

Regular Board Meeting of Northland Preparatory Academy

3300 E. Sparrow Ave. Flagstaff, AZ 86004

**Monday, December 16<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 Litwicki (Principal)	
x	Vada Visockis (Assistant Principal)	
x	Steve Danner (Business Manager)	

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

Scott Keller

No calls to the public.

**VI. Approval of Minutes**

Scott Keller

Luke Plonsky moves to approve minutes from Regular Board Meeting on November 18, 2024 and Michael Shafer seconds. Motion passes unanimously.

**VII. NPA Business Items and Presentations**

**Scott Keller**

A. NPA STEAM Building Presentation & Tour KCS  
KCS took the Board Members on a tour of the new building which was very much appreciated and wonderful to see the progress up close. They also did a review of the BSU. Of note, we have added a bit to the contingency budget and are doing well overall on the finance and schedule aspects of the project. Strategic committee has been working on Value Engineering items to add back in that includes: Strata wood ceiling for better acoustics in the MPR, wall graphics in a few areas, full tile walls on the wet walls of the student bathrooms, and concrete slab patios off the garage door classrooms.

- B. Principal Presentation
- Fall Semester Wrap-up

Jay Litwicki  
Vada Visockis

Mr. Litwicki reported on a successful service week for the school. We also received an MTSS update, and plans for reviewing data and changes for spring semester. We heard an update on all the exciting things happening for students around school culture over the Fall semester with dances and pep assemblies and end of semester performances.

**VIII. Committee Reports**

**Scott Keller**

**(Chairpersons and Meeting times)**

**(30-45 minutes)**

- Bylaws and Policies- Review and decision recommendations.** Did not meet.
- Community Enrichment- Review and decision recommendations.** Did not meet.  
CEC provided a catered lunch for teachers and staff on 12/13 which was well-received, and we had successful fundraisers at local restaurants in November and December. We also re-stocked the Spirit Wear.
- Finance- Review and decision recommendations** Did not meet.
- Fundraising/Grant Writing- Review and decision recommendations**

Did not meet, but Scott reviewed our Direct Ask Campaign status and where we have work to do. Steve reported on what we have received in donations thus far. Plan to push for another round in January. There are several ideas for how to advertise that will be discussed at next fundraising meeting.

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

Met and reviewed Value Engineering items to add back in given our contingency budget, reviewed above and totaling around ~51K.

**f. Board Recruitment- Review and decision recommendations. Did not meet.**

Board members have been present at showcases, and there have been informal interests expressed, no applications received yet. January 8<sup>th</sup> meeting at 5:30 in main lobby as an open house for interested applicants.

**g. Personnel- Review and decision recommendations Did not meet.**

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

Met and reviewed committee work done previously. Still considering developing a land acknowledgment, working with any interested students or staff. Also looking at what events exist across Flagstaff that teachers and staff might want to participate in across the community, outside of school. Will meet again in January.

**Executive Session pursuant to A.R.S. 38-431.03 A (1) Personnel to discuss and consider administrative changes.**

Alicia Vaughan moves to transition into executive session to discuss personnel matters and Susan McCollough seconds.

Michael Shafer moves to exit executive session and Ian Cribbs seconds. Motion passes unanimously.

**IX. Other Business**

Future Board meeting dates and agenda items:

January 27<sup>th</sup>, 2025 (Budget Process/Timeline)

February 24<sup>th</sup>, 2025 (Budget Update)

March 24<sup>th</sup>, 2025 (Approve Employee Contracts)

**X. Adjournment**

Motion to adjourn at 7:02 by Ian Cribbs and seconded by Crystal Hepp, passes unanimously.