

Regular Board Meeting of the Corporation September 24, 2018 5:30p.m.	Northland Preparatory Academy 3300 East Sparrow Avenue Flagstaff, AZ 86004
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MEETING MINUTES Approved at October 22, 2018 Meeting

I. Call to Order Ian Cribbs
Meeting began at 5:33pm.

II. Pledge of Allegiance Ian Cribbs

III. Roll Call of Members Ian Cribbs

	Officers*		Members*
X	Ian Cribbs (President)	X	Chris Aungst
X	Ted Reed (Vice President)	X	Danielle Eadens
	Darlene Burden (Treasurer)	X	Kathleen King
X	Nihal Sarikaya (Secretary)	X	Jill Ulm
		X	Cristy Zeller

*Quorum requirement met (8 members present)

	Administrators in Attendance	Others in Attendance
X	David Lykins (Superintendent)	None
X	Toni Keberlein (Principal)	
X	Steve Danner (Business Manager)	

IV. Welcome Ian Cribbs

V. Call to the Public Ian Cribbs
None

VI. Approval of minutes from Board meeting on August 6, 2018 Ian Cribbs

A motion to approve the draft minutes as presented was made by Ted Reed and seconded by Ian Cribbs. The motion passed unanimously.

VII. NPA Business Items and Presentations

- A. Presentation on 8/16/2018 Board and Administration Work Session Dave Lykins
During the meeting, Superintendent Lykins presented a summary of the workshop that was held among Board Members and Administration. Please refer to Administration Presentation, slide numbers 2 thru 8, for details.
- B. Presentation for possible action to approve Superintendent Communication SMART Goal Dave Lykins
Superintendent Lykins presented the Communication SMART Goal that was developed during the workshop breakout section (refer to Administration Presentation slide number 9). So that he may send the Weekly Updates to Board Members, he has built the infrastructure for information transfer. He will present an article into each CEC Newsletter. In addition, Mr. Lykins will present a NPA State of the Union three times a

year (July/August, December, and June). Staff survey and performance evaluation are in development phase. Clarification was provided on the quantitative approach (scale of 1-5 of strongly agree/disagree) to be used for performance evaluation. The evaluation instrument will be added to the SMART Goal. A recommendation was made to change “Create” to “Create and implement,” and was moved to action item.

ACTION ITEM: Discussion and possible action to approve Superintendent Communication SMART Goal.

Cristy Zeller moved for an approval of the Superintendent Communication Goal and the change for “Create” to “Create and implement.” A motion was made by Ian Cribbs and seconded by Kathleen King. The motion passed unanimously.

- C. AZ Merit student data presentation Toni Keberlein
Principal Keberlein presented a summary of AZ Merit performance between 2015 and 2018 (refer to Administration Presentation slides 10-14). She reminded the Board that the last administration of the AZ merit exam for high school students (9-12) was 2018. Moving forward, the 9th graders will take the Pre-ACT and 10th-12th graders will take the ACT. An extensive discussion was held regarding the 8th Grade AZ Merit Math performance. Between 2015 and 2018, the number of students taking the 8th grade math test has increased; however, the passing rate has decreased. A reminder was presented, which was that the 8th grade math students were those who are behind in math. The math aide has now become a teacher and Principal Keberlein is recruiting for that position. A recommendation to evaluate the Growth Scores, for the 8th grade math students, was made; the idea is that administration may gather more insight into the students’ performance. As for Geometry and Algebra scores, the results may be related to teacher turnover, which occurred three times in 2018. In general, the English and Math departments will evaluate the objectives, respective to their sections, where the students did not perform well and make adjustments.
- D. NPA Showcase presentation and update Toni Keberlein
Principal Keberlein presented changes to the NPA information sessions, previously known as “Preview Sessions.” The purpose of the changes was to make the sessions interactive and engaging for parents, and to have families interested in NPA early. Due to changes in 15.184, charter schools cannot require families to attend pre-enrollment activities. The sessions will be approximately two hours long. Recommendation was made to recruit NPA families with restaurants to provide food during the sessions. For details, refer to Administration Presentation slides 15-17.
- E. ASBA July and August Charter policies updates Toni Keberlein & Dave Lykins
(first reading)
Per Principal Keberlein, the updates were changes from “may” to “shall.” Administration implemented changes, such as how the budget appears on NPA’s website. Other changes affect voting process, auditor service duration, and budget format. Also, we must post the average teacher salary. For details, refer to Administration Presentation slide 18.

