

**NPA Board Meeting**

April 8, 2025 4:15 pm

**Agenda Item 1:**

**CALL TO ORDER/AGENDA**

**Subject:**

1.1 Agenda: Items to be removed from the agenda or changes to the agenda will be made at this time.

**Action Requested:**

1.1 Approval

**Previous Staff/Board Action, Background Information and/or Statement of Need:**

A director, administrator or a member of the public may request that an item be removed from the agenda or the order of the agenda be changed at the pleasure of the Board. Agenda items may be added to the agenda if an "emergency situation" exists or "immediate action" is needed.

**Fiscal Implications:**

None

**Contact Person/s:**

Adam Hess, Letty Podesta

**Agenda Item 2:**

**CONSENT AGENDA**

A director can have an item removed from the Consent Agenda and given individual consideration for action as a regular agenda item. An administrator or a member of the public may request that an item be removed from the Consent Agenda and given individual consideration for action as a regular agenda item at the pleasure of the Board.

**Subject:**

2.1 Consideration of Approval of Warrants for NPA

**Action Requested:**

Approval

**Previous Staff/Board Action, Background Information and/or Statement of Need:**

This is a monthly process. The warrants are inspected and clarification is given if needed. See attached.

**Fiscal Implications:**

Warrants: -34,770.82

**Contact Person/s:**

Adam Hess, Letty Podesta

**Agenda Item 4:**

**ACTION ITEMS TO BE CONSIDERED**

**Subject:**

4.1 Approval of updated ELO-P Plan Guide

**Action Requested:**

Approval

**Previous Staff/Board Action, Background Information and/or Statement of Need:**

The ELO-P Plan has been revised by the Director. This was due in part to the corrective action plan initiated by the 23-24 audit findings. The goal was to ensure that our program is in compliance with the ELOP requirements.

**Fiscal Implications:**

none

**Contact Person/s:**

Adam Hess

**Agenda Item 4:**

**ACTION ITEMS TO BE CONSIDERED**

**Subject:**

4.2 Approval of 2025-26 School Calendar

**Action Requested:**

Approval

**Previous Staff/Board Action, Background Information and/or Statement of Need:**

The board has requested that the Director draft several calendars for the upcoming school year. The different calendars presented have been created given input from a survey to our stakeholders.

**Fiscal Implications:**

none

**Contact Person/s:**

Adam Hess, Letty Podesta

**Agenda Item 5:**

**DISCUSSION ITEMS**

**Subject:**

5.2 Charter Petition Presentation on April 16th

**Action Requested:**

Discussion

**Previous Staff/Board Action, Background Information and/or Statement of Need:**

The Director will have the opportunity to formally present our Charter Petition to the HCOE Board of Trustees. This is meant as a time to share updates to the petition. The board may consider how this meeting will be shared with our school community.

**Fiscal Implications:**

None

**Contact Person/s:**

Adam Hess

**Agenda Item 6:**

**REPORTS**

**Subject:**

6.1 Director's Report

**Action Requested:**

Information

**Previous Staff/Board Action, Background Information and/or Statement of Need:**

Each month the Director may give a report on the state of the schools.

**Fiscal Implications:**

None

**Contact Person/s:**

Adam Hess

**7. OPEN SESSION BEFORE CLOSED SESSION**

**Subject:**

7.1 The Board Chair will verbally review items to be discussed during the Closed Session as listed below.

**Action Requested:**

Discussion

**Previous Staff/Board Action, Background Information and/or Statement of Need:**

The Charter Director will discuss potential staffing changes related to the 25-26 school year.

**Fiscal Implications:**

None

**Contact Person/s:**

Adam Hess

**7. OPEN SESSION BEFORE CLOSED SESSION**

**Subject:**

7.2 Closed Session Open Hearing

**Action Requested:**

Discussion

**Previous Staff/Board Action, Background Information and/or Statement of Need:**

The public is invited to address the Board regarding items that are on the Closed Session. Speakers are limited to three minutes each. The Board is not allowed under the law to take action on matters that are not on the agenda.

**Fiscal Implications:**

None

**Contact Person/s:**

Adam Hess

**Agenda Item 9:**

**NEXT BOARD MEETING**

**Subject:**

9.1 Possible Agenda Items

**Action Requested:**

Discussion

**Previous Staff/Board Action, Background Information and/or Statement of Need:**

Discussion of topics to cover at the next meeting.

**Fiscal Implications:**

None

**Contact Person/s:**

Adam Hess

**Agenda Item 9:**

**NEXT BOARD MEETING**

**Subject:**

9.2 Next Board Meeting Date: May 13<sup>th</sup> at 4:15 pm

**Action Requested:**

None

**Previous Staff/Board Action, Background Information and/or Statement of Need:**

The next board meeting is based on the adopted board meeting schedule.

