

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

**April 10, 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: Apr 10, 2025 05:00 PM Arizona

Join Zoom Meeting

<https://us06web.zoom.us/j/84580499600?pwd=jFwMJtHOLGtK8QaaWqS5PgWTraAgZ.1>

Meeting ID: 845 8049 9600

Passcode: yCs1EL

**1. Call to Order** by Jason Sellers at **5:02 p.m. on April 10, 2025.**

**2. Roll Call:**

**Board Members Present:** Jason Sellers via Zoom, Board President; Christina Cormier, Board Member; Lydia Humphries via Zoom, Board Member; Amy Carlyle, non-voting Board Member

**Board Members Absent:** Donna Spires; Brandi Barnes

**Staff Members Present:** Nichole Sellers, Recording Secretary; Josh Lagesse

**3. Welcome and Introductions:** Jason Sellers welcomed the Board and staff

**4. Pledge of Allegiance** led by Christina Cormier

**5. Reading of Mission** by Lydia Humphries

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.

**5. 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, Christina Cormier, and Lydia Humphries. Nay: None. Abstain: None.

**6. 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. Monthly Financial Reports

B. Payroll Reports

- C. Accounts Payable Reports
- D. Vacation Liabilities
- E. Payroll Action Forms
- F. Board Meeting Minutes

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

## 7. **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:

There are 67 students currently enrolled. 17 students will graduate this year, including some Juniors. Two graduates live out of town, leaving 15 graduates who will walk in May. Caps and gowns for graduation have been ordered, and the Clock Tower has been scheduled as the venue. KNS did an excellent job keeping technologies operational during AASA and ACT Aspire testing. April 16, 2025 is ACT testing. April 18, 2025 is make up testing. April 25, 2025 is a field trip to the Community Garden to enjoy a presentation on Bees. The Prom Closet will be April 11 & 12, 2025. The end-of-the-year trip will likely be a water field day, as requested by the students.

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:

### **Gasoline price change:**

- ☐ Navajo County: \$3.18 per gallon
- ☐ Local Gas Station: \$3.25 per gallon
- ☐ Average 200 gallons per month
- ☐ NC: \$636
- ☐ Local: \$650
- ☐ Average Savings: \$14
- ☐ Does the drive to remote locations to access Navajo County pumps eliminate the savings?

### **Cost of alternate vans:**

- ☐ Van 9 passenger used
- ☐ Used 30,000-40,000
- ☐ Van 8 passenger used
- ☐ 10,000 – 40,000
- ☐ SUV 8 passenger used
- ☐ 17,000 – 40,000

- ☐ 8 passenger vans and SUVs have several choices in the \$20,000's
- ☐ New: Awaiting Quotes

**Other Updates:**

Transaction support sent to the Governor's Office for the FY23 Summer Camp, awaiting response.

Grants FY26 have been opened, IAP written, meeting to complete them held on Monday.

Training for EDT underway.

Training for CM underway.

Time and Effort for T2 completed

Grants FY25 revised and approved

Grants FY26 being written

Remote students update: 15 Remote Students, 12/15 on track with at least 80% of their classes. Parent/Guardian response to weekly emails has been good. 3 students are over 18, of the remaining 12, 7 communicate regularly with Amy.

**8. Business: Action Items**

8.1 Revised Budget FY25: The Board may examine the Revised Budget FY25. The Board may approve, approve with revisions or disapprove the Revised Budget FY25.

The Board examined the Revised Budget FY25 provided by Amy Carlyle.

Motion by Jason Sellers to approve the Revised Budget FY25 as written. Second by Christina Cormier. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Christina Cormier, and Lydia Humphries. Nay: None. Abstain: None.

8.2 Executive Director Pay and Terms FY26: The Board may examine the Executive Director Pay and Terms FY26. The Board may approve, approve with revisions or disapprove the Executive Director Pay and Terms FY26.

The Board discussed the Executive Director Pay and Terms FY26 provided by Amy Carlyle.

Motion by Lydia Humphries to offer Amy Carlyle the proposed MOU for Executive Director services and PT Remote Teaching contract during FY26. Second by Christina Cormier. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Christina Cormier, and Lydia Humphries. Nay: None. Abstain: None.

8.3 Comprehensive Needs Assessment and Integrated Action Plan: The Board may examine the CNA and IAP documents, make recommendations based on the documents and suggest revisions. The Board may approve, approve with revisions or disapprove the Integrated Action Plan FY26.

Motion by Christina Cormier to table item 8.3 until the next meeting. Second by Jason Sellers. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Christina Cormier, and Lydia Humphries. Nay: None. Abstain: None.

8.4 Transportation: The Board may discuss transportation options for FY26, and make recommendations for action. The Board may approve or disapprove recommendations for action.

Motion by Lydia Humphries to keep the 15-seater vans as the current form of transportation, and task the Executive Director with initiating intensive efforts to sell the unused school bus. Second by Jason Sellers. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Christina Cormier, and Lydia Humphries. Nay: None. Abstain: None.

8.5 Staffing FY26: The Board may discuss Staffing for FY26, examine contracts, examine responsibilities and structure and make recommendations for action. The Board may approve or disapprove recommendations for action, contracts, and responsibilities and structure FY26.

Amy Carlyle provided contracts and an updated staffing structure for FY26 for the Board to examine and discuss.

Motion by Jason Sellers to approve the Staffing structure for FY26 as written. Second by Christina Cormier. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Christina Cormier, and Lydia Humphries. Nay: None. Abstain: None.

9. **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.

Tabled item 8.3 will be added to the May agenda.

## 10. **Board Signatures**

Board members may be provided items requiring Board signature.

## 11. **Adjournment**

Motion by Jason Sellers to adjourn the meeting at **6:40 p.m. on April 10, 2025**. Second by Christina Cormier. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Christina Cormier, and Lydia Humphries. Nay: None. Abstain: None.