ACTION ITEM: Discussion and possible action to place July and August Charter policy update on October Board meeting for 2nd reading.

Ian Cribbs motioned for 2nd reading of July and August Charter policy updates, with possible action for approval. Chris Aungst seconded the motion, which passed unanimously.

- F. ASBA special education policy and procedure update Toni Keberlein & Dave Lykins

(first reading)

NPA does not need to make major changes. Again, many changes are from “may” to shall.” Charter schools have been instructed to participate in Childfind. For details, refer to Administration Presentation slides 19 and 20.

ACTION ITEM: Discussion and possible action to place ASBA special education policy and procedure update on October Board meeting for 2nd reading.

Ian Cribbs motioned for 2nd reading and adoption of ASBA SPED Policy. Ted Reed seconded the motion, which was approved unanimously.

- G. Discussion and possible action to approve Board Committee chairpersons and participants Ian Cribbs/All Members
- a. Bylaws and Policies – Review and decision recommendations
Chair: Ted Reed
Members: Ian Cribbs and Danielle Eadens
 - b. Community Enrichment (CEC) - Review and decision recommendations
Chair: Jill Ulm
Members: All Board Members are members of this committee.
Chair will recruit assistance as needed.
Report: Refer to attached copy of CEC Draft Minutes from 9/5/2018. A brief discussion about Emergency Buckets was held; specifically, Jill will conduct research on responsibility of the buckets and possibly transfer to Administration from CEC To Do List. Also, reasons for Game Night cancellation was discussed, followed by recommendation of obtaining Student Council’s participation.
 - c. Finance – Review and decision recommendations
Chair: Darlene Burden
Members: Chris Aungst, Ian Cribbs, Nihal Sarikaya, Cristy Zeller
Report: Refer to Sections H and I (Steve Danner).
 - d. Fundraising – Review and decision recommendations
Chair: Nihal Sarikaya
Members: Chris Aungst, Ian Cribbs, Danielle Eadens, Kathleen King, Jill Ulm
 - e. Strategic Planning – Review and decision recommendations
Chair: Ian Cribbs
Members: Chris Aungst, Darlene Burden, Danielle Eadens, Ted Reed, Nihal Sarikaya, Cristy Zeller, Toni Keberlein, David Lykins
 - f. BoD Recruitment - Review and decision recommendations
Chair: Danielle Eadens
Members: Ian Cribbs, Kathleen King
 - g. Personnel – Review and decision recommendations
Chair: Cristy Zeller
Members: Chris Aungst, Darlene Burden, Ian Cribbs, Kathleen King

Other than CEC and Finance, the committees did not meet in the past month.

ACTION ITEM: Discussion and possible action to approve Board Committee chairpersons and

participants.

A motion to approve chairpersons and participants, for the committees, was made by Ian Cribbs and seconded by Chris Aungst. The motion passed unanimously.

- H. Special Finance Committee Report – FY18 Steve Danner
 Steve Danner presented the Year-End Balance sheet for June 30, 2018. Cash at end of the period was \$1,767,290. Also, the state gave NPA \$66,000, approximately, increasing the revenue for 2018.
- I. Approval of July and August Monthly Financials Steve Danner
 Steve Danner presented the Cash Flow report for both July and August. He noted that we may be \$44,000 deficient, in revenue, because we did not meet the target student population of 637.

ACTION ITEM: Discussion and possible action to approve July & August financial reports.

A motion to approve July and August Monthly Financials was made by Ian Cribbs and seconded by Kathleen King. The motion passed unanimously.

VIII. Other Business

Ian Cribbs

- Agenda items, for the next meeting, may be forwarded to Ian Cribbs.
- Next scheduled NPA Governing Board meeting is Monday, **October 22, 2018 at 5:30pm**. The meeting is located at NPA.

IX. Adjournment

Ian Cribbs

A motion to adjourn was made by Ian Cribbs and seconded by Nihal Sarikaya. The motion passed unanimously at 7:30pm.