**Fiscal Implications:**

None

**Contact Person/s:**

Adam Hess

**Agenda Item 10:**

**ADJOURN**

ReqPay05a

Payment Register

Scheduled 03/06/2025

Bank Account COUNTY - County Bank Account AP - Checks

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
2024/25	02/25/25	R25-00066	MAINTENANCE SUPPLIES - HS	300987 (1222498)	03/06/25	Submitted		34.70		34.70
2025	(000189)	62-0000-0-1193-8100-4310-000-0000				Check Date		PO# BPO25-00037	Register #	
				Total Invoice Amount				34.70	Check	

AP Vendor	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
P G & E (00000771) PO BOX 997300 SACRAMENTO, CA 95899-7300	2024/25	02/18/25	R25-00084	MS - ELECTRIC - 6252397099-5	2182025 (1222498)	03/06/25	Submitted	1,277.00		1,277.00
	2025	(000193)	62-0000-0-1193-8100-5520-678-0000			Check Date		PO# BPO25-00056	Register #	
				Total Invoice Amount				1,277.00	Check	

AP Vendor	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
POST-HASTE MAIL CENTER INC (0001841) 600 F STREET SUITE 3 ARCAITA, CA 95521	2024/25	02/04/25	R25-00087	POSTAGE - HS	447989 (1222498)	03/06/25	Submitted	39.90		39.90
	2025	(000172)	62-0000-0-1110-2700-5950-000-0000			Check Date		PO# BPO25-00059	Register #	
	2025	(002517)	62-1100-0-1110-2700-5950-000-0000			Check Date				
				Total Invoice Amount				107.15	Check	

AP Vendor	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
POSTAGE - HS	2024/25	02/11/25	R25-00087	POSTAGE - HS	449460 (1222498)	03/06/25	Submitted	67.25		67.25
	2025	(000172)	62-0000-0-1110-2700-5950-000-0000			Check Date		PO# BPO25-00059	Register #	
	2025	(002517)	62-1100-0-1110-2700-5950-000-0000			Check Date				
				Total Invoice Amount				107.15	Check	

EXPENSES BY FUND - Bank Account COUNTY		
Fund	Expense	Cash Balance
62	1,418.85	366,846.52
		Difference 365,426.67

Selection Sorted by AP Check Order Option, Filtered by (Org = 70, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 012306, Page Break by Check/Advice? = N, Zero? = Y)

070 - Northcast Prep Academy

Generated for Julie Grant (JUGRANT), Mar 6 2025 11:58AM

Number of Payments	4	
Number of Checks	3	\$1,418.85
Number of ACH Advice	0	
Number of vCard Advice	0	
Total Check/Advice Amount		\$1,418.85
Total Unpaid Sales Tax		\$ .00
Total Expense Amount		\$1,418.85

CHECK/ADVICE AMOUNT DISTRIBUTION COUNTS

\$0 - \$99	1
\$100 - \$499	1
\$500 - \$999	
\$1,000 - \$4,999	1
\$5,000 - \$9,999	
\$10,000 - \$14,999	
\$15,000 - \$99,999	
\$100,000 - \$199,999	
\$200,000 - \$499,999	
\$500,000 - \$999,999	
\$1,000,000 -	

\*\*\*\*\* ITEMS OF INTEREST \*\*\*\*\*

\* Number of payments to a different vendor  
 1 Number of Prepaid payments  
 @ Number of Liability payments  
 & Number of Employee Also Vendors  
 ? denotes check name different than payment name  
 F denotes Final Payment

Report Totals - Payment Count 4 Check Count 3 ACH Count 0 vCard Count 0 Total Check/Advice Amount \$1,418.85

Selection Sorted by AP Check Order Option, Filtered by (Org = 70, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 012366,  
 Page Break by Check/Advice? = N, Zero? = Y)

070 - Northcoast Prep Academy

Generated for Julie Grant (JUGRANT), Mar 6 2025 11:58AM

ReqPay05a

Payment Register

Scheduled 03/12/2025

Bank Account COUNTY - County Bank Account AP Checks

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
2024/25	03/05/25	R25-00018	OFFICE SUPPLIES - MS	11QJ-RW4-8MD4 (1225160)	03/12/25	Submitted		48.80		48.80
AP Vendor: Amazon Capital Services, INC. (030158/1) PO Box 035184 Seattle, WA 98124										
2025	(002395)	62-1100-0-1110-2700-4351-678-0000	Hold: Final Payment?							
Check Date								PO#	Register #	
Total Invoice Amount								48.80	Check	

