

# Regular Board Meeting of Northland Preparatory Academy

3300 E. Sparrow Ave. Flagstaff, AZ 86004

Monday, November 18<sup>th</sup>, 2024, at 5:30 PM

Location: MPR

## **Draft Meeting Minutes**

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

Scott Keller

Meeting called to order at 5:31 PM.

### **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 |
|--------|-------------------------------------|----------------------|
| x      | Jay Litwicky (Principal)            |                      |
| x<br>x | Vada Visockis (Assistant Principal) |                      |
|        | Steve Danner (Business Manager)     |                      |

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

Scott Keller

No calls to the public.

**VI. Approval of Minutes**

Scott Keller

Ian Cribbs moves to approve minutes from Regular Board Meeting on October 28<sup>th</sup>, 2024 and Luke Plonsky seconds. Motion passes unanimously.

**VII. NPA Business Items and Presentations**

Scott Keller

**A. Audit Report Presentation**

Fester & Chapman

Successful audit with a clean opinion on financial statements and position. Legal compliance questionnaire revealed only 2 findings with thoughtful school responses. Very organized which helped facilitate the audit.

**B. NPA 990 Presentation**

Steve Danner

We reviewed the Form 990 for submittal, with notes that the names of Governing Board members needs to be updated.

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

Alicia Vaughan moves to file 990 with change to update governing board member roster. Susan McCollough seconds. Passes unanimously.

**C. Principal Presentation**

• **State Letter Grade Data**

Jay Litwicki

Vada Visockis

Mr. Litwicki presented all the data related to recently released NPA school grade for the 23/24 SY (A), particularly focusing on MS improvement over SY22/23. Significant gains in growth thanks to schoolwide efforts over the last year in MTSS and DEIA. Efforts continue with MTSS implementation and ELA curriculum alignment.

Fall sports wrapped up very successfully! Service week is this week organized by STUCO with different service projects by grade level. Data on Parent-Teacher Conferences were shared, and admin collected feedback from teachers for adjustments for next year.

**VIII. Committee Reports**

Scott Keller

**(Chairpersons and Meeting times)**

**(30-45 minutes)**

- a. **Bylaws and Policies- Review and decision recommendations.** Did not meet.

**b. Community Enrichment- Review and decision recommendations**

Met 11/14, next 12/12. Fundraiser at Oreganos this Wednesday 11/20, and at Canes on 12/5. Will have another round of coffee and spirit wear sales before the Winter Break, and planning catered lunch for faculty and staff on 12/13.

**c. Finance- Review and decision recommendations**

Met 11/12, went over October financials. Meeting 1/21 next.

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

Susan moves to approve monthly financials as presented and Crystal Hepp seconds. Motion passes unanimously.

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

Met 11/12, reviewed list of family contacts for the Direct Ask Campaign. Steve reports \$6K has come in from direct ask campaign thus far, with more in pledges. We are off to a good start, and about ½ the list has not yet been contacted yet. Need to at least get that first contact out to all families.

**e. Strategic Planning- Review and decision recommendations**

Met 11/14, reviewed budget update on STEAM building with focus on the contingency dollars. We discussed the items that were value engineered out of the original GMP for what to prioritize for potentially adding back in using the contingency budget.

**f. Board Recruitment- Review and decision recommendations**

Did not meet. Board members attend NPA showcases to help with recruitment.

**g. Personnel- Review and decision recommendations**

Met 11/12. Mr. Lykins reviewed his SMART goals for the school year which are focused on Communication, MTSS and continuous school improvement, managing the new STEAM building construction, and transition to occupation of that building.

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

Luke Plonsky moves to approve Superintendents SMART goals as presented and Ian Cribbs seconds. Passes unanimously.

**h. Diversity, Equity & Inclusion (DEI)-Review and decision recommendations**

Did not meet. Meeting 11/21 at 3:00.

## **IX. Other Business**

### **Future Board meeting dates and agenda items**

**December 16<sup>th</sup>, 2024 (KCS STEAM Building presentation & tour)**

**January 27<sup>th</sup>, 2025**

## **X. Adjournment**

Motion to adjourn at 7:14 by Ian Cribbs and seconded by Crystal Hepp, passes unanimously.