

<b>Regular Board Meeting of the Corporation</b> August 10, 2020 5:30p.m.	<b>Northland Preparatory Academy</b> 3300 East Sparrow Avenue Flagstaff, AZ 86004
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## DRAFT MEETING MINUTES

- I. Call to Order** Ian Cribbs  
5:31 pm
- II. Pledge of Allegiance** Ian Cribbs
- III. Roll Call of Members** Ian Cribbs

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

\*Quorum requirement met (9 members present)

	<b>Administrators in Attendance</b>	<b>Others in Attendance</b>
X	David Lykins (Superintendent)	Jessica Gabrys, Scott Keller, Susan McCullough
X	Jay Litwicki (Principal)	Beth LaCour, Carol Willis, Whitney Garwood
X	Vada Visockis (Assistant Principal)	Whitney Rooney
X	Steve Danner (Business Manager)	12 NPA parents/community

- IV. Statement of Welcome** Ian Cribbs
- V. Call to the Public (Public Comment)** Ian Cribbs

Six public comments were received, five by the deadline and one just prior (4:48pm) to the meeting. Superintendent Lykins will read the comment during Section VII, Item E.

- VI. Approval of Minutes from Board Meetings** Ian Cribbs  
**Special Board Meeting (7/23/20 at 5:30 PM)**

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

- VII. NPA Business Items and Presentations** Ian Cribbs

- A. Seating of New Board Members** Ian Cribbs

Superintendent Lykins recognized each of the Board members who fulfilled their service. Ian Cribbs committed six years, passionately. Focusing on the whole needs of the students, Kathleen King served three years. Having served five years, Darlene Burden brought her expertise to improve best practices.

Ian Cribbs thanked everyone. Then, he announced the transitions: Seat 1 from Ian Cribbs to Scott Keller, Seat 2 from Kathleen King to Susan McCullough, and Seat 3 from Darlene Burden to Jessica Gabrys.

**Action Item:** Discussion and possible action to approve NPA New Board Members.

Whereas the Arizona State Board for Charter Schools (ASBCS) requires that NPA update changes to the board membership, we hereby authorize the NPA Administration to submit a Charter Governance Notification Request, to the ASBCS, to remove the following board member(s) from the roster: Ian Cribbs, Darlene Burden, and Kathleen King. Furthermore, we authorize the NPA Administration to submit a Charter Governance Notification Request, to the ASBCS, to add the following board members to the roster: Jessica Gabrys, Scott Keller, and Susan McCullough.

The motion to approve the changes was made by Nihal Sarikaya and seconded by Cristy Zeller. The motion passed unanimously.

**B. Election of Board Officers**

Dave Lykins

Superintendent Lykins facilitated the election of Board Officers for 2020-2021 academic year. In addition, he shared that Chris Aungst was stepping down from the Board.

**Action Item:** Discussion and possible action to approve Election of Board Officers for 2020-2021 academic year.

Nihal Sarikaya nominated Cristy Zeller as *President* of the Board. Jill Ulm seconded the nomination, which passed unanimously.

Nihal Sarikaya nominated Jill Ulm as *Vice-President* of the Board. Scott Keller seconded the nomination, which passed unanimously.

Nihal Sarikaya nominated Jessica Gabrys as *Secretary* of the Board. Scott Keller seconded the nomination, which passed unanimously.

Cristy Zeller nominated Nihal Sarikaya as *Treasurer* of the Board. Jill Ulm seconded the nomination, which passed unanimously.

**C. Establish Regular Meeting dates and times**

Cristy Zeller

Superintendent Lykins provided a history of the meetings. The meetings have been held on the last Monday of each month at 5:30pm. Due to the holidays, a few of the meetings are held earlier in the month.

**Action Item:** Discussion and possible action to approve meeting dates and times for 2020-2021.

A motion to approve the 2020-2021 meeting to be held on the last Monday of the month (with holiday schedule adjustment) at 5:30 was motioned by Jill Ulm. Kurt Yuengling seconded the motion, which passed unanimously.

**D. Conflict of Interest Forms**

Dave Lykins

Superintendent Lykins provided the reasoning for the Conflict of Interest forms and filing of disclosures policy. He reminded the Board that the form is for significant conflicts. Cristy Zeller reaffirmed that this is an annual process.

**Action Item:** Discussion and possible action to approve submittal of the Conflict of Interest forms and filing of disclosures policy.

A motion to approve the submittal of the Conflict of Interest forms and filing of disclosures policy was motioned by Nihal Sarikaya and seconded by Priscilla Rost. The motion passed unanimously.

**E. Start of School Year Report (August 17, 2020)**

NPA Administration

Superintendent Lykins read the five public comments that were received by the deadline.

Then, Superintendent Lykins shared that the teachers volunteered their time to create the fully online model to meet the COVID-19 pandemic challenges. Every staff member provided input into the plan. A canned or cookie cutter approach was not implemented. Rather, the online academic environment, unique to NPA, has been created by the Faculty.

