

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

October 10, 2024
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: Oct 10, 2024 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 at 5:06 pm on Thursday, October 10, 2024.**
2. **Roll Call:**
Board Members Present: Jason Sellers, Board President; Donna Spires, Board Secretary; Christina Cormier, Board Member; Brandi Barnes via Zoom, Board Member
Board Members Absent: Lydia Humphries
Staff Present: Nichole Sellers, Recording Secretary
3. **Welcome and Introductions** Jason Sellers welcomed the Board and staff
4. **Pledge of Allegiance** led by Christina Cormier
5. **Reading of Mission** by Donna Spires

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 Donna Spires.

Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Christina Cormier, Brandi Barnes. 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 adopt the Agenda as written. Second by Donna Spires.
Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Christina Cormier, Brandi Barnes. 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:

There are 61 students currently enrolled. October 2nd the Board sponsored an ice cream float event at the school to celebrate the 40th day, and there were 50 students in attendance. Josh is taking his CCR students plus some others to the pregnancy center as a community service field trip on October 11, and the next school-wide field trip is to Show Low Meadows on October 25, where the students will do some fishing. Staycation numbers are down, largely due to lunch tutoring, which is evidence that lunch tutoring is effective in reducing the number of students who are chronically behind on their work. There are two new students. NWEA testing (Math, ELA, and Science) will take place on Tuesday, Wednesday, and Thursday of next week..

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 presented the Board with the Non-Profit Update:

The Board was reminded to “Give Thanks” to staff members via the Givethx website or application. NWEA Testing is next week. Classes have been set up, and students are scheduled in Tyler SIS for the second Trimester. The initial meeting for renewing an accreditation with Cognia has been completed. NAA undergoes this review every six years to maintain our existence as an accredited high school.

- Suicide Prevention Training and Raptor Walkthrough is 11/1/2024
- SNAP Fitness next trimester, which Chaz has graciously agreed to teach. A grant covers the membership to SNAP Fitness.
- Staycation Numbers:
2023-2024: 28 students

2024-2025: 7 students

- Refer a Friend flyers have been mailed and the program is in effect, though there has been no response, yet.
- A new technology-focused grant from Sparklight was brought to Amy's attention. She will be researching this.
- United Food Bank numbers remain high, so NAA will be requesting more food to better serve the community.
- The RISE and Educational Disparities grants have been closed.
- NAA must provide the students with CPR instruction. The instruction does not need to lead to CPR certification.

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.

Nichole Sellers presented the Board with the SIT Update:

The SIT meeting scheduled for October 9th was cancelled due to a couple of staff members being unavailable. The meeting will be rescheduled.

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.

Jason Sellers presented the Board with the Board Budget Update:

The budget is fully updated. There is a surplus because the Board only spent half its allocated budget on the ice cream float event and did not spend the \$50 allocated for the Corn Festival. Amy will provide the Board with a fillable Purchase Requisition.

9.05 Board Secretary Update: The Board may be presented with an update on the completion of training by new Board members. The Board may add an action item to the agenda to deny board membership to new Board members if their training has not been completed as specified in the September 12, 2024 Board Meeting.

Donna Spires presented the Board with the Board Secretary Update:

Christina Cormier has completed her new board member training. Lydia has only one section left, which she was in the process of completing yesterday evening. Both members have completed training as required.

10. Business: Action Items

10.1 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.

There are 3 events before the next meeting: The Board reward trip is scheduled for October 30th with a \$300 budget, the first trimester Board award, and the staff appreciation meal. The Board discussed the parameters and details of the board reward trip and the Board award. The Board also discussed the staff appreciation lunch.

Motion by Donna Spires to:

1. Schedule the staff appreciation lunch for November 1, 2024, with a max budget of \$240
2. Offer two Board awards to students: one for character and one for academics. Amy Carlyle will assist in identifying qualified students.
3. Base the Board reward trip on an attendance rate of 90% or better. The qualified students will determine the destination, and the budget will be \$300.

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

Motion by Jason Sellers to assign the Board's unused funds from the Corn Festival to the refreshments being served by NAA at the Harvest Festival. Second by Christina Cormier. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Christina Cormier, Brandi Barnes. Nay: None. Abstain: None.

