

Regular Board Meeting of Northland Preparatory Academy

3300 E. Sparrow Ave. Flagstaff, AZ 86004

**Monday, February 24, 2025 at 5:30 PM**

Location: MPR

**Draft Meeting Minutes**

**I. Call to Order**

**Scott Keller**

Meeting called to order at 5:33 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
	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**

**VI. Approval of Minutes** **Scott Keller**

Susan McCollough moves to approve minutes from Regular Board Meeting on January 27, 2025 and Crystal Hepp seconds. Motion passes unanimously.

**VII. NPA Business Items and Presentations** **Scott Keller**

A. NPA STEAM Building Presentation (KCS) **Mike Devolder**  
Budget/project status review. Building is ahead of schedule and under budget even with our chosen value engineering items added back in.

B. NPA 2025/26 Instructional Calendar Presentation **Thomas Byers**

**Action Item:** Discussion and possible action to approve the 2025/26 Instructional Calendar as presented.

Alicia Vaughan moves to approve the 2025/26 calendar as presented and Michael Shafer seconds. Motion passes unanimously.

C. NPA Board Candidate Presentations (alphabetical order) **Scott Keller**

Jonathan Berzins

Brian Bloom

Seth Munson

Michael Shafer

**Action Item:** Discussion and possible action to select/approve NPA Board candidates for seats #7, #8, & #9.

A motion to approve the election of Michael Shafer, Jonathan Berzins, and Brian Bloom for seats 7-8-9 was made by Susan McCollough and seconded by Chris Phillips. Motion passes unanimously.

D. Budget Presentation (Draft 1.0) **Steve Danner**

Inflation pushing costs upwards is making it difficult for adjusting salaries, an important consideration and consistent goal to compensate for cost of living in Flagstaff. The already low funding for education in AZ combined with the impact of ESA vouchers are additional budgetary headwinds we face. We reviewed salary adjustments over the last 6 years and discussed strategies NPA can take to address these challenges. Mainly, by taking advantage of increased enrollment

while also keeping small class sizes by adding a section to grades 6 and 9. Teachers will receive compensation for the extra section. We reviewed budget 1.0 overall that includes the increased enrollment, staff adjustments, raises, and the new mortgage.

E. Principal Presentation

Jay Litwicki/Vada Visockis

We reviewed the Spring Testing schedule, and hiring process for known openings for next year. Course registration is complete and work on the master schedule begins. We got an update on the Dual Enrollment courses and credit earned this year, with additional courses 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.** Did not meet.  
Next Meeting 3/6
- c. **Finance- Review and decision recommendations** Met 2.18 and reviewed financial reports. Overall, financials are in a good place.  
**Action item:** Susan McCollough moves to approve monthly financials as presented, Crystal Hepp seconds, motion passes unanimously.
- d. **Fundraising/Grant Writing- Review and decision recommendations** Did not meet. Meeting 2/25 at 2:00. Working on Direct Ask round 2.
- e. **Strategic Planning- Review and decision recommendations** Did not meet. One outstanding VE item awaiting estimate.
- f. **Board Recruitment- Review and decision recommendations.** Did not meet.
- g. **Personnel- Review and decision recommendations** Did not meet.
- h. **Diversity, Equity & Inclusion (DEI)-Review and decision recommendations.**  
Met 2/19/25. Meeting 3/19 next. Discussed DEIA messaging at the federal level and how that has affected our committee and programs. Dr. Lykins shared advice he has received from educational associations which is to avoid knee-jerk reactions. We will not be undoing any of the good work this committee and school has accomplished. We also discussed the NPA letter to families regarding ICE anxieties and are thankful for the proactive communication.

IX. Other Business

Future Board meeting dates and agenda items:

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

April 28<sup>th</sup>, 2025

May 19<sup>th</sup>, 2025

June 23<sup>rd</sup>, 2025 (Propose Budget)

July 7<sup>th</sup>, 2025 (Adopt Budge)

## **X. Adjournment**

A motion to adjourn was made at 7:30 by Michael Shafer and seconded by Crystal Hepp, passes unanimously.