AP Vendor	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Jacob Ziggle arias (030158/1)	03/07/25	R25-00112	JANITORIAL SERVICES - MS	975856 MS (1225179)	03/12/25	Submitted		566.50		566.50
5326 Pine St. Eureka, CA 95603										
2025	(000192)	62-0000-0-1193-8100-5500-678-0000				417.37				
2025	(002402)	62-2600-0-1193-8100-5500-678-0000				139.13				
Check Date								PO# BPO25-00085	Register #	
Total Invoice Amount								619.50	Check	

AP Vendor	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
RECOLOGY ARCATIA (000005/1)	03/07/25	R25-00111	JANITORIAL SERVICES - HS	975856 HS (1225179)	03/12/25	Submitted		619.50		619.50
P.O. BOX 188 555 VANCE AVE. SAMOA, CA 95584										
2025	(000191)	62-0000-0-1193-8100-5500-000-0000				619.50				
2025	(002401)	62-2600-0-1193-8100-5500-000-0000								
Check Date								PO# BPO25-00084	Register #	
Total Invoice Amount								1,176.00	Check	

AP Vendor	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
GARBAGE - MS	02/28/25	R25-00093	GARBAGE - MS	33636259 (1225160)	03/12/25	Submitted		277.50		277.50
ACCT 060826921 2025 (000196) 62-0000-0-1193-8100-5560-678-0000										
Check Date								PO# BPO25-00085	Register #	
GARBAGE - HS	02/28/25	R25-00092	GARBAGE - HS	33636453 (1225160)	03/12/25	Submitted		360.36		360.36
ACCT 060826769 2025 (000195) 62-0000-0-1193-8100-5560-000-0000										
Check Date								PO# BPO25-00084	Register #	
Total Invoice Amount								637.86	Check	

Selection Sorted by AP Check Order Option, Filtered by (Og = 70, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 012440, Page Break by Check/Advice? = N, Zero? = Y)

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ReqPay05a

Payment Register

Scheduled 03/12/2025

Bank Account COUNTY - County Bank Account AP Checks

Fiscal Year	Invoice Date	Req #	Comment	Payment Id	(Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor	2024/25	03/05/25	R25-00099	NPA STUDENT APPAREL		03/12/25	Submitted		267.00		267.00
SOLO SPORTS (0300861/) 550 S G ST STE 33 ARCATIA, CA 95621-2602											
AP Vendor	2024/25	03/05/25	R25-00102	LUNCH / BREAKFAST - HS		03/12/25	Submitted		875.00		875.00
TAYLOR MIKE (030081/1) 2815 CLOVER WAY ARCATIA, CA 95621-5797											
AP Vendor	2024/25	03/05/25	R25-00103	LUNCH / BREAKFAST - MS		03/12/25	Submitted		1,156.00		1,156.00
The Hartford (030162/1) One Hartford Plaza Hartford, CT 06155											
AP Vendor	2024/25	02/20/25	2025 (000081)	WORKERS COMP		03/12/25	Submitted		238.80		238.80
Workers Comp MARCH 2025 (1225160)											
2025 (001441) 62- - - - -9542-											
Total Invoice Amount									2,030.00	Check	Register #
UBEO Business Services (030140/1) 3131 Esplanade Chico, CA 95973											
AP Vendor	2024/25	03/05/25	R25-00106	COPPER CONTRACT		03/12/25	Submitted		296.85		296.85
-MS- #CN30946-01 (1225160) 62-1100-0-1110-2700-5637-678-0000											
Total Invoice Amount									296.85	Check	Register #

Selection Sorted by AP Check Order Option, Filtered by (Org = 70, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 012440, Page Break by Check/Advice? = N, Zero? = Y)

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Generated for Julie Grant (JUGRANT), Mar 12 2025 2:53PM

ReqPay05a

Payment Register

Scheduled 03/12/2025

Bank Account COUNTY - County Bank Account AP Checks

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
2024/25	03/05/25	R25-00108	LEGAL FEES	15096	03/12/25	Submitted		2,744.00		2,744.00
2025	(001932)	62-0000-0-0000-7200-5828-000-0000								
AP Vendor: Young Milne & Co., LLP (030125/1) 665 University Ave., Suite 150 Sacramento, CA 95825										

BatchId: (1225160) PO# BPO25-00080 Register #

Total Invoice Amount: 2,744.00 Check

EXPENSES BY FUND - Bank Account COUNTY			
Fund	Expense	Cash Balance	Difference
62		7,439.11	404,335.76

