

**MEETING MINUTES**  
**CAREER DEVELOPMENT, INC. EXECUTIVE BOARD**  
**BOARD NOTICE AND AGENDA**  
**REGULAR MEETING**

**Wednesday, February 14, 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: Feb 14, 2024 05:00 PM Arizona

Join Zoom Meeting  
<https://us06web.zoom.us/j/81390379522?pwd=gTKaMHadCu3bJQoJoQbtXDC1sIUSe.1>

Meeting ID: 813 9037 9522  
Passcode: HBm5Wn

1. **Call to Order** by Jason Sellers at **5:00 p.m. on February 14, 2024.**
2. **Roll Call**  
**Board Members Present:** Jason Sellers, Board President; Brandi Barnes; Donna Spires, Board Secretary; Lorie Jean Haymore, Amy Carlyle, non-voting Board Member.  
**Staff Present:** Nichole Sellers, Recording Secretary
3. **Welcome and Introductions:** Jason Sellers welcomes the board, staff, and public.
4. **Pledge of Allegiance** led by Jason Sellers.
5. **Reading of Vision** by Brandi Barnes.

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 Brandi Barnes to adopt the Consent Agenda 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.

**8. Call to the Public**

No public requested to speak.

**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 present the Board with the Campus Update:

There are 67 students currently enrolled. One student graduated in December, three will finish this Friday, and one will finish once he takes the civics exam on 2-15-2024. NWEA testing for the winter is completed. A couple of teachers asked their students to set a goal for themselves and a reward for reaching that goal; those students did very well. One student made personal gains on all three tests. The Title 1 annual meeting is on Friday, 2-16-2024. This month's field trip to Pioneer Park is at the end of the month. Trimester 2 student awards will be on the 23rd of February at 9 a.m. Job shadowing has been successful and exciting. Timber Mesa Fire, a mechanics shop in Show Low, and Sunrise Air Ambulance are some organizations that provided students with job shadowing. Six students are set to participate in the internship program during Trimester 3, and Amy will arrange transportation for the interns.

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:

Perfect Paws, Pinetop Electric, Mountain Mobile Computers, the City of Show Low, Silver Creek Senior Center, and Pet Allies are the organizations offering internships to students during Trimester 3. February 20th will be in-service for staff members, covering the CNA spreadsheet, Fish Bones, CFS and Performance Pay, Mission and Vision revision, Raptor training, Emergency plan walkthrough and revisions, McKinney Vento refresher training, and state testing training.

Christina will act as Campus Manager during Trimester 3 during the 4th and 5th periods. Student schedules for Trimester 3 are complete. A Mythology and Fitness class will be offered. The parent/guardian survey was mailed and will be emailed. Another audit and site visit will happen next month for ESSER III. Board members may be asked to speak to the ADE representative. English Language Learner Desktop Monitoring is complete and accepted. No violations were found. Nichole and Amy will be working on the NSLP equipment grant, focusing on a dishwasher, on-demand water heater, and shelving. Bids for E-Rate have determined that our current providers have the best rates; as such, they will receive the contract for next year. E-Rate funding for this cycle has been spent, so on-site tech services will be paid out of the general fund until E-Rate monies are renewed in FY26. The surplus is \$54,970.59, which is \$10,000 more than projected. Reimbursement for \$9,510 from the Learning Loss grant has not been received. Board members have been updated with the Corporation Commission and the State Charter School Board. Jason and Amy need to meet at the bank so Jason can be added to the account. The School Emergency Funding application for the purchase of emergency medical supplies, including School Health First Responder First Aid Kits and Stop the Bleed Kits, has been submitted. \$1708.27 has been requested. FY25: a contract has been offered and accepted for the ELA position. An applicant for the Learning Lab Monitor position has been received; she is currently serving as a substitute, and whether she is offered the position of Lab Monitor will be based upon her performance as a substitute. The bus driver position was posted today.