10.2 NSLP Food Service Agreement Update: The board may review the Updated NSLP Food Service Agreement. The Board may approve, approve with conditions, or disapprove the Updated NSLP Food Service Agreement.

Amy Carlyle presented the Board with the updated NSLP Food Service Agreement.

Motion by Donna Spires to approve the Updated NSLP Food Service Agreement as written. Second by Donna Spires. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Christina Cormier, Brandi Barnes. Nay: None. Abstain: None.

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

Amy Carlyle presented the Board with the Monthly Financial Report.

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

10.4 Proposed Policy 5200 Transfer Credits: The Board may examine the Proposed Policy 5200 Transfer Credits. The Board may approve, approve with revisions or disapprove the Proposed Policy 5200 Transfer Credits.

Amy Carlyle presented the Board with the Proposed Policy 5200 Transfer Credits.

Motion by Jason Sellers to approve the Proposed Policy 5200 Transfer Credits as written. Second by Donna Spires. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Christina Cormier, Brandi Barnes. Nay: None. Abstain: None.

10.5 Proposed Policy 6301 Reporting Requirements to ASBCS: The Board may examine the Proposed Policy 6301 Reporting Requirements to ASBCS. The Board may approve, approve with revisions or disapprove the Proposed Policy 6301 Reporting Requirements to ASBCS.

Amy Carlyle presented the Board with the Proposed Policy 6301 Reporting Requirements to ASBCS.

Motion by Jason Sellers to approve the Proposed Policy 6301 Reporting Requirements to ASBCS as written. Second by Christina Cormier. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Christina Cormier, Brandi Barnes. Nay: None. Abstain: None.

10.6 Revised Policy 3700 Fingerprint Clearance Cards: The Board may examine the Revised Policy 3700 Fingerprint Clearance Cards. The Board may approve, approve with revisions or disapprove the Proposed Policy Revised Policy 3700 Fingerprint Clearance Cards.

Amy Carlyle presented the Board with Revised Policy 3700 Fingerprint Clearance Cards.

Motion by Donna Spires to approve the Revised Policy 3700 Fingerprint Clearance Cards as written. Second by Christina Cormier. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Christina Cormier, Brandi Barnes. Nay: None. Abstain: None.

10.7 Revised Policy 2200 Formal Recruitment and Hiring Policy: The Board may examine the Revised Policy 2200 Formal Recruitment and Hiring Policy. The Board may approve, approve with revisions or disapprove the Revised Policy 2200 Formal Recruitment and Hiring Policy.

Amy Carlyle presented the Board with Revised Policy 2200 Formal Recruitment and Hiring Policy.

Motion by Jason Sellers to approve the Revised Policy 2200 Formal Recruitment and Hiring Policy as written. Second by Donna Spires. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Christina Cormier, Brandi Barnes. Nay: None. Abstain: None.

10.8 Proposed Policy 5003 Use of Protective Eyewear: The Board may examine the Proposed Policy 5003 Use of Protective Eyewear. The Board may approve, approve with revisions or disapprove the Proposed Policy 5003 Use of Protective Eyewear.

Amy Carlyle presented the Board with Proposed Policy 5003 Use of Protective Eyewear.

Motion by Donna Spires to approve the Proposed Policy 5003 Use of Protective Eyewear as written. Second by Christina Cormier. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Christina Cormier, Brandi Barnes. Nay: None. Abstain: None.

10.9 Proposed Policy 5004 CPR Training: The Board may examine the Proposed Policy 5004 CPR Training. The Board may approve, approve with revisions or disapprove the Proposed Policy 5004 CPR Training.

Amy Carlyle presented the Board with Proposed Policy 5004 CPR Training.

Motion by Jason Sellers to approve the Proposed Policy 5004 CPR Training as written. Second by Donna Spires. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Christina Cormier, Brandi Barnes. Nay: None. Abstain: None.

10.10 Revised Student Handbook FY25: The Board may examine the Revised Student Handbook FY25. The Board may approve, approve with revisions or disapprove the Revised Student Handbook FY25.

Amy Carlyle presented the Board with the Revised Student Handbook FY25. Donna Spires suggested to revise the wording “Individualized Education Plan” to “Individualized Learning Plan.”

