

Regular Board Meeting of Northland Preparatory Academy

3300 E. Sparrow Ave. Flagstaff, AZ 86004

Monday, January 27<sup>th</sup>, 2024, at 5:30 PM

Location: MPR

**Draft Meeting Minutes**

**I. Call to Order** Ian Cribbs

Meeting called to order at 5:32 PM.

**II. Pledge of Allegiance** Ian Cribbs

**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*
	Scott Keller (President)		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)**

**Ian Cribbs**

Jeff Hines, 8<sup>th</sup> grade science teacher. Speaking out of concern from teachers that have a desire to participate in a potential search committee for replacement of Dr. Visockis as Vice Principal. These opportunities to fill leadership vacancies do not come up often, and they would like to participate.

**VI. Approval of Minutes**

**Ian Cribbs**

Michael Shafer moves to approve minutes from Regular Board Meeting on December 16, 2024 and Crystal Hepp seconds. Motion passes unanimously.

**VII. NPA Business Items and Presentations**

**Ian Cribbs**

**A. NPA Budget Timeline Presentations**

**David Lykins**

- Review of budgeting norms, a process putting students first and focused on clear and timely communication
- Review of timeline to meet budget adoption deadline.

**B. Principal Presentation**

**Jay Litwicki**

**Vada Visockis**

- School Safety
  - Staff has reviewed site maps, closed-circuit video placements and operation, and emergency plans for audit to identify strengths and weaknesses.
  - Crisis team meets after drills to debrief and discuss needed modifications
  - Focus on school climate and culture as part of safety
  - Preparing for safety and security in regards to the new building
- MTSS Update
- Spring Testing Calendar (AZSCI, AASA, ASPIRE, AP Exams, Final Exams)
- School Events (Upcoming Kindness Week and Dances)

**C. Transition Succession Planning Presentation**

**David Lykins**

- Reviewed next steps in staffing given Mr. Litwicki's retirement, and Dr. Visockis moving into the Principal role.

**VIII. Committee Reports**

**Ian Cribbs**

**(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.** Did not meet.  
Next Meeting 2/13
- c. **Finance- Review and decision recommendations**

Met 1/21, reviewed financial reports, donations for STEAM addition, etc. Also reviewed new building construction budget, and possible purchase of new vans. Next meeting 2/18.

**Action item:** Susan McCollough moves to approve monthly financials as presented, Luke Plonsky seconds, motion passes unanimously.

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

Met 1/14, working plans for rounds 2 and 3 of fundraising campaign for new building.

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

Met 1/23, reviewed the Value Engineering items we had previously decided to add back in based on updated cost estimates and our contingency budget. Construction is ahead of schedule, thanks to weather, and contingency budget is looking more solid.

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

Held info session for people interested in Governing Board on 1/8. We have received 4 applications, and will be voting at the next meeting.

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

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

Did not meet. Next meeting 2/19/25

**IX. Other Business**

Future Board meeting dates and agenda items:

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

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

**X. Adjournment**

Motion to adjourn at 6:52 by Michael Shafer and seconded by Crystal Hepp, passes unanimously.