

<b>Regular Board Meeting of the Corporation</b> <b>January 25, 2021</b> <b>5:30p.m.</b>	<b>Northland Preparatory Academy</b> <b>3300 East Sparrow Avenue</b> <b>Flagstaff, AZ 86004</b>
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**MINUTES Approved at February 22, 2021 Meeting**

- I. Call to Order** Cristy Zeller  
**5:30p.m.**
- II. Pledge of Allegiance** Cristy Zeller
- III. Mission Statement**

Northland Preparatory Academy provides a coordinated, individualized program of study that promotes academic excellence and provides educational opportunities for serious middle and high school students, regardless of gender, ethnic origin, economic or academic ability.

- IV. Roll Call of Members** Cristy Zeller, President

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

\*Quorum requirement met (8 members present)

	<b>Administrators in Attendance</b>	<b>Others in Attendance</b>
X	David Lykins (Superintendent)	Beth LaCour, Kathleen King, Milan Trujillo, Maya Guthrie, Kaylana and Jasmine Mueller-Hsia
X	Jay Litwicki (Principal)	Bonnie (sic), Heather Ashby, Laura Nicol, Genevieve Smith
	Vada Visockis (Assistant Principal)	Tracie Gilliland, woods (sic), Stephanie A, Corie Murphy
X	Steve Danner (Business Manager)	Mari Goodman, Emily Craddock Thomas

- V. Statement of Welcome** Cristy Zeller

- VI. Call to the Public (Public Comment)** Cristy Zeller  
Eight public comments were received. Superintendent Lykins and Jay Litwicki will read the comments during Section VIII, Item B.

- VII. Approval of Minutes from Board Meeting** Cristy Zeller  
**Regular Board Meeting 12/14/20 at 5:30 PM**  
A motion to approve the draft minutes, as presented, was made by Scott Keller and seconded by Susan McCollough. The motion passed unanimously.

- VIII. NPA Business Items and Presentations**  
A. Tier 1 Task Force Update Lykins

(20 minutes)

Superintendent Lykins provided a Tier 1 Task Force Update. He reviewed the steps and action strategies that have already been completed. He then explained NPA's health and safety guidelines and the mitigation plan for supplies and action steps, including increased supply replacement schedules, identified long-term space, and health aide. Superintendent Lykins presented ongoing ideas toward the mitigation plan that include a GuideSafe App, complete with a symptom tracker, event passport/support, and other means to equip users with the information they/others need to make safe decisions. Superintendent Lykins then provided information about vaccinations, NPA school staff, and the metrics for their vaccination intentions. He further explained that there are some interruptions in the vaccination process such as limited vaccines and zero availability, and that the overall community spread would not be greatly mitigated until a major part of the community can obtain vaccines. He concluded this portion of the presentation by announcing that NPA will be using the health benchmark data for future decision making.

- B. Return To In-Person Instruction Update Lykins  
(30 minutes)  
\*Introduce NPA COVID dashboard  
Superintendent Lykins and Principal Litwicki read public comments from eight individuals. Superintendent Lykins then provided an update on the NPA COVID Dashboard: Safe, Strong, Together. He then briefly explained the data metric points, updated weekly, and where NPA sits in terms of reopening status and community spread.

- C. Principal's Report Litwicki  
(20 minutes)  
Principal Litwicki provided a brief update on the details of the proposed hybrid model. The hybrid model would be a split-week hybrid design and would retain Google Classroom for all assignments and live-streamed (recorded) classes from the classroom. Principal Litwicki acknowledged the efforts that are underway to enhance support for remote learning, counselling opportunities/support groups, earlier intervention protocols, staff training, and creation of crisis teams.

- D. NPA Budget Timeline Presentation Lykins  
(15 minutes)  
Superintendent Lykins provided a review of the budget timeline that is centered around employee contracts and the budget process. Key dates include March 22<sup>nd</sup> to approve issuing contracts to teachers, June 21<sup>st</sup> to propose the budget, and July 12<sup>th</sup> for the board to adopt the budget.

- E. Superintendent SMART Goals Lykins  
(15 minutes)  
Superintendent Lykins presented the three SMART goals that will lay foundation for the year's success. His first goal is to create communication plans to enhance delivery of all school operations, the second goal is to design a structured process to create the support and planning to prepare for the accreditation review process, and the third goal is to develop an articulated process to support board acknowledgement for Diversity, Equity, and Inclusion.

**Action Item:** Discussion and possible action on approving Superintendent Smart Goals as presented in Section VIII, item E.

After a brief discussion, a motion to approve the SMART goals, as presented in Section VIII, Item E, was made by Nihal Sarikaya and seconded by Scott Keller. The motion passed unanimously.

**IX. Committee Reports  
(Chairpersons and Meeting times)**

Cristy Zeller  
(45-60 minutes)

- a. Bylaws and Policies- Review and decision recommendations  
Chairperson: Kurt Yuengling  
Report: Chairperson reported that they examined the employee handbook, with regards to DEI, and they have several suggestions with which they will compile and share comments in a cohesive manner, within the next few weeks.
- b. Community Enrichment- Review and decision recommendations  
Chairperson: Jill Ulm  
Report: Nihal reported that the Spirit Wear store has been a success online. The CEC also thanked Angela Orvits for making the teacher gifts.
- c. Finance- Review and decision recommendations  
Chairperson: Nihal Sarikaya  
Report: Chairperson reported that they reviewed the December 2020 Year to Date financials, cash reserve protection via FDIC, and the PPP justification letter.
- d. Fundraising/Grant Writing- Review and decision recommendations  
Chairperson: Nihal Sarikaya  
Report: This committee did not meet.
- e. Strategic Planning- Review and decision recommendations  
Chairperson: Cristy Zeller  
Report: Chairperson reported that they finalized a pre-survey to receive input from stakeholders. Some areas of focus are academics, facilities safety, student experience, arts, etc. Participants will be able to select multiple responses. The goal is to obtain results after spring break.
- f. Board Recruitment- Review and decision recommendations  
Chairperson: Priscilla Rost  
Report: Chairperson reported that the committee had a successful informational meeting. There are seven applicants for three positions.
- g. Personnel- Review and decision recommendations  
Chairperson: Scott Keller  
Report: Chairperson reported that the committee discussed the three SMART goals. The committee thanked Dave for taking on the opportunities to enhance the overall well-being of NPA.
- h. Diversity, Equity & Inclusion (DEI)-Review and decision recommendations  
Chairperson: Cristy Zeller  
Report: Chairperson reported that the agenda fell off the priority list and gave way to an

emotional and robust conversation. There was budget proposal for training that was accepted by the superintendent and board.

**X. Other Business**

Future Board meeting dates and agenda items

February 22<sup>nd</sup>, 2021

ARC report and alignment

Principal's Report

DEI presentation- will ponder this

Board Working Session

**XI. Adjournment**

A motion to adjourn was made by Nihal Sarikaya and seconded by Susan McCollough. The motion passed unanimously at 8:22 pm.