

# Regular Board Meeting of Northland Preparatory Academy

3300 E. Sparrow Ave. Flagstaff, AZ 86004

Monday, September 23<sup>rd</sup>, 2024, at 5:30 PM

Location: MPR

## **Draft Meeting Minutes**

### **I. Call to Order**

Scott Keller

Meeting called to order at 5:31PM.

### **II. Pledge of Allegiance**

Scott Keller

### **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**

	Officers*		Members*
x	Scott Keller (President)	x	Scott Wolford
x	Ian Cribbs (Vice President)	x	Crystal Hepp
x	Susan McCullough (Treasurer)	x	Luke Plonsky
x	Alicia Vaughan (Secretary)	x	Michael Shafer
x	David Lykins (Superintendent)	x	Chris Phillips

\*Quorum requirement met

	<b>Administrators in Attendance</b>	<b>Others in Attendance</b>
--	-------------------------------------	-----------------------------

x	Jay Litwicki (Principal)	
x	Vada Visockis (Assistant Principal)	
x	Steve Danner (Business Manager)	

**V. Call to the Public (Public Comment)**

Scott Keller

(30-minute time allotment)

No calls to the public.

**VI. Approval of Minutes**

Scott Keller

Susan McCullough moves to approve meeting minutes from both 7/31/24 executive session and regular board meeting minutes from 8/5/24. Michael Shafer seconds and motion passes unanimously, with one abstention. Luke Plonsky abstains since he was not in attendance.

**VII. NPA Business Items and Presentations**

Scott Keller

**A. STEAM Building Presentation**

Dave Lykins/KCS

We received an update from Mike Devolder. from KCS on new STEAM building construction progress and budget status. The project is on schedule.

**B. Annual Financial Report (AFR) presentation**

Steve Danner

Steve Danner gave a presentation on the annual financial report due October 15<sup>th</sup>. One note of mention is about our reserves and any policy regarding them. While we don't have a policy, we are on track to exceed the rising expectations about the minimum Cash on Hand we have. Board members need to Docusign the cover page when it is sent before the submittal date.

**Action Item:** Discussion and possible action to authorize NPA Business Manager/Consultant to revise, finalize, and submit AFR prior to October 15<sup>th</sup>, 2024.

Alicia Vaughan moved to authorize NPA Business Manager to revise, finalize, and submit AFR prior to October 15<sup>th</sup> deadline. Ian Cribbs seconds, and motion passes unanimously.

**C. Principal Presentation (Start of School)**

Jay Litwicki

We received an update from Mr. Litwicki on the school-wide efforts around school culture, and upcoming training regarding safety and safety drills. MTSS updates on implementing new ILS and promoting best practices focused on tier1 support inside the classroom, and ongoing meetings with Dr. Alexander.

Also went over the kickoff training with teachers at the beginning of the year, including some focus on cell phone policies.

He debriefed us on the teacher in-service day on inclusive practices led by Social Studies Dept., and upcoming events on the school calendar.

### **VIII. Committee Reports**

Scott Keller

#### **(Chairpersons and Meeting times)**

(30-45 minutes)

- a. Bylaws and Policies- Review and decision recommendations:  
**Chair:** Ian, **Members:** Michael, Crystal
- b. Community Enrichment- Review and decision recommendations  
**Chair:** Alicia, **Members:** Scott Wolford, Scott Keller
- c. Finance- Review and decision recommendations  
**Chair:** Susan, **Members:** Luke, Ian, Scott K., Chris

**Action Item:** Discussion and possible action at approve monthly financials as presented:

Susan makes a motion to approve monthly financials as presented, and Crystal seconded. Motion passes unanimously.

- d. Fundraising/Grant Writing- Review and decision recommendations  
**Chair:** Scott K., **Members:** Crystal, Chris, and Luke
- e. Strategic Planning- Review and decision recommendations  
**Chair:** Ian, **Members:** Alicia, Susan, Michael, Scott W.
- f. Board Recruitment- Review and decision recommendations  
**Chair:** Luke, **Members:** Susan
- g. Personnel- Review and decision recommendations  
**Chair:** Scott K., **Members:** Michael, Chris
- h. Diversity, Equity & Inclusion (DEI)-Review and decision recommendations  
**Chair:** Crystal, **Members:** Alicia, Scott W.

### **IX. Other Business**

Future Board meeting dates and agenda items

October 28<sup>th</sup>, 2024

November 18<sup>th</sup>, 2024

December 16<sup>th</sup>, 2024

### **X. Adjournment**

Motion to approve the adjournment at 7:07 PM was made Ian and Crystal seconded. Passed unanimously.