

Regular Board Meeting of the Corporation April 27, 2020 5:30p.m.	Northland Preparatory Academy 3300 East Sparrow Avenue Flagstaff, AZ 86004
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MEETING MINUTES Approved at May 18, 2020 Meeting

- I. Call to Order** Ian Cribbs
- II. Pledge of Allegiance** Ian Cribbs
- III. Roll Call of Members** Ian Cribbs

	Officers*		Members*
X	Ian Cribbs (President)	X	Kathleen King
X	Chris Aungst (Vice President)	X	Priscilla Rost
X	Darlene Burden (Treasurer)	X	Jill Ulm
X	Nihal Sarikaya (Secretary)	X	Kurt Yuengling
		X	Cristy Zeller

*Quorum requirement met (8 members present)

	Administrators in Attendance	Others in Attendance
X	David Lykins (Superintendent)	Jay Litwicki
X	Toni Keberlein (Principal)	Susan McCullough
	Vada Visockis (Assistant Principal)	Jessica Gabrys
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 March 23, 2020** Ian Cribbs

A motion to approve the draft minutes, as presented, was made by Chris Aungst and seconded by Jill Ulm. The motion passed unanimously.

VII. NPA Business Items and Presentations

- A. NPA Distance Learning Update** Toni Keberlein

Principal Keberlein provided an update on the distance learning process and feedback. The faculty has been using various online tools (e.g., Google chat, Zoom, and blogs) to communicate and instruct the students. Parents have stated that the teachers are doing an excellent job. Though the State allowed for IEP meetings to be pushed to next academic year, NPA has been meeting with the parents by phone or Zoom. Department chairs and grade teachers are meeting once a week via online tools. Counselors are holding group meetings, as well as assisting with urgent cases. As for grades, faculty are tracking the grades in their gradebooks. The grades will be entered by 6/2 and cannot drop below the grade before the stay-at-home order. If the teachers need something, they contact the Principal for assistance.

- B. NPA Graduation Ceremony** Toni Keberlein

Principal Keberlein shared the ideas and progress of the Graduation Committee, which met weekly. On May 21st, the graduating class will access a webinar celebrating their achievement. Also, NPA is considering a car parade. Finally, the

student's will receive yard signs, signaling their achievement to the neighborhood and community.

- C. Principal Search Update** Dave Lykins/Jay Litwicki
 Superintendent Lykins summarized the principal search process and timeline. Details are available in the PowerPoint slides, #6-9. He thanked those involved in the process. Then, he introduced Jay Litwicki as the new principal. Mr. Litwicki will tour the campus on April 30th and begin transitioning on June 1st. At the end, Mr. Litwicki thanked and introduced himself to the Board.
- D. Budget Update Presentation** Steve Danner
 Mr. Danner share the revised proposed budget for the 2020-2021 academic year. The budget is based on 644 students. Results Based Funding (RBF) was added to the budget. The funds will be used for staff development and other items. Also, the State provided funds based on the 2019 test scores. In addition, Mr. Danner researched the Paycheck Protection Program. Upon discussion by the Board Members, NPA will not pursue the program. Finally, the 5% raise for faculty, 4% for staff, and 2.5% for core administrators will move forward in the employee contract version 2.0.

Action Item: Discussion and possible action to approve employee contracts version 2.0 as presented.

The motion to approve contract version 2.0 was made by Cristy Zeller. Priscilla Rost seconded the motion, which passed unanimously.

VIII. Committee Reports

Ian Cribbs

- a. Bylaws and Policies – Review and decision recommendations
 Chairperson: Chris Aungst
 Report: Did not meet.
- b. Community Enrichment (CEC) - Review and decision recommendations
 Chairperson: Jill Ulm
 Report: The CEC met and discussed Staffulty Appreciation Week efforts. Also, the CEC donated to the graduating class yard signs.
- c. Finance – Review and decision recommendations
 Chairperson: Darlene Burden
 Report: Mr. Danner, Mr. Faccone, and the Auditor prepared the 990-tax return and presented it to the Board. Also, the March Year-to-Date (YTD) financial report was reviewed with the Board. Finally, Mr. Danner presented an idea shared by Mr. Faccone to defer payroll taxes, which might be forgiven by the Federal government.

Action Item: Discussion and possible action to approve submission of 990 to be submitted as presented.

The motion to approve the 990 Tax Return, for submission, was made by Darlene Burden. Cristy Zeller seconded the motion, which passed unanimously.

Action Item: Discussion and possible action to approve March YTD financials.

The motion to approve the March YTD financial report was made by Cristy Zeller. Jill Ulm seconded the motion, which passed unanimously.

Action Item: Discussion and possible action to approve deferral of payroll tax payments as presented.

After an extensive discussion of the pros/cons of the payroll tax deferral, the Board agreed to postpone the action item.

- d. Fundraising/Grant Committee – Review and decision recommendations
Chairperson: Nihal Sarikaya
Report: Chairperson shared that the golf tournament will be postponed to 2021.
- e. Strategic Planning – Review and decision recommendations
Chairperson: Ian Cribbs
Report: Did not meet.
- f. BoD Recruitment - Review and decision recommendations
Chairperson: Kathleen King
Report: Did not meet.
- g. Personnel – Review and decision recommendations
Chairperson: Cristy Zeller
Report: Did not meet.

IX. Other Business

Ian Cribbs

- Next scheduled NPA Governing Board meeting is Monday, **May 18, 2020 at 5:30pm**. The meeting is located at NPA, Room 202.

X. Adjournment

Ian Cribbs

A motion to adjourn was made by Nihal Sarikaya and seconded by Chris Aungst. The motion passed unanimously at 7:08pm.