

# Regular Board Meeting of Northland Preparatory Academy Minutes

Approved at Meeting on 12-18-23

3300 E. Sparrow Ave. Flagstaff, AZ 86004

Monday, November 13th, 2023, at 5:30 PM

Location: Multi-Purpose Room

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

**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**

	Officers*		Members*
X	Nihal Sarikaya (President)	X	Alicia Vaughan
X	Ian Cribbs (Vice President)	X	Crystal Hepp
X	Susan McCullough (Treasurer)	X	Luke Plonsky
X	Scott Keller (Secretary)	X	Michael Shafer
X	David Lykins (Superintendent)	X	Brian Van Meerten

\*Quorum requirement met

	Administrators in Attendance	Others in Attendance
X	Jay Litwicki (Principal)	Heidi & Scott Wolford
X	Vada Visockis (Assistant Principal)	Mike Thomas
X	Steve Danner (Business Manager)	Chris Phillips

**V. Call to the Public (Public Comment)** Nihal Sarikaya  
(30-minute time allotment)  
No calls to the public.

**VI. Approval of Minutes from Regular Board Meeting on 10/23/2023 at 5:30 PM** Nihal Sarikaya

Susan McCullough motioned to approve the October meeting minutes, and Luke Plonsky seconded. The motion passed unanimously.

**VII. NPA Business Items and Presentations** Nihal Sarikaya

A. Audit Report Presentation Fester/Chapman

Kevin Camberg presented the year-end audit report to the Board. Mr. Camberg reported that the audit had no findings and that it was completely clean from his standpoint. He also stated that NPA is in a strong financial position with a great balance sheet.

B. NPA 990 Presentation

Steve Danner

Kevin Camberg also reviewed the 990 form that is filed with the IRS annually. He said everything was clean and clear on the form.

**Action Item:** Discussion and possible action to approve the filing of NPA 990.

A motion to approve the filling of the NPA 990 form was made by Ian Cribbs and seconded by Alicia Vaughan. The motion passed unanimously.

C. Science/Stem/Steam addition presentation

David Lykins/Kai Kaoni

Mr. Lykins presented the process and the team for screening and selecting a contractor for the STEM addition. He reported to the Board that the recommended company is Kinney Construction Services Inc. (KCS), as selected by the committee. Committee member Kai Kaoni reviewed the process, with the Board, for selecting KCS as the contractor to partner with and reasons why they were selected. Ian Cribbs also provided his feedback and reasons as to why KCS was selected to build the STEM wing on the NPA campus. The team utilized rubrics and reached a consensus among the committee members.

**Action Item:** Consideration and possible action regarding the CM@R Pre-construction/Design Phase Services Contract for the Northland Preparatory Academy Classroom Expansion Project. Please note, the Board may enter into executive session pursuant to A.R.S. 38-431.03(A)(3) for discussion or consultation for legal advice with the attorney or attorneys of the school.

A motion to approve CM@R Pre-construction/Design Phase Services Contract for the Northland Preparatory Academy Classroom Expansion Project was made by Alicia Vaughan and seconded by Ian Cribbs. The motion passed unanimously.

D. Principal Presentation

Jay Litwicki

Mr. Litwicki first presented the school letter grade, where NPA received an A grade. NPA scored the second highest in the State for the high school. Mr. Litwicki informed the board there is always work to do to improve; the MTSS journey will be part of the improvement process. He discussed Service Week, taking place 11/13 through 11/17, at NPA where students support various community organizations.

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

Nihal Sarikaya  
(30-45 minutes)

- a. Bylaws and Policies- Review and decision recommendations: Ian Cribbs. Did not meet.
- b. Community Enrichment- Review and decision recommendations: Alicia Vaughan. Next meeting is on 11/14/23. Remains an active and busy group, providing birthday cards to staff members. A luncheon will be provided for all staff in December.
- c. Finance- Review and decision recommendation: Susan McCullough. Met and reviewed auditor report, and discussed NPA's health insurance plan.
- d. Fundraising/Grant Writing- Review and decision recommendations: Nihal Sarikaya. Looking at grant opportunities or community partners for the new STEM wing. Will meet on December 4<sup>th</sup>.

- e. Strategic Planning- Review and decision recommendations: Ian Cribbs. Will meet on 11/15 with the architects.
- f. Board Recruitment- Review and decision recommendations: Brian Van Meerten. Did not meet, but attended the Showcase and has a scheduled informational meeting on January 10<sup>th</sup>.
- g. Personnel- Review and decision recommendations: Scott Keller. Met on 11/2/23 and created/reviewed the Superintendent Smart goals for the 23/24 school year. Mr. Lykins reviewed the goals with the Board.

**Action Item:** Discussion and possible action to approve Superintendent's SMART Goals as presented.

A motion to approve the Superintendent's SMART Goals, as presented, was made by Luke Plonsky and seconded by Crystal Hepp. Motion passed unanimously.

- h. Diversity, Equity & Inclusion (DEI)-Review and decision recommendations: Brian Van Meerten. Will meet 11/16

## **IX. Other Business**

Future Board meeting dates and agenda items

December 18<sup>th</sup>, 2023

January 22<sup>nd</sup>, 2024

## **X. Adjournment**

A motion to adjourn at 6:55 was made by Ian Cribbs and seconded by Crystal Hepp. Motion passed unanimously.