

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 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:

2.2 Consideration of approval of minutes from the February 11th Board Meeting

Action Requested:

Approval

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

The minutes from prior meetings are inspected, corrected if needed, and approved. This is a routine monthly process for the Board. The minutes for the March 11, 2025 board meeting are attached.

Fiscal Implications:

None

Contact Person/s:

Adam Hess, Letty Podesta

Item 3:

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Subject:

3.1 Comments by the Public

Action Requested:

None

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

Board members or staff may choose to respond briefly to Public Comments.

Fiscal Implications:

None

Contact Person/s:

Adam Hess

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 4:

ACTION ITEMS TO BE CONSIDERED

Subject:

4.3 Approval of school-administered AP and IB exams for Seal of Biliteracy competency assessment

Action Requested:

Approval

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

The school is able to establish a board approved assessment procedure to establish Seal of Biliteracy eligibility.

Fiscal Implications:

None

Contact Person/s:

Adam Hess

Agenda Item 5:

DISCUSSION ITEMS

Subject:

5.1 Consideration of potential stakeholder concerns or perceived dangers of free association and exchange of ideas.

Action Requested:

Discussion

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

Are there any perceived restrictions or dangers in teaching certain subjects or participating in any activities within or outside NPA? It is especially important to identify concerns among our foreign students, their parents, and hosts.

Fiscal Implications:

None

Contact Person/s:

Adam Hess, Bob Ziemer

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

Agenda Item 6:

REPORTS

Subject:

6.2 NPA Middle School Report

Action Requested:

Information

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

Each month the Charter Director will give an update on middle school programs and events.

Fiscal Implications:

None

Contact Person/s:

Adam Hess

Agenda Item 6:

REPORTS

Subject:

6.3 NPA High School Report

Action Requested:

Information

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

Each month the Charter Director will give an update on high school programs and events.

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

7. OPEN SESSION BEFORE CLOSED SESSION

Subject:

7.3 Adjourn to Closed Session

7.3.1 Public Employee Discipline/Dismissal Release (§ 54957)

Action Requested:

Discussion

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

The Board will adjourn to closed session pursuant to Government Code 54950 - 54962. Closed Session attendees will include Board members; Adam Hess: Director and other individuals that may be invited to attend by the Board.

Fiscal Implications:

None

Contact Person/s:

Adam Hess

8. RECONVENE IN OPEN SESSION

Subject:

8.1 Report of Action Taken During Closed Session

Action Requested:

Discussion

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

The Director will report on any action taken during the closed session.

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 13th 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

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
AP Vendor			HENSEL'S ACE HARDWARE (000103/1) 884 9TH STREET ARCATA, CA 95521							
2024/25	02/25/25	R25-00065	MAINTENANCE	300987	03/06/25	Submitted		34.70		34.70
			SUPPLIES - HS	(1222498)						
		2025 (000189)	62-0000-0-1193-8100-4310-000-0000							
				BatchId		Check Date		PO# BPO25-00037		Register #
Total Invoice Amount								34.70	Check	

AP Vendor			P G & E (000007/1) PO BOX 997300 SACRAMENTO, CA 95899-7300							
2024/25	02/18/25	R25-00084	MS - ELECTRIC -	2182025	03/06/25	Submitted		1,277.00		1,277.00
			5252397099-5	(1222498)						
		2025 (000193)	62-0000-0-1193-8100-5520-678-0000							
				BatchId		Check Date		PO# BPO25-00056		Register #
Total Invoice Amount								1,277.00	Check	

AP Vendor			POST-HASTE MAIL CENTER INC (000184/1) 600 F STREET SUITE 3 ARCATA, CA 95521							
2024/25	02/04/25	R25-00087	POSTAGE - HS	447969	03/06/25	Submitted		39.90		39.90
				(1222498)						
		2025 (000172)	62-0000-0-1110-2700-5950-000-0000							
		2025 (002517)	62-1100-0-1110-2700-5950-000-0000							
				BatchId		Check Date		PO# BPO25-00059		Register #
2024/25	02/11/25	R25-00087	POSTAGE - HS	448460	03/06/25	Submitted		67.25		67.25
				(1222498)						
		2025 (000172)	62-0000-0-1110-2700-5950-000-0000							
		2025 (002517)	62-1100-0-1110-2700-5950-000-0000							
				BatchId		Check Date		PO# BPO25-00059		Register #
Total Invoice Amount								107.15	Check	

