Career Development Inc.

Board of Directors Meeting

February 10, 2021

1300 N Centennial Blvd

Taylor, AZ 85939

**Board Members Present:** Sandy Nield, Diana Fergus, Marty Bielfeldt, Lorie Jean Haymore, Leslie Trout

**Board Members Absent:** None

**Staff Present:** Amy Carlyle, Donna Spires, Rosemary Robertson

# Agenda Item #1—CALL TO ORDER

# Sandy Nield called the meeting to order at 3:30pm

# Agenda Item #2—WELCOME AND INTRODUCTIONS

Sandy Nield welcomed board members, staff and members of the public

# Agenda Item #3—PLEDGE OF ALLEGIANCE

Pledge led by Diana Fergus

# Agenda Item #4—READING OF VISION

Vision read by Lorie Jean Haymore

**Agenda Item #5—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 FORM**

**E. MINUTES**

Motion to approve the consent agenda items made by Lorie Jean Haymore, seconded by Diana Fergus, motion passed unanimously.

**Agenda Item #6— OPEN CALL TO THE PUBLIC**

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

No members of the public desired to speak.

**Agenda Item #7—NEW BUSINESS**

1. **Performance Pay Policy:** The Board will examine the proposed performance pay policy for staff members not qualified for CSF funds.

* Motion to approve the Performance Pay Policy made by Diana Fergus, seconded by Marty Bielfeldt. Board discussed who the policy applied to and how the pool of money for performance pay would be determined. Diana Fergus, Marty Bielfeldt, and Leslie Trout voted in favor, Lorie Jean Hamore abstained, motion passed.

1. **Administration Performance Pay Rubric:** The Board will examine the proposed Performance Pay Rubric for the Administrative positions. The board may approve, approve with modification, or reject the rubric.

* Motion to approve the Performance Pay Policy made by Diana Fergus, seconded by Marty Bielfeldt. Board asked for and was given clarification on how points would be assigned and how this rubric compared to the CSF funds for teachers. Diana Fergus, Marty Bielfeldt, and Leslie Trout voted in favor, Lorie Jean Hamore abstained, motion passed.

1. **Discussion and Questions about Open Meeting Law:** The board will discuss Open Meeting Law and may decide to schedule a representative from the Arizona Ombudsman’s Office to attend a future meeting to answer questions about Open meeting law. A motion may be made by the board to extend an invitation.

* Sandi Nield asked board members if they had any questions about Open Meeting Law. Board members all indicated that they completed training and understood the law. No motions made.

1. **Board Meeting Time Modification:** The Board will discuss changing future meeting times. A motion to approve new meeting times is recommended.

* Motion to change the time of the Board Meetings to 4pm made by Jorie Jean Haymore, seconded by Leslie Trout. Board members discussed the disruption to the school transportation schedule the 3:30 meeting made and the strain of making it to the meeting on time after work. Motion passed unanimously.

1. **Student Information System:** The Board was presented with updates on the Student Information System by Amy Carlyle. Information Only
2. **Progress on School Integrated Action Plan:** Amy Carlyle presented the current progress on the SIAP. Information Only
3. **Budget Update:** Amy Carlyle presented the current state of the budget including information on grants unique to this year. Information Only.
4. **Conflict of Interest Policy:** Amy Carlyle will present and field questions about the Conflict-of-Interest Policy. The board may approve, approve with modification, reject, or table the Conflict-of-Interest Policy.

**Motion too approve the Conflict of Interest Policy made by Marty Bielfeldt, seconded by Jorie Jean Haymore.** Board discussed the need for an update to the policy and the need to include a form for staff and board members to fill out. Motion passed unanimously.

1. **Board Member Recruitment:** Amy Carlyle and Donna Spires will present the current efforts for recruiting board members, the steps required for choosing new members and the new member guidance document. The board may make a recommendation or request for action.

* No request for action made.

1. **Prospective Board Members:** The board will examine resumes from prospective new board members and invite applicants for an interview. A request for action to set interview dates and invite prospective board members to interview is recommended.

* Motion for a request for action instructing the Executive Director to schedule interviews made by Leslie Trout, seconded by Marty Bielfeldt. Motion passed unanimously.

1. **Transportation Coordinator Pay:** The board is considering issuing a request for action regarding the Transportation Director’s pay. The board may approve or reject the request for action.

* Motion for a request for action instructing the Executive Director to evaluate the Transportation Coordinators pay and consider giving her a raise made by Diana Fergus, seconded by Marty Bielfeldt. Board discussed the employee’s years of service. Diana Fergus, Marty Bielfeldt, and Leslie Trout voted in favor, Lorie Jean Hamore abstained, motion passed.

1. **Google Training:** Amy Carlyle will provide a mini-training on accessing board documents on Google Drive after the meeting. Information Only
2. **Contracts for Trimester 3:** Board will be presented with the contracts for Shannin Dewitt and Jessica Harmon for Trimester 3 and be given a summary of their qualifications. The board may approve, approve with modification, reject, or table the contracts.

**Motion to approve the contracts for Shannin Dewitt and Jessica Harmon made by Lorie Jean Haymore, seconded by Diana Fergus.** Amy Carlyle answered questions about the terms of the contracts including the pay scale. Motion passed unanimously.

**Agenda Item #8 – EXECUTIVE SESSION: An update on the performance of Rosemary Robertson will be presented to the board.**

Per § 38-431.03.A.1 Upon a public majority vote of the members constituting a quorum, a public body may hold an executive session but only for the following purposes:

1. Discussion or consideration of employment, assignment, appointment, pro-motion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body, except that, with the exception of salary discussions, an officer, appointee or employee may demand that the discussion or consideration occur at a

public meeting. The public body shall provide the officer, appointee or employee with written notice of the executive session as is appropriate but not less than twenty-four hours for the officer, appointee or employee to determine whether the discussion or consideration should occur at a public meeting.

Per § 38-431.03.B Minutes of and discussions made at executive sessions shall be kept confidential except from:

1. Members of the public body which met in executive session.

2. Officers, appointees or employees who were the subject of discussion or consideration pursuant to subsection A, paragraph 1 of this section.

3. The auditor general on a request made in connection with an audit authorized as provided by law.

4. A county attorney or the attorney general when investigating alleged violations of this article.

* Motion to enter Executive Session made by Lorie Jean Haymore, seconded by Leslie Trout, passes unanimously. Entered session 4:50pm exited session 5:15pm
* Motion to release Rosemary Robertson from her contract made by Leslie Trout, seconded by Diana Fergus. Rosemary Robertson was asked if she wanted to make any comments, she said she did not think the board was making the right decision and she had nothing else to say. Diana Fergus, Marty Bielfeldt, and Leslie Trout voted in favor, Lorie Jean Hamore abstained, motion passed.

**Agenda Item #9 CAMPUS UPDATE:** Donna Spires will provide a current event summary about Northern Arizona Academy. Information Only.

* Donna Spires spoke about the enrollment level, upcoming ASVAB Testing, Service Projects and enrichment activities and the new cameras installed for security.

# Agenda Item #10 -BOARD SIGNATURES—to ensure an orderly process for collecting Board signatures on documents, we will be passing out all items needing signature at this time in the agenda.

**Agenda Item #11—ADJOURNMENT**

* Meeting adjourned at 5:43 pm

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| Respectfully yours,  Amy Carlyle  Acting CDI Board Secretary | Respectfully yours,  Sandy Nield  CDI Board President |