**CAREER DEVELOPMENT, INC. EXECUTIVE BOARD**

**BOARD MINUTES**

**REGULAR MEETING**

**Wednesday, January 11, 2023**

**5:00 p.m.**

**1300 Centennial Drive, Taylor AZ 85939**

**PASS Room**

**Topic: Board Meeting January 2023**

**Time: Jan 11, 2023 05:00 PM Arizona**

**Join Zoom Meeting**

**Board Members Present:** Yevet Tenney, President; Julia Shepherd, Vice President (Via Zoom); Lorie Jean Haymore; Jason Sellers Board Secretary (Via Zoom)

**Board Members Absent:** Brandi Barnes

**Staff Present:** Amy Carlyle, Donna Spires, Recording Secretary Lydia Humphries (Via Zoom)

**1. Call to Order:** by Yevet Tenney at 5:02 PM

**2. Roll Call:** Yevet Tenney; Julia Shepherd (Via Zoom); Lorie Jean Haymore; Jason Sellers (Via Zoom), Donna Spires, Amy Carlyle

**3. Welcome and Introductions :** No new introductions needed, all welcomed.

**4. Pledge of Allegiance:** led by Yevet Tenney

**5. Reading of Vision:** Read by Donna Spires

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 Julia Shepherd to adopt the agenda as written. Second by Lori Jean Haymore. Final Resolution: Motion passed unanimously with the yea votes Yea: Julia Shepherd, Lorie Jean Haymore, Yevet Tenney, and Jason Sellers. 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 agenda as written. Second by Julia Shepherd. Final Resolution: Motion passed unanimously with the yea votes Yea: Julia Shepherd, Lorie Jean Haymore, Yevet Tenney, and Jason Sellers. Nay: None. Abstain: None

**8. Call to the Public**

No public present at this time.

**9. Reports and Information Only Items**

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 provided the Campus update.

Currently at 68 students enrolled, 6 are remote learners. The 20th will be the 100th day. February 2nd is the ESS audit from the state department. On February 3rd, the adopt a highway road cleanup will take place. New 8th grade teacher Chelsey Anchondo, going well. There are 32 students currently on attendance contracts. There are 2 students who were called in truant, and 4 students who lost credits last trimester. The 4 students who lost credit can regain it by creating and maintaining a good attendance record this trimester. The other students are students showing a poor attendance pattern, and are considered to be at risk, and are assigned to make up seat hours, to assist them in maintaining credit.

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.

Nonprofit update: Amy Carlyle stated that the paving will be happening in April or May. Amy Carlyle shared the report from the Department of Education. The Arizona Department of Education left a very positive review. Amy Carlyle provided the Board with proposed salaries/ wages for contracts for the next school year. She asked the Board to please review and make any needed suggestions. Amy Carlyle shared the Profit and Losses versus Actual. The report showed positive income, and being below budget on expenses, particularly instruction. The budget reflected being over budget on instructional aides. This is due to there being 4 instructional aides, opposed to 2 in the past. The additional 2 aides have not been reflected in the budget. Continued review of the budget Profit & Loss Budget vs. Actual.

Over 12% on business support services

Under budget on operations and Maintenance Plant Services

Over significantly on Transportation. This is due to the need for an additional driver not being included in the budget, and being significantly over on Repair and maintenance on vehicles.

Food service is very over, as NSLP does not allow for profit to be made.

Overall, the budget showed operating under budget, and maintaining well.

149,000 dollars was noted in the checking account on December 30th, 2022.

Amy Carlyle mentioned sharing the Profit & Loss Budget vs. Actual with the Board quarterly. Julia Shepherd agreed that could be helpful.

9.03 NSLP Audit Report: The Board will be presented the NSLP Audit Report and corrective actions taken by Amy Carlyle. The Board may schedule action for a later meeting based on the

documentation provided.

9.03 NSLP Audit Report: The school went through an NSLP Audit, also known as an Administrative Review. The Board was provided with the review. Amy Carlyle shared all of the corrective action items, and how they were resolved. She shared the resolved items with the NSLP, and the corrective action plan, and the review is now closed.

**10. Business: Discussion Topics**

Voting shall not occur on discussion topics. The Board may identify items to be placed on future

agendas during the discussion or request a staff member research a matter.

10.1 Capital Improvements: The Board may discuss ideas for ongoing capital improvements to the campus.

Yevet Tenney asked about one of the benches and planters in the front of the school, and Lori Jean stated that there is a plan for it, and the planters will be improved when the weather warms up.

Julia Shepherd brought up the paving of the parking lot, which will happen in April or May, as the weather improves.

Jason Sellers reached out to some electricians for some quotes for some lights and outlets in the catwalk area, as well as a quote for adding another line for the breaker box to help with outlets in the kitchen or other areas.

Amy Carlyle mentioned that there were some fire alarms that were malfunctioning. Two have been replaced, but the rest should be replaced.

10.2 Board Calendar: The Board may discuss upcoming Board events.

Yevet Tenney asked what took place at the end of December. Julia, Jason and Lori Jean were part of the holiday meal that took place on December 16th, and it went well.

Doing something for Valentine's Day for staff and students was discussed. Cookies, candy bouquets, and boxes of heart candy were suggested, as well as something with a printed name, or small bags of assorted candy, as well as gifts for staff.

Julia will get the water bottles and candy at the dollar tree for students, and Jason will get pizza for the staff.

10.3 Executive Director Job Requirements: The Board may discuss the desired requirements for the Executive Director Position.

Julia Shepherd opened the discussion by wanting to review requirements, and discuss both internal and external hire possibilities. She also suggested weighting the skills desired, so that the skills could be evaluated in that way.

Amy Carlyle stated that the job description that she was given had been different from the job she performed.