EXPENSES BY FUND - Bank Account COUNTY			
Fund	Expense	Cash Balance	Difference
62	1,418.85	366,845.52	365,426.67

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	\$0.00	
Total Expense Amount	\$1,418.85	
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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 -		
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***** 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 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)

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			Amazon Capital Services ,INC. (030156/1) PO Box 035184 Seattle, WA 98124							
* 2024/25	03/05/25	R25-00018	OFFICE SUPPLIES - MS	11QJ-RW41-6MD4 (1225160)	03/12/25	Submitted		48.60		48.60
		2025 (002395)	62-1100-0-1110-2700-4351-678-0000	Hold: Final Payment?	BatchId	Check Date	PO#		Register #	
Total Invoice Amount								48.60	Check	
AP Vendor			Jacob Ziggle arias (030166/1) 5326 Pine St. Eureka, CA 95503							
2024/25	03/07/25	R25-00112	JANITORIAL SERVICES - MS	975856 MS (1225179)	03/12/25	Submitted		556.50		556.50
		2025 (000192)	62-0000-0-1193-8100-5500-678-0000			417.37				
		2025 (002402)	62-2600-0-1193-8100-5500-678-0000			139.13				
				BatchId	Check Date		PO# BPO25-00085		Register #	
Total Invoice Amount								619.50	Check	
2024/25	03/07/25	R25-00111	JANITORIAL SERVICES - HS	975856HS (1225179)	03/12/25	Submitted		619.50		619.50
		2025 (000191)	62-0000-0-1193-8100-5500-000-0000			619.50				
		2025 (002401)	62-2600-0-1193-8100-5500-000-0000							
				BatchId	Check Date		PO# BPO25-00084		Register #	
Total Invoice Amount								1,176.00	Check	
AP Vendor			RECOLOGY ARCATA (000005/1) P.O. BOX 188 555 VANCE AVE. SAMOA, CA 95564							
2024/25	02/28/25	R25-00093	GARBAGE - MS - ACCT 060826321	33636259 (1225160)	03/12/25	Submitted		277.50		277.50
		2025 (000196)	62-0000-0-1193-8100-5560-678-0000							
				BatchId	Check Date		PO# BPO25-00065		Register #	
Total Invoice Amount								360.36	Check	
2024/25	02/28/25	R25-00092	GARBAGE - HS - ACCT 060835769	33638453 (1225160)	03/12/25	Submitted		360.36		360.36
		2025 (000195)	62-0000-0-1193-8100-5560-000-0000							
				BatchId	Check Date		PO# BPO25-00064		Register #	
Total Invoice Amount								637.86	Check	

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			SOLO SPORTS (030086/1) 550 S G ST STE 33 ARCATA, CA 95521-2602							
2024/25	03/05/25	R25-00099	NPA STUDENT APPAREL	25-0057 (1225160)	03/12/25	Submitted		267.00		267.00
2025 (002472)			62-1400-0-1110-1000-4391-000-1600		BatchId	Check Date	PO# BPO25-00071	Register #		
Total Invoice Amount								267.00	Check	

AP Vendor			TAYLOR, MIKE (030081/1) 2815 CLOVER WAY ARCATA, CA 95521-5797							
2024/25	03/10/25	R25-00102	LUNCH / BREAKFAST - HS	1685 MAR HS (1225160)	03/12/25	Submitted		875.00		875.00
2025 (000080)			62-0000-0-0000-3700-5800-000-0000		BatchId	Check Date	PO# BPO25-00074	Register #		
2024/25	03/10/25	R25-00103	LUNCH / BREAKFAST - MS	1685 MAR MS (1225160)	03/12/25	Submitted		1,155.00		1,155.00
2025 (000081)			62-0000-0-0000-3700-5800-678-0000		BatchId	Check Date	PO# BPO25-00075	Register #		
& Employee Also								2,030.00	Check	

