

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

February 13, 2025
5:00 p.m.
1300 Centennial Drive, Taylor AZ 85939
PASS Room

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

Topic: Monthly Board Meeting

Time: Feb 13, 2025 05:00 PM Arizona

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. on February 13, 2025.**
2. **Roll Call:** Jason Sellers, Board President; Donna Spires, Board Secretary; Lydia Humphries, Board Member; Christina Cormier, Board Member; Amy Carlyle, non-voting Board Member
Absent: Brandi Barnes
3. **Welcome and Introductions:** Jason Sellers welcomed the Board
4. **Pledge of Allegiance** led by Lydia Humphries
5. **Reading of Mission** by Jason Sellers

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 Christina Cormier.

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

8. Call to the Public

No public requested to speak.

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 presented the Board with the Campus Update:

Current enrollment is 63. NWEA and ACCUPLACER testing are complete. A field trip to Woodland Lake is scheduled for February 21st, and students will visit the community garden for the field trip in March.

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 presented the Board with the Non-Profit Update: Included in the update was information on the Cognia data, a summary of the Fiscal Workshop, an overview of upcoming events, and a summary of the site visit by ADE.

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.

Christina Cormier presented the Board with the School Improvement Team Update in Nichole's absence:

The team has completed their work on improving the NAA Parent Survey, and suggestions have been provided to Amy. It was suggested that students call parents to survey them by phone, which may boost engagement.

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.

No money has been spent.

9.05 Board Training: The Board may be presented with training from the Arizona Charter School Association Ten Financial Indicators That Signal Trouble Ahead by Amy Carlyle.

Amy Carlyle presented the Board with handouts of financial indicators that offer a financial snapshot of a school and help to identify trouble ahead. Amy and the Board examined CDI's position on the ten financial indicators and the ASBCS Financial Performance Framework.

- 10. Executive Session:** The Board may examine information regarding a campus incident that occurred on February 4, 2025 including confidential witness statements.

Motion by Christina Cormier to enter executive session at **6:05 p.m.** Second Donna Spires. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Lydia Humphries, and Christina Cormier. Nay: None. Abstain: None.

Executive session exited at **6:35 p.m.** Motion by Donna Spires that no further action is needed. Second by Jason Sellers. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Lydia Humphries, and Christina Cormier. Nay: None. Abstain: None.

11. Business: Action Items

11.1 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.

This item was passed over without a vote.

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

Motion by Jason Sellers to approve the Monthly Financial Report. Second by Christina Cormier. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Lydia Humphries, and Christina Cormier. Nay: None. Abstain: None.

11.3 Proposed Revisions to Instructional Time Model: The Board may examine the Proposed Revisions to Instructional Time Model. The Board may approve, approve with revisions or disapprove the Proposed Revisions to Instructional Time Model.

Motion by Lydia Humphries to approve the Instructional Time Model as written. Second by Christina Cormier. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Lydia Humphries, and Christina Cormier. Nay: None. Abstain: None.

11.4 Financial Indicators: The Board may examine CDI's position on the ten financial indicators and make recommendations for improvement. Multiple motions may be made for this action item. The Board may approve or disapprove recommendations for improved fiscal performance.

Motion by Donna Spires to increase classroom size cap to 18 students. Second by Lydia Humphries. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Lydia Humphries, and Christina Cormier. Nay: None. Abstain: None.

Motion by Donna Spires to move from contract to hourly pay. Second by Jason Sellers. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Lydia Humphries, and Christina Cormier. Nay: None. Abstain: None.

Motion by Lydia Humphries to consider decreasing the transportation radius. Second by Jason Sellers. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Lydia Humphries, and Christina Cormier. Nay: None. Abstain: None.

Motion by Donna Spires to increase advertising to increase enrollment. Second by Lydia Humphries. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Lydia Humphries, and Christina Cormier. Nay: None. Abstain: None.

11.5 McKinney Vento Forms and Guidance Revision: The Board may examine the Proposed Revisions to McKinney Vento Forms and Guidance. The Board may approve, approve with revisions or disapprove the Proposed Revisions to McKinney Vento Forms and Guidance.

Motion by Christina Cormier to approve the McKinney Vento Forms and Guidance as written. Second by Donna Spires. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Lydia Humphries, and Christina Cormier. Nay: None. Abstain: None.

11.6 Board Award Nominations: The Board may examine nominations for the Board Award. The Board may approve or disapprove presenting the Board Award to nominated parties.

Motion by Jason Sellers to approve the Board Award Nominee Jordan S. Second by Donna Spires. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Lydia Humphries, and Christina Cormier. Nay: None. Abstain: None.

11.7 Proposed Hiring Rubric Executive Director Trainee: The Board may examine the Proposed Hiring Rubric Executive Director Trainee. The Board may approve, approve with revisions or disapprove the Proposed Hiring Rubric Executive Director Trainee.

Motion by Christina Cormier to approve the Hiring Rubric Executive Director Trainee as written. Second by Donna Spires. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Lydia Humphries, and Christina Cormier. 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.

13. Board Signatures

Board members may be provided items requiring Board signature.

13. Adjournment

Motion by Jason Sellers to adjourn the meeting at **8:15 p.m. on February 13, 2025.**

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