

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

Wednesday, January 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: Jan 10, 2024 05:00 PM Arizona

1. **Call to Order** by Jason Sellers at **5:04 pm on January 10th, 2024.**
2. **Roll Call**
Board Members Present: Jason Sellers, Board Vice President; Donna Spires, Board Secretary; Brandi Barnes via Zoom; Amy Carlyle, non-voting Board Member.
Board Members Absent: Lorie Jean Haymore
Staff Members Present: Nichole Sellers, Recording Secretary
3. **Welcome and Introductions:** Jason Sellers welcomes the board, staff, and public.
4. **Pledge of Allegiance:** led by Donna Spires
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 Consent Agenda as written. Second by Jason Sellers. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, and Brandi Barnes. 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
- G. Second Quarter Deposits

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, and Brandi Barnes. 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 70 students enrolled. A snow day was called on January 8, 2024, with one snow day remaining. On December 4, 2023, a SPED monitor audited the files, finding only a few small errors but noting a vast improvement overall. The Interact Club participated in Kids with Santa alongside the Rotary Club, handing out gifts and stockings to children. Important dates in 2024:

January 19th is the 100th day.

February 5-9th is NWEA testing.

February 12-16th is finals week.

February 19th there is no school for staff or students.

February 20th is a staff work day to wrap up Trimester 2.

February 21st is the first day of Trimester 3.

February 23rd is the Trimester 2 awards breakfast. The Board is invited to attend.

Donna will be retiring as Campus Manager on June 28th, but will remain on the Board and offer substitute and SPED services to NAA. There is one student who is projected to complete her courses for graduation by the end of Trimester 2, making her another early graduate.

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.

NAA did not receive the 9th grade Improvement grant, however, this grant is meant for schools performing in the bottom 25%, which does not apply to NAA. If there is funding available, there will be another round where the grant will be offered to all schools. Amy requested the grant rubric, which was provided to her, so she can review it and improve future submissions. With Donna retiring, Christina will begin Campus Manager training during Trimester 3. During this time, Donna will team teach in the ELA classroom for half the day and offer

support to Christina while Christina trains up front with Amy. Amy has begun assessing staff needs for the next school year and is meeting with a vendor this week to discuss hiring staff from outside the country. At this time, there is only one teaching position available. Amy has also been busy with another audit. There have been 6 audits over the past 2 years, with no findings. The audits have been helpful in assessing what systems are working well.

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 presented the Board with a Board Budget Update:

Because the winter gift was not purchased, there is extra money in the budget. Jason offered the funds to events or activities that may be underfunded.

9.04 Board Training Best Practices: The Board will be presented with a mini-training on Best Practices for Boards modified from a presentation by the Arizona State Charter School Board.

Amy Carlyle presented the Board with the training, highlighting the valuable parts. Best Practices for Boards suggests several tips:

1. Become familiar with the bylaws. The bylaws are located in the Policies and Procedures file within Google Drive. The Board is encouraged to familiarize themselves with the bylaws.
2. Review the bylaws. The bylaws were fully revamped the year before last, and are reviewed each year in June to ensure that the bylaws align with the law.
3. Keep legal obligations as a Board member top of mind. This is a priority to ensure funds are being used appropriately.
4. Attend meetings, prepare for meetings, ask questions, and consult with experts when needed. There is a lawyer on retainer, and the Board may direct Amy to consult an expert if they desire.
5. Make Board meetings meaningful and purposeful. The Board should review the agenda prior to the scheduled meeting.
6. Stay out of operational issues, including employee issues. The only employee of the Board is the executive director. The Board will oversee the executive director. The Board will trust the executive director will manage the employees.
7. Self-management. The Board needs to manage itself, including recruiting for new Board members. A quality Board consists of a mix of professionals from various backgrounds.

The Board is encouraged to review the slides as they are more thorough.

10. Business: Action Items

10.1 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.

No new events were added to the Board calendar.

10.2 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.

A student was nominated for the Distinguished Service Award. This student has been recognized for his service with the United Food Bank. Donna recognized that this student is eager to help with any task he is given, including those outside of the duties related to the United Food Bank.

Motion by Donna Spires to accept the application for A.C. for the Distinguished Service Award. Second by Jason Sellers. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, and Brandi Barnes. Nay: None. Abstain: None.

10.3 Election of Board President: The Board may elect a new Board President to assume the Board President roles including that of a signatory and Charter Representative for Career Development Inc dba Northern Arizona Academy.

Donna Spires nominated Jason Sellers for Board President.

Motion by Donna Spires to elect Jason Sellers as Board President. Second Brandi Barnes. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, and Brandi Barnes. 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.

1. An executive session will be held at the next meeting to discuss updates on C.C.
2. The revised mission and vision statements will be discussed.
3. The enrollment application will be updated.
4. The Emergency Plan will be reviewed.

12. Board Signatures

Board members may be provided items requiring Board signature.

13. Adjournment

Motion by Jason Sellers to adjourn the meeting on **Wednesday, January 10, 2024 at 5:49 p.m.** Second by Donna Spires. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, and Brandi Barnes. Nay: None. Abstain: None.

Board approved on this 14th day of February, 2024 attested to
by Donna Spires

