

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

**September 11, 2025**  
**5:00 p.m.**  
**1300 Centennial Drive, Taylor AZ 85939**  
**PASS Room**

NAA CDI is inviting you to a scheduled Zoom meeting.

Topic: September Board Meeting

Time: Sep 11, 2025 05:00 PM Arizona

Join Zoom Meeting

<https://zoom.us/j/94644326142?pwd=tefahXf3l7Xi73ctAWZrlu6zGmz3Z6.1>

Meeting ID: 946 4432 6142

Passcode: 7zWq02

Join instructions

[https://zoom.us/meetings/94644326142/invitations?signature=\\_ewie5Q8TlcEs4AdYhhHvXOr-F61Z6FA9\\_0M3stgnBg](https://zoom.us/meetings/94644326142/invitations?signature=_ewie5Q8TlcEs4AdYhhHvXOr-F61Z6FA9_0M3stgnBg)

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 nsellers@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. 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.

## **9. Business: Action Items**

9.1 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: \_\_\_\_\_

9.2 Previously Tabled Item: Policy 311 Vacation Policy: The Board may review and discuss Policy 311 Vacation and make suggestions for revisions. 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: \_\_\_\_\_

9.3 ESS Policy Review: The Board may examine the ESS Policies with input from the ESS Case Manager. The Board may approve, approve with revisions or disapprove the ESS Policies.

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

9.4 Revised Policy 910 Travel Authorization and Expense: The Board may examine Revised Policy 910 Travel Authorization and Expense. 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: \_\_\_\_\_

9.5 Public Records Request: The Board may review the Smart Procure public records request for commercial use and establish the reasonable market value to be charged for fulfilling the request.

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

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

9.01 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.

9.02 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.

10.01 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 \_\_\_\_\_**