

MEETING MINUTES
CAREER DEVELOPMENT, INC. EXECUTIVE BOARD
BOARD MINUTES
REGULAR MEETING

Wednesday, December 13, 2023
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: Dec 13, 2023 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 Jason Sellers at **5:03 pm on December 13, 2023.**
2. **Roll Call**
Board Members Present: Jason Sellers, Board Vice President; Brandi Barnes via Zoom, Lorie Jean Haymore; Amy Carlyle, non-voting member; Donna Spires, Board Secretary.
Staff Present: Nichole Sellers, Recording Secretary
3. **Welcome and Introductions:** Jason Sellers welcomes the board, staff, and public.
4. **Pledge of Allegiance:** led by Lorie Jean Haymore
5. **Reading of Vision:** by Jason 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 Donna Spires to adopt the Agenda as written. Second by Lorie Jean Haymore. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, 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 Jason Sellers to adopt the Consent Agenda as written. Second by Donna Spires. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Brandi Barnes, Lorie Jean Haymore. Nay: None. Abstain: None.

8. Call to the Public

No public present.

9. Reports and Information Only Items

9.01 Campus Update: The Board will 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:

Currently, there are 71 students enrolled. One student graduated on 11-15-23. The holiday meal and open campus is this Friday, December 15, 2023, to which the Board is welcome. Winter Intersession is December 18-21, 2023: there are 24 students enrolled, 12 students being provided transportation, 2 teachers will lead the classrooms, 2 transportation workers will provide transportation, and 2 NSLP workers will provide meals. School resumes on January 2, 2024. January 19, 2024, is the 100th day, which may boost enrollment and result in a waiting list. On January 26, 2024, there will be a field trip. The school improvement team held a meeting at which Amy and Donna were in attendance, so Amy and Nichole will work on improving participation on this team.

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.

Amy Carlyle presented the Board with the Non-Profit Update:

Melanie, Nichole, and Amy completed the training for MutualLink, and the equipment has been installed. Next is the training for staff, followed by a live practice with local law enforcement using the panic button. Donna and Amy have created a Campus Manager Training Checklist and shared it with Christina. Amy completed the crisis hotline meeting where available support services for students, parents, guardians, and staff in crisis were explained. Allison, the representative, will connect counseling providers with Amy so NAA can expand counseling services. A meeting was held with Calico Technology, who will bid for the tech contract next cycle. Teachers and staff have provided input on CSF, performance pay, and mission/vision statements, with an in-service planned in February to

discuss revisions. The revisions will be presented to the Board at the annual meeting as they are for the fiscal year 2025. Lydia provided an update on job shadowing and internships, and the programs are on track to be successfully implemented. The site visit with ADE for School Improvement went well, and he said he was impressed with NAA. NAA received a \$10,000 donation from Christina Cormier, which was used to provide Christmas bonuses to staff and purchase computers for teachers and staff. Nichole applied for a United Food Bank grant, and awardees will be notified in February 2024. Amy will be on vacation from 12-15 to 12-21-2023. In January 2024, Amy will primarily focus on CSF, performance pay, mission/vision statements, and emergency plan revisions, state testing training, trimester 3 planning, and civil rights data collection. Amy has received several emails from people who want to buy and operate NAA. Amy will gather information from these people and present it to the Board.

9.03 Board Budget Update: The Board will 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.

Jason will update the board budget to reflect recent purchases.

10. Business: Action Items

10.1 Revised Enrollment Packet: The Board may discuss and decide on Adopting the revised Enrollment Packet. The Board may approve, approve with modifications or deny approval of Revised Enrollment Packet.

The law now requires that within 30 days of enrollment, parents provide schools with proof of identity for the student. This is now included in the enrollment packet.

Motion by Brandi Barnes to accept the revised Enrollment Packet as written. Second by Donna Spires. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Brandi Barnes, Lorie Jean Haymore. Nay: None. Abstain: None.

10.2 New Non-Profit Policy 4004 Parent and Guardian Rights: The Board may discuss and decide on Adopting New Policy 4004 Parent and Guardian Rights. The Board may approve, approve with modifications or deny approval of New Policy 4004 Parent and Guardian Rights.

The policy includes a summary of the parent/guardian rights adopted by the state of Arizona.

Motion by Jason Sellers to accept the New Non-Profit Policy 4004 Parent and Guardian Rights as written. Second by Lorie Jean Haymore. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Brandi Barnes, Lorie Jean Haymore. Nay: None. Abstain: None.

10.3 New Non-Profit Policy 4005 Mathematics Proficiency Notification: The Board may discuss and decide on Adopting New Policy 4005 Mathematics Proficiency Notification.

The Board may approve, approve with modifications or deny approval of New Policy 4005 Mathematics Proficiency Notification.

