

Regular Board Meeting of Northland Preparatory Academy

3300 E. Sparrow Ave. Flagstaff, AZ 86004

Monday, April 28, 2025 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) | | Scott Wolford |
| x | Ian Cribbs (Vice President) | | 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 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

Susan McCollough moves to approve minutes from Regular Board Meeting on March 24, 2025 and Michael Shafer seconds. Motion passes unanimously.

VII. NPA Business Items and Presentations

Scott Keller

A. NPA STEAM Building Tour and BSU Update

KCS

We had a tour of the building, which is in the very final stages of completion. We admired several of the items that were value engineered back in using contingency dollars including the stratawood ceiling for acoustic management and the patios off the garage door classroom. Everything looks fantastic! Final checks for certificate of occupancy coming soon. Furniture has been ordered. The project has wrapped up early and on-budget and the Board is very pleased with the outcome.

B. NPA Budget Presentation

Steve Danner

Reviewed budget draft 2.0 which has a 6.3% increase in Classroom Site Funds reported by state legislature, and an increase in 0.5 FTE for staffing. No changes in recruitment and retention bonuses or the 4% increase in salary for all staff.

C. Principal Presentation

Jay Litwicki/Vada Visockis

Fully staffed for 25/26 SY! We reviewed targeted ILS programming for 25/26 SY that supports Tier 2 interventions in Math and ELA. 6th grade info night was a success. We reviewed the remaining school calendar events (AP Exams, Prom, 6th grade mixer, graduation, Senior celebrations, etc.)

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 4/8 @5:30. Attended 6th grade info night, will provide luncheon 5/9. Next meeting 5/5/25 @5:30.
- c. **Finance- Review and decision recommendations.** Met and discussed YTD financials, raised over 80K for STEAM building, reviewed budget. Next meeting May 13th at 10:00.

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** Did not meet. Next meeting 5/5 at 2:00.
- 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** Met 4/22 and reviewed progress on SMART goals for Superintendent. Will review as a Board at the next meeting.
- h. **Diversity, Equity & Inclusion (DEI) - Review and decision recommendations.** Met 4/16, discussed Title VI amendment requiring signature. We continue to follow legal and ASBA guidance. Are there things we need to address in our handbook? This will be a summer project to review. We will continue to monitor the situation without changing what we provide our students.

IX. Other Business

Future Board meeting dates and agenda items:

May 19th, 2025

June 23rd, 2025 (Propose Budget)

July 7th, 2025 (Adopt Budget)

August 4th (Seat Members/Oath/Conflict of Interest/STEAM Bldg Ribbon Cutting)

X. Adjournment

A motion to adjourn was made at 6:49 by Michael Shafer and seconded by Ian Cribbs, passes unanimously.