Motion by Jason Sellers to approve with revisions the Revised Student Handbook FY25 as written, changing Individualized Education Plan to Individualized Learning Plan. Second by Donna Spires. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Christina Cormier, Brandi Barnes. Nay: None. Abstain: None.

10.11 Revised Policy 580 Incident Reporting: The Board may examine the Revised Policy 580 Incident Reporting. The Board may approve, approve with revisions or disapprove the Revised Policy 580 Incident Reporting.

Amy Carlyle presented the Board with Revised Policy 580 Incident Reporting.

Motion by Donna Spires to approve the Revised Policy 580 Incident Reporting as written. Second by Christina Cormier. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Christina Cormier, Brandi Barnes. Nay: None. Abstain: None.

10.12 Proposed Policy 023 Hiring Requirements: The Board may examine the Proposed Policy 023 Hiring Requirements. The Board may approve, approve with revisions or disapprove the Proposed Policy 023 Hiring Requirements.

Amy Carlyle presented the Board with the Proposed Policy 023 Hiring Requirements.

Motion by Jason Sellers to approve the Proposed Policy 023 Hiring Requirements as written. Second by Donna Spires. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Christina Cormier, Brandi Barnes. Nay: None. Abstain: None.

10.13 Proposed Policy 4006 Student Referrals: The Board may examine the Proposed Policy 4006 Student Referrals. The Board may approve, approve with revisions or disapprove the Proposed Policy 4006 Student Referrals.

Amy Carlyle presented the Board with Proposed Policy 4006 Student Referrals.

Motion by Jason Sellers to approve the Proposed Policy 4006 Student Referrals as written. Second by Christina Cormier. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Christina Cormier, Brandi Barnes. Nay: None. Abstain: None.

10.14 Proposed Policy 4007 Long Term Suspension and Expulsion: The Board may examine the Proposed Policy 4007 Long Term Suspension and Expulsion. The Board may approve, approve with revisions or disapprove the Proposed Policy 4007 Long Term Suspension and Expulsion.

Amy Carlyle presented the Board with the Proposed Policy 4007 Long Term Suspension and Expulsion.

Motion by Donna Spires to approve the Proposed Policy 4007 Long Term Suspension and Expulsion as written. Second by Christina Cormier. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Christina Cormier, Brandi Barnes. Nay: None. Abstain: None.

10.15 Dropout Recovery Program: The Board may examine the Dropout Recovery Program. The Board may approve or disapprove the moving forward to apply to offer a Dropout Recovery Program at Northern Arizona Academy FY26.

Amy Carlyle explained the Dropout Recovery Program to the Board. The benefit is that NAA can expand its enrollment options for students, potentially allowing the school to grow. The drawback is that students who are attending a dropout recovery program are more likely to dropout again, which may impact NAA's graduation rate. The Board discussed the pros and cons with Amy Carlyle.

Motion by Christina Cormier to approve the moving forward with the application to offer a Dropout Recovery Program for FY26. Second by Jason Sellers. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Christina Cormier, Brandi Barnes. Nay: None. Abstain: None.

- 11. Executive Session:** The board may hold an Executive Session to discuss legal advice from the attorney of the public body on the use of 15 passenger vans for student transportation as allowed under A.R.S. § 38-431.03(A)(3)

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

4. Discussion or consultation for legal advice with the attorney or attorneys of the public body.

Motion by Jason Sellers to enter executive session at **6:42 pm on October 10, 2024**, for the purpose of discussing or consulting for legal advice. Second by Christina Cormier. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Christina Cormier, Brandi Barnes. Nay: None. Abstain: None.

Executive Session exited at 6:56 pm.

Motion by Jason Sellers to approve the lawyer-reviewed and approved 15-passenger van waiver. Second by Christina Cormier. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Christina Cormier, Brandi Barnes. 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.

- 14. Adjournment**

Motion by Jason Sellers to adjourn the meeting at **6:56 pm on October 10, 2024**. Second by Christina Cormier. Final Resolution: motion passed unanimously with the yea votes, Yea: Jason Sellers, Donna Spires, Christina Cormier, Brandi Barnes. Nay: None. Abstain: None.