

<b>Regular Board Meeting of the Organization</b> May 23, 2022 5:30p.m.	<b>Northland Preparatory Academy</b> 3300 East Sparrow Avenue Flagstaff, AZ 86004
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**APPROVED Minutes**

**I. Call to Order** Nihal Sarikaya  
5:30pm

**II. Pledge of Allegiance** Nihal Sarikaya

**III. Mission Statement**

Northland Preparatory academy provides a collaborative, well-rounded education through academics, arts, and athletics, and provides educational opportunities for a successful future, while fostering a diverse and inclusive community.

**IV. Roll Call of Members** Nihal Sarikaya

	<b>Officers*</b>		<b>Members*</b>
X	Nihal Sarikaya (President)	X	Alicia Vaughan
X	Ian Cribbs (Vice President)	X	Scott Keller
X	Susan McCullough (Treasurer)	X	Bonnie Baker
X	Jessica Gabrys (Secretary)	X	Priscilla Rost
		X	Brian Van Meerten
		X	David Lykins (Superintendent; Non-Voting)

\*Quorum requirement met (9 members present)

	<b>Administrators in Attendance</b>	<b>Others in Attendance</b>
X	Jay Litwicki (Principal)	
	Vada Visockis (Assistant Principal)	
X	Steve Danner (Business Manager)	

**VI. Call to the Public (Public Comment)** Nihal Sarikaya  
(30 minute time allotment)

There were no calls to the public this evening.

**VII. Approval of Minutes from Regular Board Meeting on 4/25/2022** Nihal Sarikaya

A motion to approve the minutes from Regular Board Meeting on 4/25/2022 was made by Jessica Gabrys. Ian Cribbs seconded the motion, which passed unanimously.

**VIII. NPA Business Items and Presentations**

A. NPA Principal Presentation Jay Litwicki

Principal Litwicki provided testing updates; 291 AP tests and make-up tests were administered. He thanked Carol Willis and the counseling staff for making the testing experience such a success. Principal Litwicki then presented on upcoming events such as NPA graduation, middle school community celebrations and street fair, finals schedule for the last few days of school, and the summer school schedule. He concluded his portion of the presentation with a staffing update which includes five new hires.

B. Budget (update) Presentation Steve Danner

Mr. Danner presented updates and edits to the budget with the intent to have it approved and issue contracts to teachers, prior to the end of the school year. He discussed a few potential upcoming expenditures and changes to the budget, but mainly focused on salary increases for the staff. He proposed an 8% increase for teachers and a 6% increase for admin staff.

Action Item: Discussion and possible action on approving employee contracts version 2.0 as presented

A motion was made to approve employee contracts version 2.0 as presented by Susan McCullough and seconded by Brian Van Meerten. The motion passed unanimously.

C. NPA 990 Presentation

Steve Danner

Mr. Danner presented the board with the 990 documentations with the intent of the board acknowledging the filing that occurred prior to May 15.

Action Item: Discussion and possible action to acknowledge and approve the NPA 990 filing prior to May 15th, 2022.

A motion was made to acknowledge and approve the NPA 990 filing prior to May 15th, 2022, by Alicia Vaughan, and seconded by Scott Keller. The motion passed unanimously.

D. Presentation on Memorandum of Understanding  
between CAVIAT and NPA for provision of Career  
Technical Education Programs

Dave Lykins

Superintendent Lykins presented the MOU for the CAVIAT program through Coconino Community College, for Career Technical Education programs, with the intent to continue the partnership. The MOU is identical to the one from 2021, including the cost.

Action Item: Discussion and possible action to approve MOU with CAVIAT and NPA for Career Technical Education Programs

A motion was made to approve the MOU with CAVIAT and NPA for Career Technical Education Programs by Jessica Gabrys and seconded by Susan McCullough. The motion passed unanimously.

E. Food Service Presentation

Dave Lykins

Superintendent Lykins presented on his efforts to partner with FUSD to provide free/reduced lunch opportunities to NPA students and staff. The MOU includes lunch meal service daily, shared SIS student/parent contact with FUSD, is FERPA covered, meets National School Lunch Program nutrient requirements, will have a point-of-sale system, and will strengthen current partnerships with other organizations in the community.

## **IX. Committee Reports**

**(Chairpersons and Meeting times)**

(30-45 minutes)

- a. Bylaws and Policies- Review and decision recommendations

Chairperson: Ian Cribbs

Member(s): Bonnie Baker

Report: Did not meet.

