

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

**Wednesday, September 14, 2022
5:00 p.m.
Room 4 1300 Centennial Drive, Taylor AZ 85939**

ZOOM Meeting

Board Members Present: Yevet Tenney, President; Julia Shepherd, Vice President; Lorie Jean Haymore, and Brandi Barnes.

Board Members Absent: Jason Sellers Board, Secretary

Staff Present: Amy Carlyle, Donna Spires, Recording Secretary Lydia Humphries

1. CALL TO ORDER

Yevet Teenney called the meeting to order at 5:01 PM

2. ROLL CALL : Yevet Tenney, Julia Shepherd, Lorie Jean Haymore, Brandi Banres, Amy Carlyle.

3. WELCOME AND INTRODUCTIONS

No public in attendance.

4. PLEDGE OF ALLEGIANCE

Pledge led by Brandi Barnes.

5. READING OF VISION

Vision read by Julia Shepherd.

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 Brandi Barnes. Final Resolution: Motion passed unanimously with the yea votes: Yevet Tenney, Brandi Barnes, Julia Shepherd, 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

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- E. Board Meeting Minutes

Motion by Julia Shepherd to adopt the consent agenda as written. Second by Brandi Barnes.
Final Resolution: Motion passed unanimously with the yea votes: Yevet Tenney, Brandi Barnes, Julia Shepherd, Lorie Jean Haymore. Nay: none. Abstain: None.

8. Call to the Public

The public is invited to address the Board on any issue within its jurisdiction, subject to reasonable time, place and manner restrictions. Board members are not permitted to discuss or take legal action on matters raised during Call to the Public unless the matters are properly noticed for discussion and legal action. However, the law permits Board members to do the following at the conclusion of the Call to the Public: (a) Respond to criticism made by those who have addressed the Board; (b) Ask staff to review a matter; or (c) Ask that a matter be put on a future agenda.

Speakers must fill out a card listing name and topic and submit it to the Board Secretary prior to the time Call to the Public is heard. Speakers must make their comments in no more than three (3) minutes. If necessary to accommodate all speakers within the 30- minute overall limit, the Board President may shorten each speaker's time.

No Public in attendance.

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.

There are 53 high school students enrolled at this time. There are 10 Junior high students enrolled. 9 new SPED students have enrolled. Last week, there was a field trip to Fools Hollow Lake. Next week, Friday 23rd the field trip will be to hike, disc golf at the Show Low Bluffs. Lydia Humphries's CCR class will be going on the 30th of September to the White Mountain S.A.F.E House as a field trip.

The Interact club went to the Sweet Corn festival and was sold out by noon. The purpose was to fundraise for the presents provided to children in need by the Rotary Club. The interact will be attending the Fall Festival on the 8th of November. They will be doing face painting, and passing out coloring sheets for students.

This Friday, September 16th is Open Campus.

October 10th is the 40th day of school.

Suicide prevention will be on the 14th of October, presented by the Aurtorney Generals.

Two new staff members. Part time paraprofessional, and Part time Bus Driver.

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.

Clean bus grant is currently on pause. United Food Bank has a grant that will help pave the area where the delivery truck drives. Additional grant found for transportation, which will allow for a bus that is not electric, this grant is currently being pursued. There is currently an audit in process called Average Daily Membership. This pertains to students attendance, seat hours, and online classes. There is an upcoming NSLP audit, Amy Carlyle is currently preparing. Sandi Bartram resigned, and Nedra Parker has begun training to take over the NSLP food program, and Amy Carlyle has been doing the administrative work.

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 opened up the discussion about things the Board would like to do for ongoing capital improvements in the future. Yevet Tenney brought up wanting fencing around the school. Amy Carlyle asked for clarification on what would be fenced. Yevet Tenney stated that she would like suggestions, but that the purpose would be to protect students while they are on campus from any unannounced visitors during breaks. Brandi Barnes asked if future paving would impact this project. Amy Carlyle asked what type of fence would be needed. Lorie Jean suggested a solid fence, and mentioned a fencing company in Snowflake, and the fencing that is around the cemetery in town.

