

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

**Thursday, June 12, 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: Jun 12, 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** at 5:01 p.m. on July 12, 2025
2. **Roll Call:** Jason Sellers, Board President; Brandi Barnes, Board Member; Donna Spires, Board Secretary, Lydia Humphries, Board Member, Amy Carlyle via Zoom, non-voting Board Member. Christina Cormier, Board Member, arrived at 5:03 p.m.  
**Staff Present:** Josh Lagesse, future Campus Manager; Nichole Sellers, Recording Secretary
3. **Welcome and Introductions:** Jason Sellers welcomed the Board and Staff.
4. **Pledge of Allegiance** led by Lydia Humphries
5. **Reading of Vision** by Jason Sellers

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 Jason Sellers to adopt the Agenda as written. Second by Donna Spires. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Brandi Barnes, Donna Spires, 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
- F. Monthly Financial Reports

Motion by Donna Spires to adopt the Consent Agenda. Second by Jason Sellers. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Brandi Barnes, Donna Spires, Lydia Humphries. Nay: None. Abstain: None.

## **8. Call to the Public**

No public requested to speak.

## **9. Reports and Information Only Items**

- 9.01 Cognia: The Board may be presented with the Cognia Reports and given the opportunity to ask questions.

Amy Carlyle presented the Board with the Cognia Reports:

A Cognia team has been assembled to review performance data, and Amy has met with the Cognia representative a few times. The Executive Summary has been submitted and accepted, the Academic Performance and Stakeholder Input narratives have been written and accepted, and the assurance and supporting documentation have been accepted. Amy is half way through the rating process, and the teacher performance data analysis still needs to be completed, which will likely be finished by the end of June. A site visit with Cognia will be in August/September, and once all that is complete, Cognia will take roughly four months to complete the review.

- 9.02 Classroom Site Fund Payouts: The Board may be presented with the Classroom Site Fund Payouts.

Amy Carlyle presented the Board with the Classroom Site Fund Payouts.

- 9.03 Campus Update: The Board may be presented with a Campus Update.

Christina Cormier presented the Board with the Campus Update:

Summer School and the Summer Food Service Program (SFSP) are going well. The SFSP is serving between 90-100 meals each day, with the community complimenting the home cooked meals they receive from NAA.

## **10. Annual Business: Action Items**

- 10.01 By-Laws: The Board may review its By-Laws and adopt them as they stand or adopt them with revisions.

Motion by Jason Sellers to adopt the Board By-Laws as the stand. Second by Donna Spires. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Brandi Barnes, Donna Spires, Lydia Humphries, Christina Cormier. Nay: None. Abstain: None.

- 10.02 New Board Member: The Board may interview Kurry Klingel for the Board. The Board may choose to move forward or deny Board training. This item may be skipped over if no prospective Board Members are present.

Motion by Donna Spires to add Kurry Klingel to the Board as a Board Member. Second by Lydia Humphries. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Brandi Barnes, Donna Spires, Lydia Humphries, Christina Cormier. Nay: None. Abstain: None.

- 10.03 Elections: The Board may hold elections for the officer positions of President, Vice President and Secretary.

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

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

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

- 10.04 Board Meeting Schedule and Calendar FY26: The Board may create and approve its meeting schedule and calendar FY26.

Motion by Jason Sellers to table item 10.4. Second by Donna Spires. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Brandi Barnes, Donna Spires, Lydia Humphries, Christina Cormier. Nay: None. Abstain: None.

- 10.05 Board Budget FY26: The Board may create and approve its budget FY26.

Motion by Lydia Humphries to table item 10.5. Second by Jason Sellers. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Brandi Barnes, Donna Spires, Lydia Humphries, Christina Cormier. Nay: None. Abstain: None.

- 10.06 Board Goals FY26: The Board may create and approve its goals FY26.

Motion by Jason Sellers to adopt the following goals for FY26:

1. Budget oversight training
2. Academic data analysis training
3. College and career readiness indicator training

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

## **11. Business: Action Items**

- 11.01 Performance Pay Payouts: The Board may examine the points awarded to eligible staff and assign a portion of the financial surplus to performance pay.

- A. Point Awards: The Board may approve, approve with revisions, or deny approval of the points awarded to eligible staff.
- B. Performance Pay Awards: The Board may approve or deny approval of a portion of the financial surplus to be assigned to performance pay.

