

Regular Board Meeting of Northland Preparatory Academy

3300 E. Sparrow Ave. Flagstaff, AZ 86004

Monday, March 24, 2025 at 5:30 PM

Location: MPR

Meeting Minutes Approved at the April 28, 2025 Meeting

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)		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	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

Ian Cribbs moves to approve minutes from Regular Board Meeting on February 24, 2025 and Crystal Hepp seconds. Motion passes unanimously.

VII. NPA Business Items and Presentations

Scott Keller

A. NPA STEAM Building Tour

KCS

We got a tour of the new building, which is looking good and getting close! We reviewed the current standing of the KCS budget, with an eye on the contingency dollars and the value engineering items we were able to add in. The team has done a great job keeping to schedule and budget to bring the building online in time.

B. NPA Budget Presentation

Steve Danner

Not much change since we reviewed last in February. Includes 4% increase in salary for teaching and non-teaching staff, and the recruitment and retention bonuses.

Action Item: Discussion and possible action to authorize issuance of employee contracts 1.0 as presented.

Alicia Vaughan moves to authorize issuance of employee contracts 1.0 as presented and Scott Wolford seconds. Motion passes unanimously.

C. Retention/Recruitment Incentive Agreement For 25/26 SY Presentation

Steve Danner

Action Item: Discussion and possible action to authorize NPA Administration to enter into retention/recruitment agreements with staff who sign their contracts for the 25/26 SY.

Susan McCollough moves to authorize NPA Admin to enter into retention/recruitment agreements with staff who sign their contracts for the 25/26 SY. Crystal Hepp seconds, and motion passes unanimously.

D. Principal Presentation

Jay Litwicki/Vada Visockis

Discussed upcoming school events including dances, river trips, and 6th and 9th information grade nights. MTSS Updates: staff has chosen a benchmark monitoring and support tool. Summer work will include making student placements based on state testing and benchmark testing. We reviewed testing season progress and schedule ahead for all grade levels. We received a staffing update and admin was happy to share about the promising interviews and candidates, and hopes to have open positions filled by April 1st.

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 3/6, next meeting 4/8 @5:30. They arranged Bday gift cards for remainder of year, sent Admin some questions (date for luncheon - May 9th, presence at 6th welcome event, grade color shirts, space for CEC advertisement, etc.)
- c. **Finance- Review and decision recommendations** Met and discussed Feb YTD financials and KCS construction budget, and contracts 1.0. No surprises. 4/22 next meeting.

Action item: Susan McCollough moves to approve monthly financials as presented, Alicia Vaughan seconds, motion passes unanimously.

- d. **Fundraising/Grant Writing- Review and decision recommendations** Met 2/26 and 3/17. Sent direct ask letter #2 to all families. Rate of return on donations was greatest for those folks that the Board members reached out and spoke to, and so we are encouraged to continue/complete that effort. We will also make that ask part of the incoming 6th grade information night.
- e. **Strategic Planning- Review and decision recommendations** Did not meet.
- f. **Board Recruitment- Review and decision recommendations.** Did not meet.
- g. **Personnel- Review and decision recommendations** Did not meet. Will meet in April.
- h. **Diversity, Equity & Inclusion (DEI)-Review and decision recommendations.**
Did not meet. Next meeting 4/16 will discuss grant application for STEM community partnerships.

IX. Other Business

Future Board meeting dates and agenda items:

April 28th, 2025

May 19th, 2025

June 23rd, 2025 (Propose Budget)

July 7th, 2025 (Adopt Budget)

X. Adjournment

A motion to adjourn was made at 6:59 by Michael Shafer and seconded by Crystal Hepp, passes unanimously.