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| <b>Regular Board Meeting of the Corporation</b><br><b>September 28, 2020</b><br><b>5:30p.m.</b> | <b>Northland Preparatory Academy</b><br><b>3300 East Sparrow Avenue</b><br><b>Flagstaff, AZ 86004</b> |
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## **MEETING MINUTES Approved at October 26, 2020 Meeting**

- I. Call to Order** Cristy Zeller  
5:30pm
- II. Pledge of Allegiance** Cristy Zeller
- III. Mission Statement** Cristy Zeller
- IV. Roll Call of Members** Cristy Zeller

|   | <b>Officers*</b>           |   | <b>Members*</b>  |
|---|----------------------------|---|------------------|
| X | Cristy Zeller (President)  | X | Scott Keller     |
| X | Jill Ulm (Vice President)  | X | Susan McCullough |
| X | Nihal Sarikaya (Treasurer) | X | Priscilla Rost   |
|   | Jessica Gabrys (Secretary) | X | Kurt Yuengling   |
|   |                            |   |                  |

\*Quorum requirement met (7 members present)

|   | <b>Administrators in Attendance</b> | <b>Others in Attendance</b>  |
|---|-------------------------------------|------------------------------|
| X | David Lykins (Superintendent)       | Carol Willis, Beth LaCour    |
| X | Jay Litwicki (Principal)            | Erin Gilmore, Gianna Wiggins |
|   | Vada Visockis (Assistant Principal) |                              |
| X | Steve Danner (Business Manager)     |                              |

- V. Statement of Welcome** Cristy Zeller
- VI. Call to the Public (Public Comment)** Cristy Zeller

Two public comments were received. Superintendent Lykins will read the comment during Section VIII, Item C.

- VII. Approval of Minutes from Board Meetings** Cristy Zeller

### **Regular Board Meeting: 8/31/2020 at 5:30 PM**

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

- VIII. NPA Business Items and Presentations** Cristy Zeller

- A. NPA Counseling Department Update** Carol Willis

The NPA Counselors—Carol Willis, Erin Gilmore, and Gianna Wiggins—introduced themselves to the Board. NPA is fully staffed with Program Director, School Psychologist, and Guidance Counselor. Recently, they conducted a transcript review for the Senior Class. In addition, they are using Infinite Campus and Calendly for academic planning and addressing 504/IEP needs. Superintendent Lykins stated that he was impressed on how the Counseling Team is building a platform to support students, family, and faculty. Details are located in PowerPoint Slides #2-3.

- B. Annual Financial Report Presentation** Steve Danner

Mr. Danner shared the AFR, which is due on 10/15/2020.

**Action Item:** Discussion and possible action to authorize Business Manager/Consultant to revise, finalize, and submit the AFR.

After a brief discussion, a motion to authorize the Business Manager/Consultant to revise, finalize, and submit the AFR was made by Nihal Sarikaya and seconded by Kurt Yuengling. The motion passed unanimously.

**C. Tier I Task Force Update for preparation for phased return to in-person instruction: all 3 health benchmarks will need to be Minimal (Green) and Moderate (Yellow) categories before NPA can begin a phased return to in-person learning**

David Lykins

Superintendent Lykins read the two public comments that were received for the Call to Public. Then, he shared the mitigation/safety plan the Tier 1 team developed. The plan takes into consideration CDC guidelines. A Health Aide has been hired to triage any COVID-19 cases that may arise. NPA is working with Clean Sweep, regarding sanitation practices. Flow charts were developed to guide Staff, Faculty, and Students of COVID-19 exposure and illness. NPA has reached out to Coconino County Health officials for review of the charts. Maintenance plan for HVAC and filters were developed. The Tier 1 Team is evaluating the HealthCheck application (powered by GuideSafe). Along with discussion on filter capacity to manage COVID, Board Members provided positive feedback on Tier 1 Team's efforts. Details are located in PowerPoint Slides #4-11.

**D. Principal's Update**

Jay Litwicki

Principal Litwicki shared updates from Staff and Faculty, in response to online learning and COVID-19. He shared the training activities that Faculty and Staff has undergone, such as social emotional learning, Infinite Campus, and Google Classroom. Recently, they discussed Mandatory Reporting and how to reach out to students remotely about abuse. Next, he discussed the surveys that have been conducted. Upon evaluation of surveys and feedback, Principal Litwicki shared the morale boosting and training efforts with Faculty, as well as facilitating communication between parents and Faculty. Finally, he discussed planning efforts for student intervention, Administration Leadership, Parent/Teacher Conferences, and showcase.

**IX. Committee Reports**

Cristy Zeller

- a. Bylaws and Policies- Review and decision recommendations  
Chairperson: Kurt Yuengling  
Report: Did not meet
- b. Community Enrichment- Review and decision recommendations  
Chairperson: Jill Ulm  
Report: Chairperson provided a brief report on CEC. They participated in the Faculty In-Service Day by providing four raffle gifts to faculty. CEC is searching for effective ways to reach out to 6<sup>th</sup> Grade parents. CEC now has an online store, npaspiritwearstore.com. Next meeting 10/20 at 1pm.
- c. Finance- Review and decision recommendations

Chairperson: Nihal Sarikaya

Report: Chairperson briefly described the discussion topics, including Audit Report, year-to-date financials, and grants. Mr. Danner spoke in greater details of the topics. To cover budgetary needs, NPA will use PPP funds and CARES grant funds. Next meeting on 10/21 at 4pm.

d. Fundraising/Grant Writing- Review and decision recommendations

Chairperson: Nihal Sarikaya

Report: Chairperson reported that the final report for the 2019 ACF Grant cycle was submitted. Also, the program associated with the 2020 ACF Grant cycle was active. Next meeting 10/7 at 3pm.

e. Strategic Planning- Review and decision recommendations

Chairperson: Cristy Zeller

Report: Chairperson reported that the group discussed the committee's history, including STEM building, sustainability project, and potential K-5 program. Next meeting is 10/13 at Noon.

f. Board Recruitment- Review and decision recommendations

Chairperson: Priscilla Rost

Report: Chairperson reported that there is one applicant for the current, vacant Board seat. Also, they discussed how to remove barriers for future applicants.

g. Personnel- Review and decision recommendations

Chairperson: Scott Keller

Report: Did not meet. They are planning a meeting for October/November.

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

Chairperson: Cristy Zeller

Report: Chairperson reported the advances made with the committee. The Curriculum and Training groups are considering the need for consultants. Budgeting and grants will be considered to cover the fees. The Accessibility subgroup defined accessibility. Accountability/Compliance group developing Program Strategy and Evaluation document.

**X. Other Business**

Cristy Zeller

Next Board Meeting meeting will be held at 5:30pm on October 26, 2020.

**XI. Adjournment**

Cristy Zeller

A motion to adjourn was made by Susan McCullough and seconded by Priscilla Rost. The motion passed unanimously at 7:35pm.