Action Item: Discussion and possible action on the NPA Governing Board adopting a policy to exempt a person from the Fingerprint Clearance Card (FCC) requirements of A.R.S. 15-512. (Second Reading)

After discussion, Ian Cribbs motioned that “A person, including a contractor, subcontractor or vendor or any employee of these entities, is exempt from the requirements of A.R.S. 15-512 if their normal job duties are not likely to result in independent access to or unsupervised contact with pupils. The School’s Superintendent shall have the authority to make an exemption determination based on the analysis of the person’s job duties.” Scott Keller seconded the motion, which passed unanimously.

- b. Community Enrichment- Review and decision recommendations

Chairperson: Alicia Vaughan

Member(s): Susan McCullough

Report: Ms. Vaughan stated that the CEC will be bringing in lunch for the teachers tomorrow. Plans for organization are underway, in addition to a coffee fundraiser idea (to begin at the beginning of the school year).

- c. Finance- Review and decision recommendations

Chairperson: Susan McCullough

Member(s): Ian Cribbs, Scott Keller, Nihal Sarikaya

Report: The committee reviewed the Year-to-Date report and budget, as previously presented by Steve Danner. Budget and bonus were presented in the Budget Update Presentation section.

**Action Item:** Discussion and possible action to approve the Finance Committee’s review of the monthly financials as presented.

Susan McCullough motioned the approval of the Finance Committee’s review of the monthly financials as presented. Ian Cribbs seconded the motion, which was approved unanimously.

- d. Fundraising/Grant Writing- Review and decision recommendations

Chairperson: Nihal Sarikaya

Member(s): Priscilla Rost

Report: Chairperson reported that the golf fundraiser banners are hanging around NPA. She also added that the website is up and running to accept sponsorships. She added that the play and fitness station fundraiser has raised \$5,000; additional donations are welcome.

- e. Strategic Planning- Review and decision recommendations  
Chairperson: Ian Cribbs  
Member(s): Susan McCullough, Nihal Sarikaya, Alicia Vaughan  
Report: Did not meet.
- f. Board Recruitment- Review and decision recommendations  
Chairperson: Priscilla Rost  
Member(s): Brian van Meerten  
Report: Did not meet.
- g. Personnel- Review and decision recommendations  
Chairperson: Scott Keller  
Member(s): Alicia Vaughan, Jessica Gabrys  
Report: Chairperson reported that the committee met and reviewed the superintendent's SMART goals.
- h. Diversity, Equity & Inclusion (DEI)-Review and decision recommendations  
Chairperson: Jessica Gabrys  
Co-Chair: Bonnie Baker  
Members: Ian Cribbs, Scott Keller, Nihal Sarikaya, Brian van Meerten, Alicia Vaughan

Report: Curriculum and Training met and received updates on PLC presentations, accessibility to free/reduced lunches, SMART goals that teachers initiated and carried out this year, and peer tutoring. The plan is to continue the peer tutoring program next year and kick it off on the first day of school. A few other updates include rehiring Jade to hold DEI trainings for new teachers, advertising around town to hit a more diverse population, working with CCC to provide opportunities for free summer classes and the Summer Bridge Program, and of course the need to continue bolstering programs such as the free/reduced lunch, SEL work, and student/teacher-led initiatives. PAR did not meet.

**X.** Executive Session pursuant to A.R.S. 38-431.03 (A)(1) for the purpose of discussion of the annual Superintendent's evaluation and review of performance goals and proposed contract renewal.

A motion was made to move into Executive Session pursuant to A.R.S. 38-431.03 (A)(1) for the purpose of discussion of the annual Superintendent's evaluation and review of performance goals and proposed contract renewal by Ian Cribbs and seconded by Scott Keller. The motion passed unanimously.

Action Item: Discussion and possible action regarding the Superintendent's performance pay and contract renewal.

A motion was made to approve the Superintendent's performance pay in-full for 2021-2022 and contract renewal for 2022-2025 with a 6% raise in line with the other NPA administrators and a

modification to annual performance pay not to exceed 20% of base salary by Bonnie Baker and seconded by Ian Cribbs. The motion passed unanimously.

## **XI. Other Business**

Future Board meeting dates and agenda items

June 20th, 2022 (Propose Budget)

July 11th, 2022 (Adopt Budget)

August 8th, 2022 (Seating/Oath/Conflict of Interest)

## **XII. Adjournment**

A motion to adjourn was made by Jessica Gabrys and seconded by Alicia Vaughan. The motion passed unanimously at 8:04pm.