Direct Vendor			The Hartford (030162/1) One Hartford Plaza Hartford, CT 06155							
2024/25	02/20/25		Workers Comp March 2025	MARCH 2025 (1225160)	03/12/25	Submitted		238.80		238.80
2025 (001441)			62- - - - - 9542- -							
Total Invoice Amount								238.80	Check	

AP Vendor			UBEO Business Services (030140/1) 3131 Esplanade Chico, CA 95973							
2024/25	03/05/25	R25-00106	COPIER CONTRACT - MS - #CN30946-01	4816262 (1225160)	03/12/25	Submitted		296.85		296.85
2025 (002515)			62-1100-0-1110-2700-5637-678-0000		BatchId	Check Date	PO# BPO25-00078	Register #		
Total Invoice Amount								296.85	Check	

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			Young Minney & Corr, LLP (030125/1) 655 University Ave., Suite 150 Sacramento, CA 95825							
2024/25	03/05/25	R25-00108	LEGAL FEES	15096 (1225160)	03/12/25	Submitted		2,744.00		2,744.00
2025 (001932) 62-0000-0-0000-7200-5823-000-0000				BatchId	Check Date	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	411,774.87	404,335.76

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	\$0.00	
Total Expense Amount	\$7,439.11	
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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 -		
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***** ITEMS OF INTEREST *****		
* Number of payments to a different vendor	1	
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 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)

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	
AP Vendor			Amazon Capital Services ,INC. (030156/1) PO Box 035184 Seattle, WA 98124								
* 2024/25	03/12/25	R25-00013	INSTRUCTIONAL SUPPLIES - HS	199P-F-JPG-JG7J HS	03/21/25	Submitted		7.47		7.47	
		2025 (002324)	62- 6300- 0- 1110- 1000- 4310- 000- 0000								
* 2024/25	03/12/25	R25-00017	OFFICE SUPPLIES - HS	199P-F-JPG-JG7J MA (1229247)	03/20/25	Submitted		119.31		119.31	
		2025 (002394)	62- 1100- 0- 1110- 2700- 4351- 000- 0000								
			Hold: Final Payment?	BatchId		Check Date	PO#		Register #		
Total Invoice Amount								126.78	Check		
AP Vendor			ARCATA UNITED METHODIST CHURCH (000112/1) 1761 ELEVENTH STREET ARCATA, CA 95521								
2024/25	03/14/25	R25-00040	UTILITIES / CLEANING - HS	1055 (1229247)	03/20/25	Submitted		2,017.68		2,017.68	
		2025 (000191)	62- 0000- 0- 1193- 8100- 5500- 000- 0000					1,513.26			
		2025 (002401)	62- 2600- 0- 1193- 8100- 5500- 000- 0000					504.42			
				BatchId		Check Date	PO# BPO25-00014		Register #		
Total Invoice Amount								2,017.68	Check		
Direct Vendor			DBA Eureka Times Standard (000058/2) PO Box 8005 Willoughby, OH 44096								
2024/25	02/28/25		HS Advertising	0001438474 (1229247)	03/20/25	Submitted		200.00		200.00	
		2025 (002326)	62- 1100- 0- 1110- 2700- 5831- 000- 0000								
Total Invoice Amount								200.00	Check		
AP Employee			Illman, Elizabeth Y (000043) 865 Bayview St. Arcata, CA 95521								
* 2024/25	02/26/25	R25-00018	OFFICE SUPPLIES - MS	010466 (1229247)	03/20/25	Submitted		20.65		20.65	
		2025 (002395)	62- 1100- 0- 1110- 2700- 4351- 678- 0000								
			Hold: Final Payment?	BatchId		Check Date	PO#		Register #		
* 2024/25	02/18/25	R25-00022	SNACKS - MS CORE DAY	04052D (1229247)	03/20/25	Submitted		22.58		22.58	
		2025 (002397)	62- 1400- 0- 1110- 1000- 4391- 678- 0000								
Selection Sorted by AP Check Order Option, Filtered by (Org = 70, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 012513, 012522, Page Break by Check/Advice? = 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	
AP Employee			Ilman, Elizabeth Y (000043)		(continued)		(continued)				
* 2024/25	03/11/25	R25-00013	INSTRUCTIONAL SUPPLIES - HS	085601D (1229247)	03/20/25	Submitted		10.93		10.93	
	2025 (002324)	62-6300-0-1110-1000-4310-000-0000									
* 2024/25	03/11/25	R25-00022	SNACKS - MS CORE DAY	1252046704 (1230399)	03/21/25	Submitted		11.79		11.79	
	2025 (002397)	62-1400-0-1110-1000-4391-678-0000									
* 2024/25	03/11/25	R25-00022	SNACKS - MS CORE DAY	12551368 (1230399)	03/21/25	Submitted		13.99		13.99	
	2025 (002397)	62-1400-0-1110-1000-4391-678-0000									
* 2024/25	03/04/25	R25-00022	SNACKS - MS CORE DAY	12561730 (1230403)	03/21/25	Submitted		65.24		65.24	
	2025 (002397)	62-1400-0-1110-1000-4391-678-0000									
* 2024/25	03/11/25	R25-00018	OFFICE SUPPLIES - MS	686755 (1229247)	03/20/25	Submitted		10.96		10.96	
	2025 (002395)	62-1100-0-1110-2700-4351-678-0000									
		Hold: Final Payment?	BatchId		Check Date	PO#	Register #				
Total Invoice Amount								156.14	Check		

