

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

**Wednesday, September 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: September 13 2023 Meeting
Time: Sep 13, 2023 05:00 PM Arizona

Join Zoom Meeting
<https://us06web.zoom.us/j/85082793382?pwd=aEFpOVYxaktmbVV2dE1WbVJnQkxTUT09>

Meeting ID: 850 8279 3382
Passcode: A1LHJ9

- 1. Call to Order by Julia Shepherd at 5:05**
- 2. Roll Call**
Board Members Present: Brandi Barnes; Lorie Jean Haymore; Julia Shepherd, Board President; Amy Carlyle non voting member, Donna Spires (via Zoom), Board Secretary; Jason Sellers (via Zoom), Board Vice President
Staff Present: Lydia Humphries, Recording Secretary (Via Zoom), Nichole Sellers
Board Members Absent: none
- 3. Welcome and Introductions:** Julia Shepherd welcomed Board members and recording secretary
- 4. Pledge of Allegiance:** Led by Lories Jean Haymore

- 5. Reading of Vision:** 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 Lorie Jean Haymore to adopt the agenda as written. Second by Brandi Barnes. Final Resolution: Motion passed unanimously with the yea votes Yea: Brandi Barnes, Donna Spires, Lorie Jean Haymore, Jason Sellers, and Julia Shepherd. 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 approve the Consent Agenda as written. Second by Brandi Barnes. Final Resolution: Final Resolution: Motion passed unanimously with the yea votes Yea: Brandi Barnes, Donna Spires, Lorie Jean Haymore, Jason Sellers, and Julia Shepherd. 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 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. 11 of those students are in 8th grade, one is on the waiting list.

Interact helped raise \$1400 at the Sweet Corn Festival for a children's Christmas Program sponsored by the local Rotary club.

9/19/23 ASVAB scheduled.

Award from United Food Bank to be presented later this month.

Open Campus rescheduled for 9/22/2023.

9/29/2023 Fishing in the Meadow field trip.

New teachers adjusting.

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 a Non-Profit update.

The retention stipend for COVID has been paid out to staff and reimbursed by the ESSER 3 grant.

Mutual Link safety training on 9/20/2023.

United Foodbank Award will be presented on the 19th at 3pm and the Board is welcome to attend.

Float for Sweet Corn Festival finished on time and student participation was encouraging. Board asked about when next year's theme would be determined, but Amy was uncertain about when that was determined.

Amy completed Foster Care Transportation training.

Executive Session will be held at October meeting, documents have been uploaded in Google Drive.

First draw on Learning Loss Grant submitted.

Safety grant awards will be announced in October.

Seeking second counselor for school that will be covered by the Learning Loss Grant Appeal to Board for help in recruiting substitutes.

Posted for full time Paraprofessional position.

9.03 Board Training: The Board may complete training on common forms used by the board. The Board may schedule action for a later meeting based on the training presented.

Amy Carlyle held training for the Board on common forms: Conflict of Interest, Board Award, and Policy Review forms.

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.

The Board discussed preexisting upcoming Board Calendar events. No new events were presented so no motion was made or vote taken.

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.

The Board discussed the plaque for Yevet Tenney, previously approved by the Board for the Board Award. No new nominations were made so no motion was made or vote taken.

10.3 Substitute Pay Scale: The Board may be presented with a proposed Substitute Pay Scale. The Board may approve, approve with revisions, or disapprove the Substitute Pay Scale.

Amy Carlyle presented the Board with the existing and proposed Substitute Pay Scale. Two options were presented for the new pay scale. Amy recommended eliminating the varied payment scales for certified and uncertified substitutes and raising substitute pay above the

standard rate for the industry due to difficulty obtaining substitutes. Julia Shepherd asked if the REAP grant could defray the costs, Amy stated there was no appropriate approved category in the REAP grant that would allow this. Donna Spires stated that the increased pay and small class sizes may attract more substitutes. Amy Carlyle stated that the current pay rate for substitutes is \$16 per hour, which is below what they could be paid working at a local fast-food restaurant. The Board examined the pay scale for teachers to ensure the substitute scale is not above the rate for the substitute. Jason Sellers presented the idea that substitutes could be paid more because they are temporary. Amy Carlyle stated that substitutes do not have to meet the same requirements that teachers must meet. Jason Sellers questioned whether the scale for a substitute with a bachelor's degree should be higher than one without. Amy Carlyle stated that that would make the payment process more complicated but it could be done. Jason Sellers asked what the current pay rate for a substitute was in Show Low and Snowflake. Amy stated that the current substitute pay rate at NAA matched theirs and what was being proposed was paying substitutes more than the local districts to attract talented substitutes.

Motion by Lorie Jean Haymore to approve the Proposed pay rate of \$80 for half day and \$160 full day pay rate for regular substitutes. Second by Donna Spires. Final Resolution: Motion passed unanimously with the yea votes Yea: Brandi Barnes, Donna Spires, Lorie Jean Haymore, Jason Sellers, and Julia Shepherd. Nay: None. Abstain: None

Motion by Donna Spires to approve the Proposed pay rate of \$180 per day pay rate for long term substitutes. Second by Lorie Jean Haymore. Final Resolution: Motion passed unanimously with the yea votes Yea: Brandi Barnes, Donna Spires, Lorie Jean Haymore, Jason Sellers, and Julia Shepherd. Nay: None. Abstain: None

10.4 REAP Expenditures: The Board may be presented with a a list of approved expenditures for the REAP Grant and make recommendations on future use of REAP funds. The Board may identify future use of REAP funding and make a formal recommendation.

Julia Shepherd reviewed all expenditure categories allowable under REAP and how NAA was currently meeting those needs. Amy Carlyle explained supplement versus supplant to the Board. The Board discussed using the monies for expanding different arts activities for the students. Amy Carlyle presented the fact that the limited funds will not cover a teacher for an arts program. Julia Shepherd stated that the size of the facility limits the ability to set up a permanent space for Art and stated that Music offerings may be easier to implement because it can be taught in any room.

Motion by Jason Sellers to assign monies from the REAP fund for Music instruction. Seconded by Julia Shepherd. Final Resolution: Motion passed unanimously with the yea votes Yea: Brandi Barnes, Donna Spires, Lorie Jean Haymore, Jason Sellers, and Julia Shepherd. 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.

Julia Shepherd asked for suggestions for future agendas.

Reminder of the Executive Session to be held at the next meeting.

12. Board Signatures

Board members may be provided items requiring Board signature.

13. Adjournment

Motion by Brandi Barnes at 6:14 pm to adjourn the meeting. Second, Julia Shepherd. Motion passed unanimously with the yea votes Yea: Brandi Barnes, Donna Spires, Lorie Jane Haymore, Jason Sellers, and Julia Shepherd. Nay: None. Abstain: None