Educational law now states that parents/guardians of 7th and 8th-grade students must be notified if their student is not proficient in mathematics, as determined by the previous year's testing, and be informed of support options offered by the school.

Motion by Donna Spires to accept the New Non-Profit Policy 4005 Mathematics Proficiency Notification as written. Second by Brandi Barnes. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Brandi Barnes, Lorie Jean Haymore. Nay: None. Abstain: None.

10.4 New Non-Profit Policy 5002 Prohibited Courses and Classes: The Board may discuss and decide on Adopting New Policy 5002 Prohibited Courses and Classes. The Board may approve, approve with modifications or deny approval of New Policy 5002 Prohibited Courses and Classes.

This includes a summary of many laws that were passed. Sex education classes have been offered at NAA in the past, and a parent can choose to have their student do an alternate assignment instead of participating in sex education classes.

Motion by Donna Spires to accept the New Non-Profit Policy 5002 Prohibited Courses and Classes as written. Second by Brandi Barnes. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Brandi Barnes, Lorie Jean Haymore. Nay: None. Abstain: None.

10.5 Revised Attendance Policies: The Board may discuss and decide on adopting the Revised Attendance Policies section in the Student Handbook. The Board may approve, approve with modifications or deny approval of Revised Attendance Policies.

The number of hours per week that constitute full-time is now specified. The policy also specifies that any absence due to religious purposes is excused.

Motion by Brandi Barnes to accept the Revised Attendance Policies section in the Student Handbook as written. Second by Jason Sellers. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Brandi Barnes, Lorie Jean Haymore. Nay: None. Abstain: None.

10.6 Revised NAA Graduation Requirements: The Board may discuss and decide on adopting Revised NAA Graduation Requirements section in the Student Handbook. The Board may approve, approve with modifications or deny approval of Revised NAA Graduation Requirements.

Transfer students who earned a "no credit" or "W" status in a class from their previous school and homeschooled students without an official transcript shall be given the opportunity to recover credit by exam. Credit shall be awarded if the student scores 70% or better on the proctored exam. Any student who is enrolled in

a credit recovery class to recover a grade of a “D” or “F” may recover credit by exam if they score 70% or better on the proctored prescriptive exam.

Motion by Donna Spires to accept the Revised NAA Graduation Requirements as written. Second by Brandi Barnes. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Brandi Barnes, Lorie Jean Haymore. Nay: None. Abstain: None.

10.7 Revised Parental Rights: The Board may discuss and decide on adopting Revised Parental Rights section in the Student Handbook. The Board may approve, approve with modifications or deny approval of Revised Parental Rights.

Previously, the Non-Profit policy manual did not have a parental rights section. However, the student handbook did have a parental rights section. A parental rights section had to be added to the non-profit policy manual, and the existing parental rights in the student handbook were expanded according to Arizona state law.

Motion by Jason Sellers to accept the Revised Parental Rights section in the Student Handbook as written. Second by Brandi Barnes. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Brandi Barnes, Lorie Jean Haymore. Nay: None. Abstain: None.

10.8 New Policy 131 Classroom Site Funds: The Board may discuss and decide on adopting New Policy 131 Classroom Site Funds for the Employee Policies and Procedures Manual. The Board may approve, approve with modifications, or deny approval of New Policy 131 Classroom Site Funds.

This was previously approved and is now included in the Employee Policies and Procedures Manual, with the addition of the appeals process.

Motion by Brandi Barnes to accept the Revised Parental Rights section in the Student Handbook as written. Second by Donna Spires. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Brandi Barnes, Lorie Jean Haymore. Nay: None. Abstain: None.

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

There are no new events so the item was passed over without a vote.

10.10 Board Awards: The board may nominate individuals or organizations to receive the Distinguished Service Award. The Board may approve, approve with revisions, or disapprove the nominated individuals or organizations. If there are no nominations this item may be passed over without a vote.

Lydia Humphries was nominated. The other nominee did not qualify for an award under the rubric.

Motion by Jason Sellers to approve the nomination of Lydia Humphries for the Distinguished Service Award. Second by Lorie Jean Haymore. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Brandi Barnes, Lorie Jean Haymore. Nay: None. Abstain: None.

11. Executive Session: The board may discuss the resignation of Courtney Reynolds

Courtney emailed Amy and stated that she would not resign and would fulfill her contract.

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.

The Board must vote for a new Board President at the next board meeting.

13. Board Signatures

Board members may be provided items requiring Board signature.

14. Adjournment

Motion by Jason Sellers to adjourn the meeting on **Wednesday, December 13, 2023 at 6:03 pm**. Second by Donna Spires. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Brandi Barnes, Lorie Jean Haymore. Nay: None. Abstain: None.