

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

**Wednesday, June 12, 2024**  
**4:00 p.m.**  
**1300 Centennial Drive, Taylor AZ 85939**  
**PASS Room**

acarlyle@naacharter.org is inviting you to a scheduled Zoom meeting.

Topic: NAA Board Meeting  
Time: Jun 12, 2024 04:00 PM Arizona

Join Zoom Meeting  
<https://us06web.zoom.us/j/81390379522?pwd=gTKaMHadCu3bJQoJoQbtXDC1sIUlse.1>

Meeting ID: 813 9037 9522  
Passcode: HBm5Wn

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 Wednesday, June 12, 2024 beginning at 4:00 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 acarlyle@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 Vision**

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 \_\_\_\_\_ 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
- F. Monthly Financial Reports

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. Reports and Information Only Items**

9.01 Data Review: The Board may be presented with the data reflection spreadsheet and given the opportunity to ask questions.

9.02 Campus Update: The Board may be presented with a campus update.

9.03 Board Self Evaluation: The Board shall fill out the annual self-evaluation and submit to the Executive Director to compile the data for the next meeting.

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

10.02 Resignation: The Board will be presented with the resignation of Lorie Jean Haymore effective 6/13/2024. The Board may accept or deny the resignation.

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

10.03 New Board Member: The Board may interview candidates 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 \_\_\_\_\_ Second by \_\_\_\_\_ Final Resolution: \_\_\_\_\_  
Yea: \_\_\_\_\_ [note names of each Board member for each type of vote]  
Nay: \_\_\_\_\_  
Abstain: \_\_\_\_\_

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

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

10.05 Board Meeting Schedule and Calendar FY25: The Board may create and approve its meeting schedule and calendar FY FY25.

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

10.06 Board Budget FY25: The Board may create and approve its budget FY25.

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

10.07 Board Goals FY25: The Board may create and approve its goals FY25.

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

**11. Business: Action Items**

11.01 CSF and Performance Pay Payouts: The Board may examine the points awarded to eligible staff and assign a monies to performance pay.

A. Point Awards: The Board may approve, approve with revisions, or deny approval of the points awarded to eligible staff as well as the payout category they are assigned to.

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

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

C. CSF Monies: The Board may approve or modify the amount of money assigned to CSF payouts.

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

11.02 Proposed Budget FY25: The Board may examine and provide input on the FY25 proposed budget and may schedule the meeting for the adopted budget approval.

A. The Board may examine and provide input on the FY25 proposed budget and may approve, approve with revisions, or deny approval.

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

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

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

11.03 School Calendar and Bell Schedule FY25: The Board may approve, approve with revisions, or deny approval of the FY25 School Calendar and Bell Schedule.

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

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

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

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

11.06 SPED Policies and Procedures: The Board may approve, approve with revisions, or deny approval of the SPED Policies and Procedures. No suggested revisions have been made.

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

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

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

11.08 Local Wellness Policy: The Board may approve, approve with revisions, or deny approval of policies in the Local Wellness Policy.

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

11.09 Performance Pay Plan FY25: The Board may approve, approve with revisions, or deny approval of the proposed FY25 Performance Pay Plan and rubrics.

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

11.10 Temporary Policy Commute Reimbursement FY25: The Board may approve, approve with revisions, or deny approval of the proposed Temporary Policy Commute Reimbursement FY25.

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

**12. Board Signatures**

Board members may be provided items requiring Board signature.

**13. Adjournment**

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

Posted this 3<sup>rd</sup> day of June, 2024 by 