

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

November 20, 2025
5:00 p.m.
1300 Centennial Drive, Taylor AZ 85939
PASS Room

NAA CDI is inviting you to a scheduled Zoom meeting.

Topic: November 20 2025 Board Meeting

Time: Nov 20, 2025 05:00 PM Arizona

Join Zoom Meeting

<https://zoom.us/j/91793635429?pwd=uwg5nbjSUwLTLfryAFhJQUKFgAaWb5.1>

Meeting ID: 917 9363 5429

Passcode: 61re3i

Pursuant to ARS 38-431.02, notice is hereby given to members of the Career Development, Inc., Executive Board and to the General Public that the Board will hold a meeting open to the public on Thursday, September 12, 2024 beginning at 5:00 pm at 1300 Centennial Drive Taylor, AZ 85939.

Board Members may attend either in person or remotely. A speaker phone may be used so that the audience can listen to the Board member(s) discussion, deliberations and vote.

The Board reserves the right to change the order of items on the agenda, with the exception of public hearings, which are scheduled for a specific time.

Pursuant to A.R.S. 38-431.03.A.3, the Board may vote to convene an executive session for discussion or consultation for legal advice with its attorney(s) on any matter listed on the Agenda. The attorney(s) may appear in person or telephonically.

The Meeting Agenda and agenda background material provided to Board members (with the exception of material relating to possible executive sessions) is available for public inspection 24 hours in advance of the meeting at the Northern Arizona Academy for Career Development Inc. Administrative Office, located at 1300 N. Centennial Blvd., Taylor, Arizona, Monday through Friday, 8:00 a.m. to 4:00 p.m.,

Individuals requiring an interpreter or persons with a disability may request a reasonable accommodation, such a sign language interpreter, by contacting the Northern Arizona Academy Director at (928) 536-3920 or billing@naacharter.org at least 48 hours prior to the meeting so that the requested support can be arranged.

1. Call to Order

2. **Roll Call**
3. **Welcome and Introductions**
4. **Pledge of Allegiance**
5. **Reading of Mission**

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 _____ Second by _____ Final Resolution: _____
Yea: _____ [note names of each Board member for each type of vote]
Nay: _____
Abstain: _____

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 _____ Second by _____ Final Resolution: _____
Yea: _____ [note names of each Board member for each type of vote]
Nay: _____
Abstain: _____

8. **Business: Action Items**

8.1 Monthly Financial Report: The Board may examine the Monthly Financial Report. The Board may approve, approve with revisions or disapprove the Monthly Financial Report. **This item must be put to a roll call vote.**

Motion by _____ Second by _____ Final Resolution: _____
Yea: _____ [note names of each Board member for each type of vote]
Nay: _____ Abstain: _____

8.2 FY26 Revised Budget #2: The Board may examine and provide input on the FY26 Revised Budget #2. The Board may approve, approve with revisions, or disapprove this action. **This item must be put to a roll call vote.**

Motion by _____ Second by _____ Final Resolution: _____

Yea: _____ [note names of each Board member for each type of vote]
Nay: _____ Abstain: _____

8.3. FY25 Annual Audit: The Board may examine and accept the FY25 Annual Audit. The Board may approve or disapprove this action. **This item must be put to a roll call vote.**

Motion by _____ Second by _____ Final Resolution: _____
Yea: _____ [note names of each Board member for each type of vote]
Nay: _____ Abstain: _____

8.4 Proposed Revision Policy 6100- Informal Procurement: The Board may review and provide input on the Proposed Revised Policy 6100- Informal Procurement. The Board may approve, approve with revisions or disapprove this action.

Motion by _____ Second by _____ Final Resolution: _____
Yea: _____ [note names of each Board member for each type of vote]
Nay: _____ Abstain: _____

8.5 Revised Administrative Assistant Job Description: The Board may examine and provide input on the Revised Administrative Assistant Job Description. The Board may approve, approve with revisions, or disapprove this action.

Motion by _____ Second by _____ Final Resolution: _____
Yea: _____ [note names of each Board member for each type of vote]
Nay: _____ Abstain: _____

8.6 Proposed Revision Salary Range Schedule: The Board may examine and provide input on the Proposed Revised Salary Range Schedule for the Administrative Assistant position. The Board may approve, approve with revisions, or disapprove this action.

Motion by _____ Second by _____ Final Resolution: _____
Yea: _____ [note names of each Board member for each type of vote]
Nay: _____ Abstain: _____

8.7 Disposal Authorization: The Board may review the Request for Authorization to Dispose of Equipment from the Administration Department. The Board may approve, approve with revisions, or disapprove this action.

Motion by _____ Second by _____ Final Resolution: _____
Yea: _____ [note names of each Board member for each type of vote]
Nay: _____ Abstain: _____

8.8 **Executive Session Christina C:** The Board may hold an Executive Session to discuss the resignation of Christina C.

Upon a public majority vote of the members constituting a quorum, a public body may hold an executive session but only for the following purposes:

Discussion or consideration of employment, assignment, appointment, pro-motion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body, except that, with the exception of salary discussions, an officer, appointee or employee may demand that the discussion or consideration occur at a public meeting. The public body shall provide the officer, appointee or employee with written notice of the executive session as is appropriate but not less than twenty-four hours for the officer, appointee or employee to determine whether the discussion or consideration should occur at a public meeting.

Motion to enter Executive Session by _____ Second by _____
Final Resolution: _____
Yea: _____ [note names of each Board member for each type of vote]
Nay: _____
Abstain: _____

Motion regarding Christina C resignation during the Executive Session.
By _____ Second by _____
Final Resolution: _____
Yea: _____ [note names of each Board member for each type of vote]
Nay: _____
Abstain: _____

9. 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.

10. Reports and Information Only Items

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

10.02 Non-Profit Update: The Board may be presented with an update on Non-Profit matters by Nichole Sellers. The Board may schedule action for a later meeting based on the documentation provided.

11. 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.

11.01 Board Calendar and Budget: The Board may discuss upcoming Board events and receive updates about past and future expenditures related to the Board budget.

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.

14. Adjournment

Motion by _____ Second by _____ Final Resolution: _____
Yea: _____ [note names of each Board member for each type of vote]
Nay: _____
Abstain: _____

Posted this _____ **day of** _____, **2025 by** _____