Jason Sellers mentioned a method of self-assessment in interviewing that can be helpful in assessing an applicant's skills and abilities. Julia Shepherd stated that some of these skills need to be quantified in some way, as this job requires many skills.

Yevet Tenney suggested having an executive director and a grant writer as separate positions. Amy Carlyle explained that having someone who is in the building and knows what is happening, the vision and mission of the organization- is best for a grant writer.

**11. Business: Action Items**

11.1 Proposed NSLP Financial Policies: The Board may be presented with the Proposed NSLP Financial Policies. The Board may approve, approve with modifications, or deny approval of the Proposed NSLP Financial Policies.

Definitions were reviewed, of both reimbursable and non reimbursable meals, and the financial policies were reviewed.

Motion by Jason Sellers to approve the proposed NSLP financial policies as written. Second by Julia Shepherd. Final Resolution: Motion passed unanimously with the yea votes Yea: Julia Shepherd, Lorie Jean Haymore, Yevet Tenney, and Jason Sellers. Nay: None. Abstain: None

11.2 Deposit Log: The Board may be presented with the Quarter Two Deposit Log and supporting documents. The Board may approve, approve with modifications, or deny approval of the Quarter Two Deposit Log.

Amy Carlyle shared the reviewed deposit log with the

Motion by Julia Shepherd to approve the deposit log. Second by Jason Sellers. Final Resolution: Motion passed unanimously with the yea votes Yea: Julia Shepherd, Lorie Jean Haymore, Yevet Tenney, and Jason Sellers. Nay: None. Abstain: None

11.3 Comprehensive Needs Assessment Leadership:  The Board may provide input on the Comprehensive Needs Assessment by completing the Leadership section of the CNA. The Board may reach a consensus on the ranking in each area and submit it to the Executive Director for inclusion in the CNA. The Board may approve or deny approval of the Leadership section of the CNA.

Input already received by the Board.

Motion by Jason Sellers to accept provided input on the Comprehensive Needs Analysis. Second by Julia Shepherd. Final Resolution: Motion passed unanimously with the yea votes Yea: Julia Shepherd, Lorie Jean Haymore, Yevet Tenney, and Jason Sellers. Nay: None. Abstain: None

11.4 Resignation of Nichole Sellers: The Board may accept or decline the resignation of Nichole Sellers and determine if there will be any financial penalty.

Nichole Sellers filed her resignation, due to her husband deploying. She provided adequate notice, and handled it professionally. Amy Carlyle suggested no financial penalty-taking place.

Motion by Julia Shepherd to accept resignation without penalty. Second by Lori Jean Haymore. Final Resolution: Motion passed with the yea votes Yea: Julia Shepherd, Lorie Jean Haymore, and Yevet Tenney. Nay: None. Abstain: Jason Sellers

**12. EXECUTIVE SESSION: The Board will discuss one student issue regarding the expulsion of I.R.**

Motion by Jason Sellers to enter Executive Session at 6:14 pm On January 11th 2023. Seconded by Julia Shepherd. Final Resolution: Motion passed unanimously with the yea votes Yea: Julia Shepherd, Lorie Jean Haymore, Yevet Tenney, and Jason Sellers. Nay: None. Abstain: None

**7.9.5.2 Confidential Records.** An executive session may be held when the public body considers or discusses "records exempt by law from public inspection." A.R.S. § 38-431.03(A)(2). This specifically includes situations in which the public body receives or discusses "information or testimony that is specifically required to be maintained as confidential by state or federal law." *Id*. This provision allows the use of an executive session whenever the public body intends to discuss or consider matters contained in records that are confidential by law. *See* Ariz. Att'y Gen. Ops. I90-058, I87-131. However, when confidential matters can be adequately safeguarded, the discussion may take place during a public meeting. *Cf*. Ariz. Att'y Gen. Op. I87-038

The Open Meeting Law requires a public body to advise all persons attending an executive session that such minutes and information are confidential. A.R.S. § 38-431.03(C). Members of a public body and others attending the executive session must ensure that the information remains confidential. In addition to violating the Open Meeting Law, criminal charges may arise from a release of confidential information from executive session. “A public officer or employee shall not disclose or use, without appropriate authorization, any information that is acquired by the officer or employee in the course of the officer's or employee's official duties and that is declared confidential by law.” A.R.S. § 38-504(B). The law designates a knowing or intentional violation of this provision as a Class 6 felony and a reckless or negligent violation as a Class 1 misdemeanor. A.R.S. § 38-510(A). Either type of violation could lead to criminal penalties in addition to forfeiture of office or employment. A.R.S. § 38-510(B).

**Executive Session ended at 6:21 PM.**

Motion by Jason Sellers to uphold the decision to expel a student for reckless and negligent behavior. Seconded by Julia Shepherd. Final Resolution: Motion passed unanimously with the yea votes Yea: Julia Shepherd, Lorie Jean Haymore, Yevet Tenney, and Jason Sellers. Nay: None. Abstain: None

**13. 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.

Amy Carlyle asked if the hiring of an Executive Director should be added as a voting item, or a discussion item.

It was determined that it would be a discussion item in February, and a voting item in March.

Board awards were brought up, awards have not been distributed yet. Board awards will be listed under discussion.

**14. Board Signatures**

 Board members may be provided items requiring Board signature.

**15.** **Adjournment**

Motion by Lori Jean Haymore to adjourn meeting. Seconded by Jason Sellers. Final Resolution: Motion passed unanimously with the yea votes Yea: Julia Shepherd, Lorie Jean Haymore, Yevet Tenney, and Jason Sellers. Nay: None. Abstain: None  Meeting adjourned at 6:32 PM.

REVIEWED, APPROVED AND SIGNED BY JASON SELLERS, BOARD SECRETARY ON 18 JANUARY 2023 AT 2:15 PM