Direct Employee		Steinfeld Denisi, Gaia R (000047) 3473 Middlefield Ln Eureka, CA 95501									
2024/25	02/22/25		Teacher Worckshop Paper 2	12376 (1229247)	03/20/25	Submitted		150.00		150.00	
	2025 (001904)	62-0000-0-1110-1000-5210-000-0000									
2024/25	02/25/25		Teacher Worckshop Individual	12392 (1229247)	03/20/25	Submitted		150.00		150.00	
	2025 (001904)	62-0000-0-1110-1000-5210-000-0000									
Total Invoice Amount								300.00	Check		

AP Vendor		TAYLOR, MIKE (030081/1) 2815 CLOVER WAY ARCATA, CA 95521-5797									
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 = 70, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 012513, 012522, Page Break by Check/Advice? = 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
AP Vendor			TAYLOR, MIKE (030081/1)				(continued)			
2024/25	03/17/25	R25-00102	LUNCH / BREAKFAST - HS	1687 MAR HS (1229247)	03/20/25	Submitted		975.00		975.00
2025 (000080)			62-0000-0-0000-3700-5800-000-0000		Batchld		Check Date	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
2025 (000081)			62-0000-0-0000-3700-5800-678-0000		Batchld		Check Date	PO# BPO25-00075	Register #	
& Employee Also							Total Invoice Amount	2,170.64	Check	

AP Vendor			Tiny EYE Technologies Corp c/o V68000U (030144/3) P.O. Box 84332 Seattle, WA 98124							
2024/25	01/31/25	R25-00105	SPEECH THERAPY - MS	25765 (1229247)	03/20/25	Submitted		673.92		673.92
2025 (000590)			62-6500-0-5760-3150-5800-678-0000		Hold: Final Payment?		Batchld	Check Date	PO# BPO25-00077	Register #
2024/25	02/28/25	R25-00105	SPEECH THERAPY - MS	26054 (1229247)	03/20/25	Submitted		841.45		841.45
2025 (000590)			62-6500-0-5760-3150-5800-678-0000		Hold: Final Payment?		Batchld	Check Date	PO# BPO25-00077	Register #
Total Invoice Amount							1,515.37	Check		

EXPENSES BY FUND - Bank Account COUNTY			
Fund	Expense	Cash Balance	Difference
62	6,486.61	519,418.76	512,932.15

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	\$0.00	
Total Expense Amount	\$6,486.61	
<hr/>		
CHECK/ADVICE AMOUNT DISTRIBUTION COUNTS		
\$0 - \$99		
\$100 - \$499	4	
\$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 -		
<hr/>		
***** ITEMS OF INTEREST *****		
* Number of payments to a different vendor	9	
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 18 Check Count 7 ACH Count 0 vCard Count 0 Total Check/Advice Amount \$6,486.61