Selection Sorted by AP Check Order Option, Filtered by (Org = 70, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 012440, Page Break by Check/Advice? = N, Zero? = Y)

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Generated for Julie Grant (JUGRANT), Mar 12 2025 2:58 PM

Number of Payments	11	
Number of Checks	8	\$7,439.11
Number of ACH Advice	0	
Number of vCard Advice	0	
Total Check/Advice Amount		\$7,439.11
Total Unpaid Sales Tax		\$ .00
Total Expense Amount		\$7,439.11

CHECK/ADVICE AMOUNT DISTRIBUTION COUNTS

\$0 - \$99	1
\$100 - \$499	3
\$500 - \$999	1
\$1,000 - \$4,999	3
\$5,000 - \$9,999	
\$10,000 - \$14,999	
\$15,000 - \$99,999	
\$100,000 - \$199,999	
\$200,000 - \$499,999	
\$500,000 - \$999,999	
\$1,000,000 -	

\*\*\*\* ITEMS OF INTEREST \*\*\*\*

\* Number of payments to a different vendor  
 | Number of Prepaid payments  
 @ Number of Liability payments  
 & Number of Employee Also Vendors  
 ? denotes check name different than payment name  
 F denotes Final Payment

Report Totals - Payment Count 11 Check Count 8 ACH Count 0 vCard Count 0 Total Check/Advice Amount \$7,439.11

Selection Sorted by AP Check Order Option, Filtered by (Org = 70, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 012440, Page Break by Check/Advice? = N, Zero? = Y)

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Generated for Julie Grant (JUGRANT), Mar 12 2025 2:53PM



ReqPay05a

Payment Register

Scheduled 03/20/2025 - 03/21/2025

Bank Account COUNTY - County Bank Account AP Checks

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans-Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
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AP Employee Iliman, Elizabeth Y (000043) (continued)										
2024/25	03/11/25	R25-00013	INSTRUCTIONAL SUPPLIES - HS	085601D (1229247)	03/20/25	Submitted		10.93		10.93
2024/25	03/11/25	R25-00022	SNACKS - MS CORE	1262046704 (1290399)	03/21/25	Submitted		11.79		11.79
2024/25	03/11/25	R25-00022	SNACKS - MS CORE	12561368 (1290399)	03/21/25	Submitted		13.99		13.99
2024/25	03/04/25	R25-00022	SNACKS - MS CORE	12661730 (1290403)	03/21/25	Submitted		65.24		65.24
2024/25	03/11/25	R25-00018	OFFICE SUPPLIES - MS	686755 (1229247)	03/20/25	Submitted		10.96		10.96
Total Invoice Amount 156.14 Check										

Direct Employee Steinfield Daniel, Gala R (000047) 3473 Middenfield Ln Eureka, CA 95901										
2024/25	02/22/25		Teacher Workshop Paper 2	12376 (1229247)	03/20/25	Submitted		150.00		150.00
2024/25	02/26/25		Teacher Workshop Individual	12392 (1229247)	03/20/25	Submitted		150.00		150.00
Total Invoice Amount 300.00 Check										

AP Vendor TAYLOR, MIKE (030081/1) 2615 CLOVER WAY ARCATTA, CA 95621-6797										
2024/25	03/17/25	R25-00102	LUNCH / BREAKFAST - HS	1686 MAR HS (1229247)	03/20/25	Submitted		45.64		45.64
2025	(000080)	62-0000-0-0000-3700-5800-000-0000		BatchId	Check Date	PO# BPO25-00074	Register #			

Selection Sorted by AP Check Order Option, Filtered by (Org = TO, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 012613.										
012522, Page Break by Check/Address? = N, Zero? = Y										



ReqPay05a

Payment Register

Scheduled 03/20/2025 - 03/21/2025

Bank Account COUNTY - County Bank Account AP Checks

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
(continued)										
2024/25	03/17/25	R25-00102	LUNCH / BREAKFAST - HS	1687 MAR HS (1229247)	03/20/25	Submitted		975.00		975.00
BatchId										
PO# BPO25-00074 Register #										
2024/25	03/17/25	R25-00103	LUNCH / BREAKFAST - MS	1687 MAR MS (1229247)	03/20/25	Submitted		1,150.00		1,150.00
BatchId										
PO# BPO25-00075 Register #										
Total Invoices Amount 2,170.64 Check										
& Employee Also										
AP Vendor Tiny EYE Technologies Corp aka V68000U (030144/3) P.O. Box 84382 Seattle, WA 98124										
2024/25	01/31/25	R25-00105	SPEECH THERAPY - MS	26765 (1229247)	03/20/25	Submitted		673.92		673.92
BatchId										
PO# BPO25-00077 Register #										
2024/25	02/28/25	R25-00105	SPEECH THERAPY - MS	26054 (1229247)	03/20/25	Submitted		841.45		841.45
BatchId										
PO# BPO25-00077 Register #										
2025	(000590)	62-6500-0-5760-3150-5800-678-0000	MS			Check Date				
Total Invoice Amount 1,515.37 Check										

