

Regular Board Meeting of Northland Preparatory Academy

3300 E. Sparrow Ave. Flagstaff, AZ 86004

Monday, May 19, 2025 at 5:30 PM

Location: MPR

Draft Meeting Minutes

I. Call to Order

Scott Keller

Meeting called to order at 5:30 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) – arrived at 5:51 pm		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

Michael Shafer moves to approve minutes from Regular Board Meeting on April 28, 2025 and Susan McCollough seconds. Motion passes unanimously.

VII. NPA Business Items and Presentations

Scott Keller

**A. 2024/25 School Calendar (Instructional Days)
Amendment Presentation**

Dave Lykins

Action Item: Discussion and possible action to approve the amended 2024/25 NPA School Calendar (Instructional Days) as presented (Inclement Weather)

Luke Plonsky moves to approve the amended 2024/25 NPA School Calendar (Instructional Days) as presented (Inclement Weather) and Alicia Vaughan seconds. Motion passes unanimously.

B. NPA Principal Presentation

Jay Litwicki/Vada Visockis

Graduation was a success! Fully staffed for 25/26 SY! We heard an overview of summer work for administration that includes: updates to student/staff handbooks, updating emergency operations plan (especially with the new building), moving into the new building, and tier 1 instructional goal setting.

C. Budget (update) Presentation

Steve Danner

We reviewed Draft 3.0 of the budget, which has an increase of 5% in salary for all staff. This was reviewed and recommended by the Finance Committee. We also reviewed the salary schedule posted for SY 25/26 which has a little increase.

Action Item: Discussion and possible action to approve contracts 2.0 as presented.

Susan McCoullough moves to approve contracts 2.0 as presented, and Luke Plonsky seconds. Motion passes unanimously.

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.** CEC volunteers provided a catered lunch during Teacher Appreciation Week, and are busy fulfilling Spirit Wear orders utilizing the new Google Form process. Will have some summer work to re-stock and set a meeting schedule for the 25/26 SY.
- c. **Finance- Review and decision recommendations.**
Reviewed YTD financials, and fundraising status for the new building, ordered new Chromebooks and other needed supplies for students, and reviewed purchases for the STEAM building (e.g. furniture), and budget status on the new building construction and occupancy. There was discussion on when to lock-in the interest rate on the loan. Next meeting June 11, at 11:00.

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 .** Met on 5/5/25. Discussed the annual golf fundraiser for September 8th, 2025, and deliverables for the website. We have raised ~80K for the new building.
- 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.
- h. **Diversity, Equity & Inclusion (DEI) - Review and decision recommendations.**
Did not meet.

IX. Executive Session pursuant to A.R.S. 38-431.03 (A)(1) for the purpose of discussion of the annual Superintendent's evaluation and review of performance goals and contract renewal.

Ian Cribbs moves to move into executive session and Scott Wolford seconds. Motion passes unanimously.

Action Item: Discussion and possible action regarding the Superintendent's performance pay for 2024/25 SY and contract renewal.

Michael Shafer moves to approve the Superintendent's performance pay in full for 24/25 SY and a contract renewal for 3 years with a 5% salary increase in line with other NPA teachers and staff. Alicia Vaughan seconds, and the motion passes unanimously.

X. Other Business

Future Board meeting dates and agenda items:

-June 23rd, 2025 (Propose Budget)

-July 7th, 2025 (Adopt Budget)

-August 4th, 2025 (Seating/Oath/Conflict of Interest/STEAM Ribbon Cutting))

XI. Adjournment

A motion to adjourn was made at 7:06 by Michael Shafer and seconded by Chris Phillips, passes unanimously.