9.03 School Improvement Team Update: The Board will 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.

Nichole Sellers presented the Board with the School Improvement Team Update:

The team met in January and discussed school goals. Action steps related to attendance, positive school advertising at community events, and tutoring were developed. Nichole met with Amy to discuss the action steps, and Amy offered feedback. At the next meeting, February 22, 2024, Amy's feedback will be shared with the team.

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 Sellers presented the Board with the Board Budget Update:

The receipt for the plaques is needed, otherwise, the budget is fully updated. The Board is under budget.

10. **Executive Session:** The Board may be presented with evidence of adherence to the contract by C.C. as an alternative to expulsion.

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:

2. Discussion or consideration of records exempt by law from public inspection, including the receipt and discussion of information or testimony that is specifically required to be maintained as confidential by state or federal law.

The minutes of and discussions that take place during an executive session are confidential under A.R.S. § 38-431.03(B) and may not be disclosed to anyone except the following people:

1. Any member of the public body, regardless of whether he or she attended the executive session. A.R.S. § 38-431.03(B)(1); *Picture Rocks Fire Dist. v. Updike*, 145 Ariz. 79, 81, 699 P.2d 1310, 1312 (App. 1985).

2. Any officer, appointee, or employee who was the subject of discussion at an executive session authorized by A.R.S. § 38-431.03(A)(1) may see those portions of the minutes directly pertaining to them. A.R.S. § 38-431.03(B)(2); *see* Section 7.9.4.

3. Staff personnel, to the extent necessary for them to prepare and maintain the minutes of the executive session.

The discussion or consideration of employment, assignment, appointment, promotion, demotion, salaries, discipline, resignation, or dismissal of a public officer, appointee, or employee of a public body may take place in an executive session. A.R.S. § 38-431.03(A)(1);

4. The attorney for the public body, to the extent necessary for the attorney to represent the public body.

5. The Auditor General in connection with the lawful performance of its duty to audit the finances or performance of the public body. A.R.S. § 38-431.03(B)(3); Ariz. Att'y Gen. Op. I79-I30.

6. The Attorney General or County Attorney when investigating alleged violations of the Open Meeting Law. A.R.S. § 38-431.03(B)(4).

7. The court, for purposes of a confidential inspection where an open meeting violation has been alleged. A.R.S. § 38-431.07(C).

Motion by Donna Spires to enter Executive Session at **5:20 p.m.** 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.

Exited Executive Session at **6:42 p.m.**

Motion by Donna Spires to allow C.C. to return to in-person school in lieu of expulsion, and assign Amy Carlyle to create a plan to include the following stipulations:

1. Student will participate in mandated counseling with the school counselor at a rate set by Amy and the counselor.
2. Student will sign and comply with a behavior, attendance, and academic contracts, written by Amy Carlyle.
3. Amy Carlyle has permission to immediately expel the student upon noncompliance to said stipulations.

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.

## **11. Business: Action Items**

11.1 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.

No new events were added to the board calendar. The item was passed without a vote.

11.2 Enrollment Application Revision: The Board may be presented with the revised Enrollment Packet FY2025. The Board may approve, approve with revisions, or disapprove the revised Enrollment Application.

Motion by Brandi Barnes to accept the enrollment application 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.

11.3 Data Review and Recommendations: Board may review data provided by the ADE and internal data tracking, complete rating on the Comprehensive Needs Assessment, and provide recommendations for areas of focus for the Integrated Action Plan.

Amy shared and discussed ADE data and internal data and explained the Fish Bone process to the Board, requesting that Board members complete the two Fish Bones (instructional practices and effective enrichment) by March 1<sup>st</sup>.

Motion by Jason Sellers for the Board provide Amy Carlyle feedback for the Integrated Action Plan by completing the Fish Bones by March 1<sup>st</sup>, 2024. 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.

- 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.

Cara Schroeder to be considered as a Board member.

- 13. Board Signatures**

Board members are provided items requiring Board signature.

- 14. Adjournment**

Motion by Brandi Barnes to adjourn the meeting at **7:15 p.m. on February 14, 2024**. 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.

Board approved on this 13<sup>th</sup> day of March, 2024 attested to by Donna Spires