EXPENSES BY FUND - Bank Account COUNTY			
Fund	Expense	Cash Balance	Difference
62		519,418.76	512,932.15

Selection Sorted by AP Check Order Option, Filtered by (Org = 70, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id) = 012513, 012522, Page Break by Check/Advice? = N, Zero? = Y)

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Generated for Julie Grant (JUGRANT), Mar 21 2025 11:37AM

Number of Payments	18	
Number of Checks	7	\$6,486.61
Number of ACH Advice	0	
Number of vCard Advice	0	
Total Check/Advice Amount		\$6,486.61
Total Unpaid Sales Tax		\$ .00
Total Expense Amount		\$6,486.61

CHECK/ADVICE AMOUNT DISTRIBUTION COUNTS

\$0 - \$99	4
\$100 - \$499	
\$500 - \$999	3
\$1,000 - \$4,999	
\$5,000 - \$9,999	
\$10,000 - \$14,999	
\$15,000 - \$99,999	
\$100,000 - \$199,999	
\$200,000 - \$499,999	
\$500,000 - \$999,999	
\$1,000,000 -	

\*\*\*\*\* ITEMS OF INTEREST \*\*\*\*\*

- \* Number of payments to a different vendor 9
- ! Number of Prepaid payments
- @ Number of Liability payments 1
- & Number of Employee Also Vendors
- ? denotes check name different than payment name
- F denotes Final Payment

Report Totals \* Payment Count 18 Check Count 7 ACH Count 0 vCard Count 0 Total Check/Advices Amount \$6,486.61

Selection 012522, Page Break by Check/Advice? = N, Zero? = Y

Sorted by AP Check Order Option, Filtered by (Orig = 70, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 012573, 070 - Northcast Prep Academy

Generated for Julie Grant (JUGRANT), Mar 21 2025 11:37AM

ReqPay05a

Payment Register

Scheduled 03/26/2025 - 03/27/2025

Bank Account COUNTY - County Bank Account AP Checks

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor										
			ARCATA MINI STORAGE (000249/1)							
			1450 M STREET							
			ARCATA, CA 95521							
2024/25	03/27/25	R25-00004	HS - STORAGE	APR 2025	03/27/25	Submitted		100.00		100.00
			RENTAL	(1234092)						
			2025 (000167) 62-0000-0-1110-2700-5628-000-0000							
			BatchId							
			PO# BPO25-00003							Register #
			Total Invoice Amount					100.00	Check	
AP Vendor										
			ARCATA UNITED METHODIST CHURCH (000112/1)							
			1761 ELEVENTH STREET							
			ARCATA, CA 95521							
2024/25	03/27/25	R25-00001	HS - RENT	APRIL 2025	03/27/25	Submitted		3,000.00		3,000.00
			(1234092)							
			2025 (000163) 62-0000-0-1110-2700-5612-000-0000							
			BatchId							
			PO# BPO25-00001							Register #
			Total Invoice Amount					3,000.00	Check	
AP Vendor										
			AT&T (000013/1)							
			PO BOX 5025							
			CAROL STREAM, IL 60197-5025							
2024/25	03/07/25	R25-00043	PHONE (MS)	03152025	03/27/25	Submitted		4.58		4.58
			707-825-1188 /	(1234092)						
			ACCT 333570270							
			2025 (000188) 62-0000-0-1193-2700-5908-678-0000							
			BatchId							
			PO# BPO25-00017							Register #
			Total Invoice Amount					4.58	Check	
AP Vendor										
			CITY OF ARCATA (000016/1)							
			736 F STREET							
			ARCATA, CA 95521							
2024/25	03/14/25	R25-00051	WATER AND SEWER	31425	(1234092)	03/27/25	Submitted	34.06		34.06
			-MS - ACCT							
			006859-003							
			2025 (000194) 62-0000-0-1193-8100-5530-678-0000							
			BatchId							
			PO# BPO25-00023							Register #
			Total Invoice Amount					34.06	Check	

Selection Sorted by AP Check Order Option, Filtered by (Orig = 70, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 012581, Page Break by Check/Advice? = N, Zero? = Y)





