

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

December 12, 2024
5:00 p.m.
1300 Centennial Drive, Taylor AZ 85939
PASS Room

acarlyle@naacharter.org is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us06web.zoom.us/j/84580499600?pwd=jFwMJJtHOLGtK8QaaWqS5PgWtraAgZ.1>

Meeting ID: 845 8049 9600

Passcode: yCs1EL

1. **Call to Order** by Jason Sellers at **5:05 p.m.**
2. **Roll Call:**
Board Members Present: Jason Sellers, Board President; Donna Spires, Board Secretary; Christina Cormier, Board Member; Lydia Humphries, Board Member; Brandi Barnes via Zoom; Board Member; Amy Carlyle, non-voting Board Member.
Staff Present: Nichole Sellers, Recording Secretary.
3. **Welcome and Introductions** Jason welcomed the Board and Staff.
4. **Pledge of Allegiance** led by Jason Sellers.
5. **Reading of Mission** by Christina Cormier.

Northern Arizona Academy's mission is to create an alternative learning environment for youth requiring additional structure and support to achieve academic, social and practical skills that sustain productive, successful and healthy lives.

6. **Adoption of Agenda**

Motion by Jason Sellers to adopt the Agenda as written. Second by Donna Spires. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Christina Cormier, Brandi Barnes and Lydia Humphries. 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

Motion by Christina Cormier 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, Christina Cormier, Brandi Barnes and Lydia Humphries. Nay: None. Abstain: None.

8. Call to the Public

No public present.

9. Reports and Information Only Items

9.01 Campus Update: The Board may be presented with an update on the campus by Christina Cormier. The Board may schedule action for a later meeting based on the documentation provided.

Christina Cormier provided the Board with the campus update:

The current enrollment is 63. The school and the Interact Club sponsored a successful hot cocoa booth at the town tree lighting on December 2, 2024, which was attended by staff and students. Austin Hair with provide the students with free haircuts on December 19 & 20, 2024; so far, there are 12 students signed up for haircuts. Open Campus is December 20th where families and guardians can visit the campus and enjoy a meal with their students. 14 students have been invited and one student requested to attend Winter Intersession on January 2 & 3. This year, Winter Intersession will be two full days versus four half days. The Board attendance reward field trip was a huge success, with 17 students in attendance. Students went to the movie theater in Holbrook and had a great time.

9.02 Non-Profit Update: The Board may 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 provided the Board with the non-profit update:

Amy gave the Board a handout summarizing her meeting with the Arizona State Board of Charter Schools regarding the Dropout Recovery Program (DRP). The representative suggested modifying the Instructional Time Model (ITM) to allow for more remote time rather than pursuing a DRP as they are typically unsuccessful. Amy asked the Board for insights on future revisions to the ITM based on the attendance and remote percentages she offered on the handout. The Board suggested that Amy consider counting attendance based on a combination of attendance and work completion. The Board also thought it would be low risk and high reward to expand the remote capacity up to 41.1%. Amy also gave the Board a handout of the Integrated Action Plan with updates on the progress of the action steps.

9.03 School Improvement Team Update: The Board may 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 provided the Board with the School Improvement Team update:

The meeting in November was only attended by Lydia and Nichole. Amy suggested offering more flexibility in how the meetings are held (times and format) to increase participation, and Nichole is working with team members to see what works best.

9.04 Board Budget Update: The Board may 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 provided the Board with Board Budget update:

The budget is updated and on track except for the employee appreciation meal and the snacks for the December meeting, for which he needs the total amount spent.

10. Business: Action Items

10.1 Board Calendar: The Board may set times and dates and assign monies for events on their 2024/2025 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.

The Board discussed plans for the upcoming open campus event.

Motion by Jason Sellers that the \$150 is an appropriate amount for Open Campus. Second by Brandi Barnes. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Christina Cormier, Brandi Barnes and Lydia Humphries. Nay: None. Abstain: None.

10.2 Monthly Financial Report: The Board may examine the Monthly Financial Report. The Board may approve, approve with revisions or disapprove the Monthly Financial Report.

The Board discussed ways to reduce expenditures based on the Monthly Financial Report and current enrollment.

Motion by Donna Spires to implement the following budgetary changes effective immediately:

1. Only host free field trips.
2. Suspend transportation benefits.
3. Suspend Board expenditures except for the Recording Secretary and student awards (this change will go into effect in January 2025).

4. Eliminate the student worker for trimester 3.

Second by Christina Cormier. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Christina Cormier, Brandi Barnes and Lydia Humphries. Nay: None. Abstain: None.

10.3 Proposed Policy 2401 Emergency Use of Epinephrine: The Board may examine the Proposed Policy 2401 Emergency Use of Epinephrine. The Board may approve, approve with revisions or disapprove the Proposed Policy 2401 Emergency Use of Epinephrine.

Motion by Donna Spires to approve Policy 2401 Emergency Use of Epinephrine as written. Second by Jason Sellers. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Christina Cormier, Brandi Barnes and Lydia Humphries. Nay: None. Abstain: None.

10.4 Proposed Revision ESS Policies and Procedures Appendix: The Board may examine the Proposed Revision ESS Policies and Procedures Appendix. The Board may approve, approve with revisions or disapprove the Proposed Revision ESS Policies and Procedures Appendix.

Motion by Donna Spires to approve the revision to the ESS Policies and Procedures Appendix. Second by Christina Cormier. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Christina Cormier, Brandi Barnes and Lydia Humphries. Nay: None. Abstain: None.

10.5 Future Plans: The Board may examine proposed future plans to replace the Executive Director and decide on a course of action to pursue.

Motion by Jason Sellers to approve Option 2 of the Future Plans to replace the Executive Director. Second by Donna Spires. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Christina Cormier, Brandi Barnes and Lydia Humphries. 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.

12. Board Signatures

Board members may be provided items requiring Board signature.

13. Adjournment

Motion by Brandi Barnes to adjourn the meeting at **6:51 p.m. on December 12, 2024**. Second by Christina Cormier. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Christina Cormier, Brandi Barnes and Lydia Humphries. Nay: None. Abstain: None.