

Regular Board Meeting of the Corporation November 18, 2019 5:30p.m.	Northland Preparatory Academy 3300 East Sparrow Avenue Flagstaff, AZ 86004
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MEETING MINUTES Approved at December 16, 2019 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
	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)	Vada Visockis, Trish Callan-Eberlein
X	Toni Keberlein (Principal)	Mari Goodman, Clara Kohnen,
X	Steve Danner (Business Manager)	Brian Shaw, Bahattin Yildiz

- IV. Welcome** Ian Cribbs
- V. Call to the Public** Ian Cribbs

Mari Goodman, an NPA parent, followed-up on student statements from previous meetings. She recommended that the students share their perspective with the Board, through committees.

- VI. Approval of minutes from Board Meeting on October 28, 2019** Ian Cribbs
- A motion to approve the draft minutes, as presented, was made by Cristy Zeller and seconded by Priscilla Rost. The motion passed unanimously.

VII. NPA Business Items and Presentations

- A. 2019-2020 Audit Presentation Brian Shaw
- Brian Shaw, auditor from Fester & Chapman, presented a summary of his report to the Board. Overall, NPA is in good financial standing. As of June 30, 2019, NPA has over \$3 million in net assets. With the expense analysis, 84% of the expenses are related to NPA's mission, whereas 16% of the expenses are related to administration. On average, nonprofits' expenses range 80-90% on mission related expenses. Hence, NPA is within the acceptable range for mission related expenses. With respect to compliance, NPA is in good standing. He recommended that NPA incorporate the Sure/Positive Pay practice for fraud prevention.

During the discussion phase, Brian confirmed that he used a process questionnaire to conduct the audit. He reiterated that the controls in place were great and there were no red flags. He also reassured that building a reserve is good practice. He has not observed the AZ Charter School Board place a guidance as to what is considered too much money in reserve. He recommended that the reserve could be used towards the mortgage, which is due in 2025.

For details of the audit report, contact administration.

- B. NPA Showcase Update Dave Lykins/Toni Keberlein
 NPA held a showcase, on November 2, for potential students. The event was positive. Parents are still sharing their feedback of the event. A few changes will be implemented for the December 7th session. Details are available in PowerPoint slides #5-10.
- C. Counseling Corner Update Trish Callan
 School Counselor, Ms. Callan, presented an update of the Counseling Department's activities. Details are available in PowerPoint slides #11-13.
- D. E-Rate Agreement Dave Lykins
 With the E-Rate Services program, NPA will be reimbursed (up to 40%) for technology infrastructure upgrades and maintenance. NPA will enter an agreement with Yavapai County School Superintendent for E-Rate services. Details are available in PowerPoint slides #14.
- E. Health Benefits Update Dave Lykins/Steve Danner
 Both Superintendent Lykins and Mr. Danner provided the Board an update about the employee benefits package. The staff and faculty are in an open enrollment period. Details are available in PowerPoint slides #15-19.

VIII. Committee Reports

Ian Cribbs

- a. Bylaws and Policies – Review and decision recommendations
 Chairperson: Chris Aungst
 Report: Committee met and drafted an investment policy. The policy states that NPA will not participate in risky investments, such as derivatives and short sales.
Action Item: Discussion and possible action to adopt investment policy as presented.
 Upon review and discussion, Nihal Sarikaya motioned to approve the investment policy. Darlene Burden seconded the motion. The investment policy was approved unanimously.
- b. Community Enrichment (CEC) - Review and decision recommendations
 Chairperson: Jill Ulm
 Report: CEC held the Krispy Kreme fundraising drive that raised approximately \$800. CEC is preparing teacher gift boxes and snacks for finals.

c. Finance – Review and decision recommendations

Chairperson: Darlene Burden

Report: Superintendent Lykins, Steve Danner, and Nihal Sarikaya summarized the meeting. They shared the information that was gathered and presented to the committee. For details, please refer to the meeting minutes.

Action Item: Discussion and possible action to approve recommendation of Finance Committee for no/low risk investment as presented.

Upon review and discussion, Nihal Sarikaya motioned to approve the no/low risk investment, up to \$1.1million. Kathleen King seconded the motion. ***Ian Cribbs recused himself from the votes.*** The no/low risk investment was approved unanimously.

d. Fundraising/Grant Committee – Review and decision recommendations

Chairperson: Nihal Sarikaya

Report: Did not meet.

e. Strategic Planning – Review and decision recommendations

Chairperson: Ian Cribbs

Report: Did not meet. The committee will meet 12/5/2019 at 5:30pm.

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. The committee will meet 12/5/2019 at noon.

IX. Other Business

Ian Cribbs

- Board will receive updates on students.
- Next scheduled NPA Governing Board meeting is Monday, **December 16, 2019 at 5:30pm.** The meeting is located at NPA.

X. Adjournment

Ian Cribbs

A motion to adjourn was made by Nihal Sarikaya and seconded by Jill Ulm. The motion passed unanimously at 7:20pm.