Number of Payments	15	
Number of Checks	10	\$14,403.90
Number of ACH Advice	0	
Number of VCard Advice	0	
Total Check/Advice Amount		\$14,403.90
Total Unpaid Sales Tax		\$ .00
Total Expense Amount		\$14,403.90

CHECK/ADVICE AMOUNT DISTRIBUTION COUNTS

\$0 - \$99	3
\$100 - \$499	1
\$500 - \$999	1
\$1,000 - \$4,999	5
\$5,000 - \$9,999	
\$10,000 - \$14,999	
\$15,000 - \$99,999	
\$100,000 - \$199,999	
\$200,000 - \$499,999	
\$500,000 - \$999,999	
\$1,000,000 -	

\*\*\*\*\* ITEMS OF INTEREST \*\*\*\*\*

- \* Number of payments to a different vendor
- 1 Number of Prepaid payments
- @ Number of Liability payments
- & Number of Employee Also Vendors
- ? denotes check name different than payment name
- F denotes Final Payment

Report Totals - Payment Count 15 Check Count 10 ACH Count 0 VCard Count 0 Total Check/Advice Amount \$14,403.90

Selection Sorted by AP Check Order Option, Filtered by (Orig = 70, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 012581, Page Break by Check/Advice? = N, Zero? = Y)

070 - Northcoast Prep Academy

Generated for Julie Grant (JUGRANT), Mar 27 2025 4:29PM

ReqPay05a

Payment Register

Scheduled 03/27/2025 - 04/02/2025

Bank Account COUNTY - County Bank Account AP Checks

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount	
AP Vendor Amazon Capital Services JINC. (030156/1) PO Box 036184 Seattle, WA 98124											
2024/25	03/31/25	R25-00018	OFFICE SUPPLIES - MS	1GG1-PPCD-8GK4 (1237973)	04/02/25	Submitted		79.42		79.42	
2025	(002395)	62-1100-0-1110-2700-4351-678-0000	Hold: Final Payment?	BatchId		Check Date	PO#		Register #		
								<b>Total Invoice Amount</b>	79.42	Check	
AP Vendor CRYSTAL SPRINGS WATER CO (000165/1) PO BOX 3786 EUREKA, CA 95502											
2024/25	03/06/25	R25-00058	WATER DELIVERY - HS - Acct 276	3080137 (1237973)	04/02/25	Submitted		70.00		70.00	
2025	(001975)	62-0000-0-1110-8210-5531-000-0000		BatchId		Check Date	PO# BPO25-00030		Register #		
2024/25	03/20/25	R25-00058	WATER DELIVERY - HS - Acct 276	3200137 (1237973)	04/02/25	Submitted		50.00		50.00	
2025	(001975)	62-0000-0-1110-8210-5531-000-0000		BatchId		Check Date	PO# BPO25-00030		Register #		
2024/25	03/01/25	R25-00058	WATER DELIVERY - HS - Acct 276	RENT COOL MARCH 25 (1237973)	04/02/25	Submitted		10.00		10.00	
2025	(001975)	62-0000-0-1110-8210-5531-000-0000		BatchId		Check Date	PO# BPO25-00030		Register #		
2024/25	03/01/25	R25-00058	WATER DELIVERY - HS - Acct 276	RENT RT MARCH 25 (1237973)	04/02/25	Submitted		2.00		2.00	
2025	(001975)	62-0000-0-1110-8210-5531-000-0000		BatchId		Check Date	PO# BPO25-00030		Register #		
								<b>Total Invoice Amount</b>	132.00	Check	
Direct Vendor DALLANES TRAVEL SERVICE (000096/2) 510 Russ Street Eureka, CA 95501											
2024/25	02/27/25		Jackson Stillman	000216988 (1234092)	03/27/25	Submitted		1,525.31		1,525.31	
2025	(001904)	62-0000-0-1110-1000-5210-000-0000									
								<b>Total Invoice Amount</b>	1,525.31	Check	

Selection Sorted by AP Check Order Option, Filtered by (Orig = 70, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 012617, Page Break by Check/Advise? = N, Zero? = Y)



ReqPay05a

Payment Register

Scheduled 03/27/2025 - 04/02/2025

Bank Account COUNTY - County Bank Account AP Checks

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
2024/25	03/31/25	R25-00059	YR 25 QTR 01	33125	04/02/25	Submitted		125.66		125.66
2025	(001440)	82-		-9540-		Check Date				
AP Vendor EMPLOYMENT DEVELOPMENT DEPT. (000025/1) P.O. BOX 2482 SACRAMENTO, CA 95812-2482										
Total Invoice Amount								125.66	Check	
										Register #