NPA addressed the challenges of connectivity and device issues faced by the students. Gmail accounts were adjusted so that the students and teachers could have two-way communication. As for student accountability, students will receive grades and attendance will be tracked. Neither students nor teachers are double booked for core subject delivery. Administration will collect feedback and adjust programming based on informed data, using the student-centered approach.

Principal Litwicki shared that he and Administration/Faculty attended the Virtual Teaching Academy, a 20-hour professional development course, to create the online program. The course emphasized not recreating the classroom on the internet and using synchronous time to support asynchronous time. The number and duration of Zoom meetings were based on information from educational professionals. The online format was designed to remove the burden from the parents. Also, NPA did not want to recreate the format 3-4 weeks into the semester. Hence, the synchronous and asynchronous model was created. Google Classroom, which is the equivalent of Canvas, will be used. Funds were used to purchase texts and devices.

Then, Principal Litwicki explained the schedule. The rollout is in place on the schedule to provide time for all teachers to present a 5-day schedule for the students and parents. Afternoons were structured with open meetings, giving students and teachers time for personal interactions. Also, time was carved out for clubs to have specific time to meet, supporting students' social and emotional needs. In addition, Professional Development time provides teachers the opportunity to learn from the new format through feedback with each other and to analyze the program, moving forward with improvements. The schedule is adaptable, based on decisions from experience and learning. If there comes a time to switch back to the in-school model, it will look like the NPA Online Learning Model. Students will be prepared to switch between in-school and online formats, depending on the COVID-19 pandemic.

Board members asked questions and commented about the online format and schedule.

Cristy Zeller felt that the dynamic and flexible model is beneficial. She confirmed with Superintendent Lykins that if a parent has issues, they will follow the same process as they would during a regular school year. The process involves communication with the teacher first, then administration, and then the Board.

Susan McCullough requested that the rollout occur prior to Monday morning, so that parents can review the items prior to work.

Scott Keller thanked Superintendent Lykins for the work and appreciated the research and collaboration with Staff and Faculty to prepare the schedule.

Priscilla Rost referred to the issue of accountability, asking how parents can be involved in tracking and providing feedback. Principal Litwicki referred to Infinite Campus, where parents can enter the portal and review grades and follow the chain of discussion that was mentioned earlier. Also, he expects that the teacher rubrics and schedules will help the parents and students.

In addition, Principal Litwicki shared that homework would be 4-7 hours per class for middle school students and 5-8 hours for high school students. The most challenging classes are math and foreign language, which will include tools to support the subjects (e.g., Khan Academy).

Kurt Yuengling expressed that he understood the schedule after the explanation provided by Principal Litwicki and Superintendent Lykins. He recommended that meetings be labeled as 1-on-1 meetings between students and teachers, as well as more dedicated time where the students know they are being observed.

Superintendent Lykins stated that each school/district must submit Distance Learning Plan (DLP; includes attendance, seat hours, synchronous and asynchronous learning) for their LEA's by August 14, 2020 and posted on the website. Also, he stated that the Faculty who were listening in on the meeting suggested to switch the rollout with the club time.

### **VIII. Committee Reports (Chairpersons and Meeting Times)**

Cristy Zeller

Board members volunteered as Chairpersons and Members for the following committees.

- a. Bylaws and Policies- Review and decision recommendations  
 Chairperson: Kurt Yuengling  
 Member(s): Susan McCullough  
 Report:
- b. Community Enrichment- Review and decision recommendations  
 Chairperson: Jill Ulm  
 Member(s): Jessica Gabrys  
 Report:
- c. Finance- Review and decision recommendations  
 Chairperson: Nihal Sarikaya  
 Member(s): Scott Keller, Susan McCullough  
 Report:
- d. Fundraising/Grant Writing- Review and decision recommendations  
 Chairperson: Nihal Sarikaya  
 Member(s): Scott Keller, Priscilla Rost, Cristy Zeller  
 Report:
- e. Strategic Planning- Review and decision recommendations  
 Chairperson: Cristy Zeller

Member(s): Susan McCullough, Nihal Sarikaya, Jill Ulm

Report:

f. Board Recruitment- Review and decision recommendations

Chairperson: Priscilla Rost

Member(s):

Report:

g. Personnel- Review and decision recommendations

Chairperson: Scott Keller

Member(s): Jill Ulm, Cristy Zeller

Report:

h. Diversity, Equity & Inclusion (DEI)-Review and decision recommendations

Chairperson: Cristy Zeller

Member(s): Jessica Gabrys, Nihal Sarikaya, Kurt Yuengling

Report:

**IX. Other Business**

Cristy Zeller

- Because Chris Aungst is stepping down from the Board, Board Recruitment committee will follow regular process to recruit a new Board member. The process will be open to the public and those who applied in the past.
- A document will follow with Board Meeting dates.
- A meeting may be scheduled for August 31, 2020. The meeting may include Board work and ASBA training information.

**X. Adjournment**

Cristy Zeller

A motion to adjourn was made by Jill Ulm and seconded by Kurt Yuengling. The motion passed unanimously at 8:08pm.