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

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 RENTAL	APR 2025 (1234092)	03/27/25	Submitted		100.00		100.00	
			2025 (000167) 62-0000-0-1110-2700-5628-000-0000		BatchId	Check Date	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 (1234092)	03/27/25	Submitted		3,000.00		3,000.00	
			2025 (000163) 62-0000-0-1110-2700-5612-000-0000		BatchId	Check Date	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 (1234092)	03/27/25	Submitted		4.58		4.58	
			2025 (000188) 62-0000-0-1193-2700-5909-678-0000		BatchId	Check Date	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 - MS - ACCT	31425 (1234092)	03/27/25	Submitted		34.06		34.06	
			2025 (000194) 62-0000-0-1193-8100-5530-678-0000		BatchId	Check Date	PO# BPO25-00023	Register #			
Total Invoice Amount								34.06	Check		

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



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			COASTAL BUSINESS SYSTEMS INC. (000224/1) PO BOX 660831 DALLAS, TX 75266-0831							
2024/25	04/14/25	R25-00056	COPIER RENTAL	041425	03/27/25	Submitted		2,312.32		2,312.32
			019-1825201-000	(1234092)						
		2025 (002289)	62- 1100- 0- 1110- 2700- 5623- 000- 0000							
			Hold: Final Payment?	Batchld		Check Date	PO# BPO25-00028		Register #	
2024/25	03/20/25		Lare Fees	DP25-00001	03/27/25	Submitted		80.08		80.08
		2025 (001263)	62- 0000- 0- 0000- 7200- 5881- 000- 0000							
Total Invoice Amount								2,392.40	Check	
AP Employee			Illman, Elizabeth Y (000043) 865 Bayview St. Arcata, CA 95521							
* 2024/25	03/18/25	R25-00022	SNACKS - MS CORE	12585781	03/27/25	Submitted		71.95		71.95
			DAY	(1234092)						
		2025 (002397)	62- 1400- 0- 1110- 1000- 4391- 678- 0000							
* 2024/25	03/11/25	R25-00022	SNACKS - MS CORE	685755 REDO	03/26/25	Submitted		10.96		10.96
			DAY	(1233731)						
		2025 (002397)	62- 1400- 0- 1110- 1000- 4391- 678- 0000							
Total Invoice Amount								82.91	Check	
AP Vendor			Jacob Ziggle arias (030166/1) 3526 Pine St. Eureka, CA 95503							
2024/25	03/21/25	R25-00112	JANITORIAL	975858	03/27/25	Submitted		630.00		630.00
			SERVICES - MS	(1234092)						
		2025 (000192)	62- 0000- 0- 1193- 8100- 5500- 678- 0000					472.50		
		2025 (002402)	62- 2600- 0- 1193- 8100- 5500- 678- 0000					157.50		
				Batchld		Check Date	PO# BPO25-00085		Register #	
2024/25	03/21/25	R25-00111	JANITORIAL	975858HS	03/27/25	Submitted		693.00		693.00
			SERVICES - HS	(1234092)						
		2025 (000191)	62- 0000- 0- 1193- 8100- 5500- 000- 0000					693.00		
		2025 (002401)	62- 2600- 0- 1193- 8100- 5500- 000- 0000							
				Batchld		Check Date	PO# BPO25-00084		Register #	
Total Invoice Amount								1,323.00	Check	

Selection Sorted by AP Check Order Option, Filtered by (Org = 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	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 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 (Org = 70, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 012581, Page Break by Check/Advice? = 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
AP Vendor			Amazon Capital Services ,INC. (030156/1) PO Box 035184 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 #	
Total Invoice Amount								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	3060137 (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 #			
Total Invoice Amount								132.00	Check	
Direct Vendor			DALIANES TRAVEL SERVICE (000096/2) 510 Russ Street Eureka, CA 95501							
2024/25	02/27/25		Jackson Stillman	000215988 (1234092)	03/27/25	Submitted		1,525.31		1,525.31
		2025 (001904)	62-0000-0-1110-1000-5210-000-0000							
Total Invoice Amount								1,525.31	Check	

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)