Motion by Lydia Humphries to table item 11.01. Second by Donna Spires. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Brandi Barnes, Donna Spires, Lydia Humphries, Christina Cormier. Nay: None. Abstain: None.

- 11.02 Proposed Budget FY26: The Board may examine and provide input on the Proposed Budget FY26 and may schedule the meeting for the adopted budget approval.

- A. The Board may examine and provide input on the FY26 proposed budget and may approve, approve with revisions, or deny approval.

Motion by Donna Spires to adopt the Proposed Budget FY26 as written. Second by Christina Cormier. Final Resolution: motion passed unanimously with the roll call votes: Jason Sellers, yea. Brandi Barnes, yea. Donna Spires, yea. Lydia Humphries, yea. Christina Cormier, yea. Nay: None. Abstain: None.

- B. The Board may schedule a meeting to examine and finalize the Adopted Budget.

Motion by Lydia Humphries to finalize the Adopted Budget FY26 at the July 10<sup>th</sup> 2025 meeting. Second by Donna Spires. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Brandi Barnes, Donna Spires, Lydia Humphries, Christina Cormier. Nay: None. Abstain: None.

- 11.03 Proposed School Bell Schedule FY26: The Board may approve, approve with revisions, or deny approval of the Proposed School Bell Schedule FY26.

Motion by Jason Sellers to adopt the Proposed School Bell Schedule FY26 as written. Second by Christina Cormier. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Brandi Barnes, Donna Spires, Lydia Humphries, Christina Cormier. Nay: None. Abstain: None.

- 11.04 Employee Policy and Procedures Handbook: The Board may approve, approve with revisions, or deny approval of policies in the Employee Policy and Procedures Handbook.

Motion by Jason Sellers to approve the Employee Policies and Procedures Handbook FY26 as written. Second by Donna Spires. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Brandi Barnes, Donna Spires, Lydia Humphries, Christina Cormier. Nay: None. Abstain: None.

- 11.05 Proposed Student Handbooks: The Board may approve, approve with revisions, or deny approval of the Proposed Student Handbooks.

Motion by Jason Sellers to Proposed Student Handbook FY26 as written. Second by Donna Spires. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Brandi Barnes, Donna Spires, Lydia Humphries, Christina Cormier. Nay: None. Abstain: None.

- 11.06 Proposed SPED Policies and Procedures: The Board may approve, approve with revisions, or deny approval of the Proposed SPED Policies and Procedures.

Motion by Lydia Humphries to approve the Proposed SPED Policies and Procedures FY26 as written. Second by Jason Sellers. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Brandi Barnes, Donna Spires, Lydia Humphries, Christina Cormier. Nay: None. Abstain: None.

- 11.07 Proposed Non Profit Policies and Procedures: The Board may approve, approve with revisions, or deny approval of the Proposed Non Profit Policies and Procedures.

Motion by Lydia Humphries Proposed Non Profit Policies and Procedures FY26 as written. Second by Christina Cormier. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Brandi Barnes, Donna Spires, Lydia Humphries, Christina Cormier. Nay: None. Abstain: None.

- 11.08 Proposed HACCP-Based SOPs: The Board may approve, approve with revisions, or deny approval of the Proposed HACCP-Based SOPs.

Motion by Brandi Barnes to approve the HACCP-Based SOPs FY26 update as written. Second by Lydia Humphries. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Brandi Barnes, Donna Spires, Lydia Humphries, Christina Cormier. Nay: None. Abstain: None.

- 11.09 Proposed Emergency Response Plan: The Board may be presented with the Proposed Emergency Plan for the 2025-2026 school year. The Board may approve, approve with revisions, or disapprove the Proposed Emergency Plan for the 2025-2026 school year.

Motion by Donna Spires to approve the Emergency Response Plan FY26 as written. Second by Christina Cormier. Final Resolution: motion passed unanimously with the yea

votes, Yea: Jason Sellers, Brandi Barnes, Donna Spires, Lydia Humphries, Christina Cormier. Nay: None. Abstain: None.

**12. Board Signatures**

Board members may be provided items requiring Board signature.

**13. Adjournment**

Motion by Donna Spires to adjourn the meeting at **6:45 p.m. on June 12, 2025**. Second by Christina Cormier. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Brandi Barnes, Donna Spires, Lydia Humphries, Christina Cormier. Nay: None. Abstain: None.