Amy Carlyle asked for further clarification to seek quotes from vendors. Brandi Barnes asked if graffiti and vandalism would be an issue. Donna Spires stated that it isn't an issue

that is largely present here, as students tend to take pride in their campus.

Amy Carlyle stated that the A/C in the front has been repaired temporarily, but not permanently. 18,000 dollars would be the cost to replace the final two HVAC units that need to be replaced. After January 1st 2023, the price on HVAC units will be about 50% higher than at this time. Even if it is purchased before January 1st, it can not be installed.

Amy Carlyle suggested keeping in mind that landscaping, being regularly maintained, is an ongoing expense that could impact funding for capital improvements. Yevet Tenney Asked if having someone hired part time would work. Yevet Tenney also asked if there was a possibility of a class being hosted that could take over landscaping management. Amy Carlyle and Donna Spires stated that in the past, there haven't been teachers educated/ experienced in landscaping, and this has not been successful in the past.

Yevet Tenney suggested prioritizing the items mentioned. She continued to state that if the A/C unit must be replaced before January, that that takes priority.

Yevet Tenney asked if this should be discussed again, Amy Carlyle stated that she will include these as discussion topics monthly.

Lorie Jean Haymore also agreed that the AC units are a priority, and more important than anything.

AC units are not a capital improvement, they are a daily operation repair. Amy Carlyle stated that this is however important for discussion, as it could also impact funding available for capital improvements.

Fencing and sidewalk are the two items to be discussed at the next meeting.

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

Yevet Tenney stated that September 16th 2022 is Open Campus, and that there should be a Board member present. Julia Shepherd will be present, and so will Brandi Barnes.

Julia Shepherd asked what the next event will be. It will be the Holiday meal for Thanksgiving. Yevet Tenney suggested that that date be revisited in the October meeting.

10.3 Board Award: The Board may discuss nominees for the Board Award.

Yevet Tenney asked when the Board Award will take place. There was discussion about who should receive an award. Amy Carlyle suggested that Nichole Sellers come to the next meeting to give an update on businesses that are being the most responsive with internships, job shadowing, and service. Yevet Tenney would like one business, and one staff member, one award for each.

11. Business: Action Items

11.1 Commute Reimbursement Policy: The Board will examine and approve, approve with revisions, or deny approval of the proposed Commute Reimbursement Policy.

Amy Carlyle explained the Commute Reimbursement Policy. Amy Carlyle stated that she was brainstorming a way to help staff with expenses. She shared the reimbursement rate at both 7 cents a mile, and 14 cents a mile. After discussion, it was stated that the purpose was to supplement the gas prices and inflation to cover additional costs recently added, not cover them entirely. This was intended to relieve part of the financial burden of staff related to inflation that the Board had previously mentioned. This also means that the gas mileage reimbursement will be fully reimbursed by a grant.

Staff members would have to turn in a Commute Reimbursement Form weekly. Reimbursement hours are only eligible for employees driving their own personal vehicle, and while working from campus, when scheduled.

The policy also clearly states that it is temporary, from the date of approval until the end of the 2022-2023 school year.

Amy Carlyle directed the Board to the policy, and it was suggested that the phrase be added “unless terminated by the Board sooner”, rather than unequivocally in place for the entire school year.

Motion by Brandi Barnes to accept policy as written, with the additional phrasing that the Board can terminate the policy if needed. Seconded by Lorie Jean Haymore. Final Resolution Motion; passed unanimously with the yeas: Yevet Tenney, Brandi Barnes, Julia Shepherd, 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.

Yevet Tenney asked if there was anything else that needed to be discussed at the next meeting.

Nothing aside from the already determined Board discussion items was needed.

An executive session was suggested for the next Board meeting.

13. Board Signatures

Board members may be provided items requiring Board signature.

14. Adjournment

Motion by Brandi Barnes to adjourn the meeting at 5:51 PM, September 14th 2022 . Second by Julia Shepherd. Final Resolution: Motion passed unanimously with the yea votes: Yevet Tenney, Brandi Barnes, Julia Shepherd, Lorie Jean Haymore. Nay: none. Abstain: None.

Confirmed and approved by Jason Sellers, Board Secretary



Posted this _____ day of _____, 2022 by _____ 6th
September