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			EMPLOYMENT DEVELOPMENT DEPT. (000025/1) P.O. BOX 2482 SACRAMENTO, CA 95812-2482							
2024/25	03/31/25	R25-00059	YR 25 QTR 01	33125 (1237973)	04/02/25	Submitted		125.66		125.66
	2025	(001440) 62-	- - - -9540-							
			Hold: Final Payment?	BatchId		Check Date	PO# BPO25-00031		Register #	
Total Invoice Amount								125.66	Check	
AP Vendor			HENSEL'S ACE HARDWARE (000103/1) 884 9TH STREET ARCATA, CA 95521							
2024/25	03/03/25	R25-00067	OFFICE SUPPLIES - HS	301485 (1237973)	04/02/25	Submitted		15.18		15.18
	2025	(002394) 62-	1100-0-1110-2700-4351-000-0000							
				BatchId		Check Date	PO# BPO25-00039		Register #	
Total Invoice Amount								15.18	Check	
AP Employee			Illman, Elizabeth Y (000043) 865 Bayview St. Arcata, CA 95521							
* 2024/25	03/25/25	R25-00022	SNACKS - MS CORE DAY	32525 (1237973)	04/02/25	Submitted		38.37		38.37
	2025	(002397) 62-	1400-0-1110-1000-4391-678-0000							
Total Invoice Amount								38.37	Check	
AP Vendor			P G & E (000007/1) PO BOX 997300 SACRAMENTO, CA 95899-7300							
2024/25	03/19/25	R25-00084	MS - ELECTRIC - 5252397099-5	31925 (1237973)	04/02/25	Submitted		1,203.53		1,203.53
	2025	(000193) 62-	0000-0-1193-8100-5520-678-0000							
				BatchId		Check Date	PO# BPO25-00056		Register #	
Total Invoice Amount								1,203.53	Check	
AP Vendor			Pacific Paper Co. (030147/1) 2825 F ST Eureka, CA 95501							
2024/25	04/02/25	R25-00086	OFFICE SUPPLIES - MS	230626 (1237973)	04/02/25	Submitted		212.98		212.98
	2025	(002395) 62-	1100-0-1110-2700-4351-678-0000							

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)



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	Pacific Paper Co. (030147/1)		(continued)							

BatchId	Check Date	PO#	Register #
		BPO25-00058	
Total Invoice Amount			212.98 Check

AP Vendor	POST-HASTE MAIL CENTER INC (000184/1) 600 F STREET SUITE 3 ARCATA, CA 95521									
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2024/25	03/18/25	R25-00087	POSTAGE - HS	31825	(1237973)	04/02/25	Submitted	39.90		39.90
	2025	(000172)	62-0000-0-1110-2700-5950-000-0000							
	2025	(002517)	62-1100-0-1110-2700-5950-000-0000				39.90			
			BatchId			Check Date	PO# BPO25-00059		Register #	
						Total Invoice Amount			39.90 Check	

AP Vendor	TAYLOR, MIKE (030081/1) 2815 CLOVER WAY ARCATA, CA 95521-5797									
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2024/25	03/31/25	R25-00102	LUNCH / BREAKFAST - HS	1689 MAR	(1237973)	04/02/25	Submitted	780.00		780.00
	2025	(000080)	62-0000-0-0000-3700-5800-000-0000							
			BatchId			Check Date	PO# BPO25-00074		Register #	

2024/25	03/31/25	R25-00103	LUNCH / BREAKFAST - MS	1689 MAR*DUPE****	(1237973)	04/02/25	Submitted	870.00		870.00
	2025	(000081)	62-0000-0-0000-3700-5800-678-0000							
			Hold: Duplicate Invoice	BatchId		Check Date	PO# BPO25-00075		Register #	

& Employee Also **Total Invoice Amount 1,650.00 Check**

EXPENSES BY FUND - Bank Account COUNTY			
Fund	Expense	Cash Balance	Difference
62	5,022.35	393,021.25	387,998.90

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)

Northcoast Preparatory and Performing Arts Academy District Governing Board
Tuesday, March 11, 2025
NPA HS, Rm2
1761 11th 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 Deshaj, 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 11th 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 2nd Interim Charter School Certification

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

It was moved by Danise Tomlin and seconded by Becca Hall to approve the 2nd 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 16th 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 8th 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