2024/25	03/03/25	R25-00087	OFFICE SUPPLIES -	301485	04/02/25	Submitted		15.18		15.18
2025	(002394)	62-1100-0-1110-2700-4351-000-0000	HS	(1237973)		Check Date				
AP Vendor HENSEL'S ACE HARDWARE (000103/1) 884 9TH STREET ARCATA, CA 95521										
Total Invoice Amount								15.18	Check	
										Register #

2024/25	03/25/25	R25-00022	SNACKS - MS CORE DAY	32525	04/02/25	Submitted		38.37		38.37
2025	(002397)	62-1400-0-1110-1000-4391-678-0000	DAY	(1237973)		Check Date				
AP Employee Illman, Elizabeth Y (000043) 865 Bayview St. Arcata, CA 95521										
Total Invoice Amount								38.37	Check	
										Register #

2024/25	03/19/25	R25-00084	MS - ELECTRIC -	31925	04/02/25	Submitted		1,203.53		1,203.53
2025	(000193)	62-0000-0-1193-8100-6520-678-0000	MS - ELECTRIC -	5252387039-5		Check Date				
AP Vendor P G & E (000007/1) PO BOX 997300 SACRAMENTO, CA 95899-7300										
Total Invoice Amount								1,203.53	Check	
										Register #

2024/25	04/02/25	R25-00086	OFFICE SUPPLIES -	230826	04/02/25	Submitted		212.98		212.98
2025	(002395)	62-1100-0-1110-2700-4351-678-0000	MS	(1237973)		Check Date				
AP Vendor Pacific Paper Co. (030147/1) 2825 F ST Eureka, CA 96501										
Total Invoice Amount								212.98	Check	
										Register #

Selection Sorted by AP Check Order Option, Filtered by (Org = 70, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 012617, Page Break by Check/Advice? = N, Zero? = Y)



Number of Payments	14	
Number of Checks	10	\$5,022.35
Number of ACH Advice	0	
Number of vCard Advice	0	
Total Check/Advice Amount		\$5,022.35
Total Unpaid Sales Tax		\$ .00
Total Expense Amount		\$5,022.35

CHECK/ADVICE AMOUNT DISTRIBUTION COUNTS

\$0 - \$99	4
\$100 - \$499	3
\$500 - \$999	
\$1,000 - \$4,999	3
\$5,000 - \$9,999	
\$10,000 - \$14,999	
\$15,000 - \$99,999	
\$100,000 - \$199,999	
\$200,000 - \$499,999	
\$500,000 - \$999,999	
\$1,000,000 -	

\*\*\*\*\* ITEMS OF INTEREST \*\*\*\*\*

* Number of payments to a different vendor	2
! Number of Prepaid payments	
@ Number of Liability payments	
& Number of Employee Also Vendors	1
? denotes check name different than payment name	
F denotes Final Payment	

Report Totals \* Payment Count 14 Check Count 10 ACH Count 0 vCard Count 0 Total Check/Advice Amount \$5,022.35

Selection Sorted by AP Check Order Option, Filtered by (Org = 70, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 012617, Page Break by Check/Advice? = N, Zero? = Y)

070 - Northcoast Prep Academy

Generated for Julie Grant (JUGRANT), Apr 2 2025 9:41AM

**Northcoast Preparatory and Performing Arts Academy District Governing Board**  
**Tuesday, March 11, 2025**  
**NPA HS, Rm2**  

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**1761 11<sup>th</sup> Street Arcata, CA 95521**

Minutes  
3:04pm

**1. Call to Order/Agenda**

Board Members present: Bob Ziemer, Jim Hilton, Danise Tomlin, Becca Hall  
Absent: Kathy O'Shea

Others present: Corey Weber, HCOE Assistant Superintendent Business Services; August Deshai, HCOE Liaison; Adam Hess, Charter Director; Letty Podesta, Board Secretary

**1.1 Adopt the Agenda**

It was moved by Danise Tomlin and seconded by Jim Hilton to adopt the agenda.

<u>Ayes</u>	<u>Noes</u>	<u>Absent</u>
Bob Ziemer		Kathy O'Shea

Jim Hilton

Danise Tomlin

Becca Hall

Motioned carried, 4-0-1

**2. Fiscal Board Training**

2.1 The board received fiscal training from Corey Weber.

**3. Consent Agenda**

**Notice to the Public**

All matters listed under this category are considered to be routine by the Governing Board and will be enacted by one motion on a roll call vote. There will be no separate discussion of these items. However, if discussion is required, that item will be removed from the Consent Agenda and considered separately.

