

Regular Board Meeting of Northland Preparatory Academy

3300 E. Sparrow Ave. Flagstaff, AZ 86004

Monday, September 23rd, 2024, at 5:30 PM

Location: MPR

Meeting Minutes -- Approved at the Oct. 28, 2024 Meeting

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

	Administrators in Attendance	Others in Attendance
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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 15th. 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 15th, 2024.

Alicia Vaughan moved to authorize NPA Business Manager to revise, finalize, and submit AFR prior to October 15th 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 28th, 2024

November 18th, 2024

December 16th, 2024

X. Adjournment

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