaMHadCu3bJQoJoQbtXDC1sIUNse.1>

Meeting ID: 813 9037 9522
Passcode: HBm5Wn

1. **Call to Order** by Donna Spires at **5:02 p.m. on April 10, 2024.**
2. **Roll Call**
Board Members Present: Donna Spires, Board Secretary; Lorie Jean Haymore; Brandi Barnes via Zoom; Amy Carlyle, non-voting Board Member.
Board Members Absent: Jason Sellers, Board President.
Staff Present: Nichole Sellers, Recording Secretary.
3. **Welcome and Introductions:** Donna Spires welcomed the Board and staff.
4. **Pledge of Allegiance** led by Amy Carlyle.
5. **Reading of Vision** by Nichole Sellers.

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**

Motion by Lorie Jean Haymore to adopt the Agenda as written. Second by Donna Spires. Final Resolution: motion passed unanimously with the yea votes, Yea: Donna Spires, Brandi Barnes, Lorie Jean Haymore. Nay: None. Abstain: None.

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
- F. Monthly Financial Reports

Motion by Brandi Barnes to adopt the Consent Agenda as written. Second by Lorie Jean Haymore. Final Resolution: motion passed unanimously with the yea votes, Yea: Donna Spires, Brandi Barnes, Lorie Jean Haymore. Nay: None. Abstain: None.

8. Call to the Public

No public requested to speak.

9. Reports and Information Only Items

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

Donna Spires presented the Board with the Campus Update:

There are currently 64 students enrolled. Thirteen graduates will walk, and one graduate has already moved to Idaho and will not walk. Senior photos are April 19. Graduation is May 24th at 5 p.m. at the Clock Tower. April 12th is Open Campus. April 26th is the field trip to the Snowflake pool and will cost \$1 per student. May 23rd is the Trimester 3 Student Awards and the last day for students. May 24th is the last day for staff.

9.02 Non-Profit Update: The Board may 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.

Much time has been spent reviewing policies to get them done for the June meeting. Amy requested that the Board let her know if a policy needs revision. Nichole Sellers' first grant was approved through the United Food Bank, which will be used to convert the front closet into a UFB storage and service area. The UFB audit had some corrections but no findings: some signage needed to be updated, pest treatment logs needed to be created, and Nichole needed to be added as a site contact. During the audit, we received great compliments on the cleanliness of the kitchen. Christina has added communications of data to her training and is still covering student behavior and walk-throughs. An MOU has been signed with AmeriCorps to provide volunteers for student tutoring and to help with the United Food Bank. A job description and tutoring manual have been provided to AmeriCorps. The schedule for summer school and the summer food service program has been created. Non-congregate (pick-up) meals will be offered this year at NAA, and food will also be driven to the Country Store and

Concho/Appaloosa for pick-up; the plan is to serve 100 breakfasts and lunches per day. Work has begun on the NSLP community provision, which must be renewed this year. The ESSER 3 audit is on April 18, 2024. Amy is scheduled for several trainings in the next month. The state passed a new Reserve Balance and Reserve Policy for charter schools only, requiring a reserve balance of cash, which will be about \$150,000 for NAA. The policy has been drafted and submitted to the accountants, along with questions about what can be used for liquidity. A cash flow report has also been requested from the accountants. The outcome of the discussion with the accounts will determine whether Performance Pay can be distributed this year. The fiscal policy creation revisions suggested by the grant monitor have been completed and will be included in the District Policies and Procedures. Amy is currently working on the School Improvement grant for next year; Title 1, 2 & 4, Small Rural Schools, and the Idea Basic grants have all been submitted. Diamondbacks will announce the awardees of their grant in May. The grad rate review determined that NAA will be at 60 % this year, which is the level required for Alternative schools. If this rate is maintained, NAA will be exited out of improvement. The student minutes were internally audited through spring break and came out clean. NAA is looking to hire a Learning Lab Monitor (FT) and Van Driver (PT). Amy is looking for an alternative to Edgenuity, as their quote for next year came back at \$18,000 (a \$6,000 increase). Apex may be a good option.

9.03 School Improvement Team Update: The Board may be presented with an update on the School Improvement Team by Nichole Sellers. The Board may schedule action for a later meeting based on the documentation provided.

Chris shared a remote-learning attendance flyer with the team that Amy approved for distribution to our remote students. Chris also had the idea to implement “Chat with a Cop” into our Lunch and Learns with the distinction that it would be a causal, question-and-answer interaction between the students and the officer that may be better suited to foster relationships. The next meeting is May 2 where the team will wrap up for the FY.

9.04 Board Budget Update: The Board may be presented with an update on their budget by Jason Sellers. The Board may schedule action for a later meeting based on the documentation provided.

The only money that has been spent out of the Board budget is for the board meeting snacks.

10. Business: Action Items

10.1 Board Calendar: The Board may set times and dates and assign monies for events on their 2023/2024 calendar. The Board may approve, approve revisions, or disapprove the dates and times and monies assigned for events on their calendar. If there are no new or modified events, this item may be passed over without a vote.

This item was passed over without a vote.

10.2 Fiscal Year 2025 Student Handbooks: The Board may be presented with the Student Handbooks for the 2024-2025 school year. The Board may approve, approve with revisions, or disapprove the Student Handbooks for the 2024-2025 school year.

Amy Carlyle reviewed the FY 2025 Student Handbooks with the Board. All changes have been highlighted.

Motion by Brandi Barnes to accept the Fiscal Year 2025 Student Handbooks as written. Second by Lorie Jean Haymore. Final Resolution: motion passed unanimously with the yea votes by roll call: Donna Spires: yea; Brandi Barnes: yea; Lorie Jean Haymore: yea. Nay: None. Abstain: None.

10.3 Executive Director Evaluation: The Board may examine the staff input for the Executive Director's 360 Review and accept or revise final scores for the review.

The Executive Director's scores and comments from the evaluation were shared with the Board, and Amy is satisfied with her review.

Motion by Lorie Jean Haymore to accept the Executive Director Evaluation as written. Second by Donna Spires. Final Resolution: motion passed unanimously with the yea votes by roll call: Donna Spires: yea; Brandi Barnes: yea; Lorie Jean Haymore: yea. Nay: None. Abstain: None.

10.4 2024-2025 School Calendar: The Board may be presented with the proposed School Calendar for the 2024-2025 school year. The Board may approve, approve with revisions, or disapprove the proposed School Calendar for the 2024-2025 school year.

The 2024-2025 school year calendar was sent to all staff; the only feedback was a suggestion to align NAA's spring break with the spring break of local schools. Amy reviewed the attendance and did not find that NAA's attendance was impacted by having a spring break that did not align with the local schools. A later spring break also positively impacts the testing schedule and allows students to get settled into the new trimester before going on a long break.

Motion by Brandi Barnes to accept the proposed 2024-2025 School Calendar as written. Second by Donna Spires. Final Resolution: motion passed unanimously with the yea votes by roll call: Donna Spires: yea; Brandi Barnes: yea; Lorie Jean Haymore: yea. 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.

12. Board Signatures

Board members may be provided items requiring Board signature.

13. Adjournment

Motion by Brandi Barnes to adjourn the meeting at **5:39 p.m. on April 10, 2024**. Second by Donna Spires. Final Resolution: motion passed unanimously with the yea votes, Yea: Donna Spires, Brandi Barnes, Lorie Jean Haymore. Nay: None. Abstain: None.