3.1 Consideration of Approval of Warrants for the Northcoast Preparatory and Performing Arts Academy (NPA).

### 3.2 Consideration of Approval of Minutes for the February 11<sup>th</sup> Board Meeting.

It was moved by Danise Tomlin and seconded by Jim Hilton to approve the Consent Agenda with minor corrections to the February meeting minutes.

<u>Ayes</u>	<u>Noes</u>	<u>Absent</u>
Bob Ziemer		Kathy O'Shea
Jim Hilton		
Danise Tomlin		
Becca Hall		

Motioned carried, 4-0-1

### 4. Public Comments on Items Not on the Agenda

#### 4.1 Comments by the Public:

No comments.

### 5. Action Items to Be Considered

#### 5.1 Approval of NPA's Corrective Action Plan.

The board reviewed NPA's Corrective Action Plan.

It was moved by Jim Hilton and seconded by Danise Tomlin to approve the NPA's Corrective Action Plan.

<u>Ayes</u>	<u>Noes</u>	<u>Absent</u>
Bob Ziemer		Kathy O'Shea
Jim Hilton		
Danise Tomlin		
Becca Hall		

Motioned carried, 4-0-1

#### 5.2 Update to New CA minimum Wage.

Charter Director Adam Hess informed the board of the increase in CA minimum wage as of January 1, 2025. The wage will increase Kitchen staff's pay from \$16.00 to \$16.50.

It was moved by Bob Ziemer and seconded by Becca Hall to approve the CA minimum wage increase.

<u>Ayes</u>	<u>Noes</u>	<u>Absent</u>
Bob Ziemer		Kathy O'Shea
Jim Hilton		
Danise Tomlin		
Becca Hall		

Motioned carried, 4-0-1



### 5.3 2<sup>nd</sup> Interim Charter School Certification

The board reviewed and discussed the 2<sup>nd</sup> Interim documents in length. HCOE Assistant Superintendent Business Services, Corey Weber assisted the board with questions and guiding board members through the 2<sup>nd</sup> Interim documents.

It was moved by Danise Tomlin and seconded by Becca Hall to approve the 2<sup>nd</sup> Interim Charter School Certification.

<u>Ayes</u>	<u>Noes</u>	<u>Absent</u>
Bob Ziemer		Kathy O'Shea
Jim Hilton		
Danise Tomlin		
Becca Hall		

Motioned carried, 4-0-1

### 5.4 Approval of NPA's Updated Bylaws

The board reviewed and discussed NPA's updated bylaws.

It was moved by Jim Hilton and seconded by Danise Tomlin to approve the NPA's Updated Bylaws.

<u>Ayes</u>	<u>Noes</u>	<u>Absent</u>
Bob Ziemer		Kathy O'Shea
Jim Hilton		
Danise Tomlin		
Becca Hall		

Motioned carried, 4-0-1

### 5.5 Approval of Auditor for Fiscal Year 24-25

Charter Director Adam Hess informed the board that Baker Tilly would be the best auditor selection. Although Baker Tilly rate has increased, the company seems to be a good fit with an established working relationship.

<u>Ayes</u>	<u>Noes</u>	<u>Absent</u>
Bob Ziemer		Kathy O'Shea
Jim Hilton		
Danise Tomlin		
Becca Hall		

Motioned carried, 4-0-1

## 6. Discussion Items

### 6.1 Calendar Data Update.

Charter Director Adam Hess presented the data collected in response to the 2025-2026 calendar questionnaire. The board requested multiple mock calendars that reflect the majority of the collected responses.

**6.2 Update to Charter Petition Renewal.**

Charter Director Adam Hess informed the board that the petition has been submitted. The public hearing will be held on April 16<sup>th</sup> at 3:00pm.

**6.3 Budget Assumptions Leading to Budget Adoption for the 2025-26 School Year.**

Charter Director Adam Hess informed the board that he is currently working on the budget assumptions for the 25-26 school year.

**7. Reports**

**7.1 Charter Director's Report**

Charter Director Adam Hess updated the board on the next Parent Council meeting and incoming donations.

**7.2 NPA Middle School Report**

Charter Director Adam Hess updated the board on the National History Day, Science Fair, and the 8<sup>th</sup> grade Washington DC trip.

**7.3 NPA High School Report**

Charter Director Adam Hess updated the board on the Freshman Sophomore play (Midsummer Night's Dream), annual High School Ashland Trip, IB testing, and Valentines day celebration.

**8. Next Board Meeting**

**8.1 Possible Agenda Items**

None

**8.2 Next Board Meeting Date: April 8th at 4:15pm.**

**9. Adjournment at 6:20pm**