

**Northcoast Preparatory and Performing Arts Academy District Governing Board**  
**Tuesday, April 8, 2025**  
**NPA HS, Rm2**  
**1761 11<sup>th</sup> Street Arcata, CA 95521**

**Minutes**  
**4:15pm**

**1. Call to Order/Agenda**

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

Others present: Liaison; Adam Hess, Charter Director; Guests: Bridget Quinn (teacher), Jessica Callahan (parent).

**1.1 Adopt the Agenda**

It was moved by Jim Hilton and seconded by Danise Tomlin 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. 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.

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

2.2 Consideration of Approval of Minutes for the March 11<sup>th</sup> Board Meeting.

It was moved by Bob Ziemer and seconded by Jim Hilton to approve the Consent 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		

### **3. Public Comments on Items Not on the Agenda**

#### **3.1 Comments by the Public:**

Jessica Callahan addressed the board about the possibility of dual enrollment through Cal Poly Humboldt. Bridget Quinn shared her perspective on the school's calendar with the board.

### **4. Action Items to Be Considered**

#### **4.1 Approval of NPA's Updated ELO-P Plan Guide.**

The board reviewed NPA's ELO-P Plan Guide.

It was moved by Danise Tomlin and seconded by Bob Ziemer to approve NPA's ELO-P Plan Guide.

<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		

#### **4.2 Approval of the 2025-26 Middle and High School Calendar**

The board reviewed the options that Charter Director Adam Hess shared. There was discussion of the best choice for both school sites.

It was moved by Bob Ziemer and seconded by Becca Hall to approve the second calendar option.

<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		

#### 4.3 Approval of School-Administered AP and IB exams for Seal of Biliteracy Competency

The board discussed the method by which the school would determine competency.

It was moved by Danise Tomlin and seconded by Jim Hilton to approve the school-administered AP and IB exams as methods for establishing competency.

<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. Discussion Items

##### 5.1 Considerations of potential stakeholders concerns or perceived dangers of free association and exchange of ideas.

The board discussed if any concerns were experienced within our community. Charter Director Adam Hess shared that he was not aware of any concerns and that this was something the school discussed during weekly staff meetings.

##### 5.2 Charter Petition Presentation on April 16th

Charter Director Adam Hess informed the board that the public hearing will be held on April 16<sup>th</sup> at 3:00pm in the Annex at the Humboldt County Office of Education, and that he would attend and share on behalf of NPA.

#### 6. Reports

##### 6.1 Charter Director's Report

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

##### 6.2 NPA Middle School Report

Charter Director Adam Hess updated the board on the 8<sup>th</sup> grade Washington DC trip, and the track season.

##### 6.3 NPA High School Report

Charter Director Adam Hess reported on the Freshman Sophomore play (Midsummer Night's Dream), annual High School Ashland Trip, and upcoming testing for both IB and AP courses.

**7. Open Session Before Closed Session**

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

Bob Ziemer, Board Chair, verbally reviewed items to be discussed during the closed session.

7.2 Closed Session Open Hearing Under this item, 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.

No public comments

7.3 Adjourn to Closed Session 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.

**8. Reconvene in Open Session**

8.1 Report of Action Taken During Closed Session

Bob Ziemer, Board Chair, reported that no action was taken.

**9. Next Board Meeting**

9.1 Possible Agenda Items

None

9.2 Next Board Meeting Date: May 13th at 4:15pm.

**10. Adjournment at 6:01pm**

**Bank Account COUNTY - County Bank Account AP Checks**

Selection  
 Sorted by AP Check Order Option, Filtered by (Orig = 70, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 012753,  
 Page Break by Check/Advice? = N, Zero? = Y)

# ReqPay05a

# Payment Register

Scheduled 04/17/2025

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	(continued)									
2024/25	03/01/25	R25-00048	March	48531 (1249787)	04/17/25	Submitted		2,500.00		2,500.00
	2025	(000092)	62-0000-0-0000-7200-5450-000-0000	BatchId		Check Date		PO# BPO25-00021	Register #	
2024/25	04/01/25	R25-00048	April	48793 (1249787)	04/17/25	Submitted		2,501.00		2,501.00
	2025	(000092)	62-0000-0-0000-7200-5450-000-0000	BatchId		Check Date		PO# BPO25-00021	Register #	
Hold: Final Payment?						Total Invoice Amount				
						5,001.00 Check				
Direct Vendor	Discovery Education (030167/1)									
	PO Box 744954 Atlanta, GA 30374									
2024/25	07/26/24		MS Social Studies	CINV-145064 (1249787)	04/17/25	Submitted		1,530.00		1,530.00
	2025	(002634)	62-1100-0-1110-1000-4110-678-0000	text books		Total Invoice Amount				
						1,530.00 Check				
AP Vendor	Follett Content Solutions (030138/1)									
	P.O. Box 7410597 Chicago, IL 60674									
2024/25	04/03/25	R25-00064	TESTS - MOCK	559908F (1249787)	04/17/25	Submitted		219.99		219.99
	2025	(000371)	62-1100-0-1110-1000-4314-000-0000	EXAMS		Total Invoice Amount				
						219.99 Check				
BatchId						Check Date	PO# BPO25-00036	Register #		
AP Employee	Ilman, Elizabeth Y (000043)									
	865 Bayview St. Arcata, CA 95521									
2024/25	04/01/25	R25-00022	SNACKS - MS CORE	125 2 57 164 (1249787)	04/17/25	Submitted		27.98		27.98
	2025	(002397)	62-1400-0-1110-1000-4391-678-0000	DAY		Total Invoice Amount				
						27.98 Check				
2024/25	04/01/25	R25-00017	OFFICE SUPPLIES -	125 2 57 164 OFFICE (1249787)	04/17/25	Submitted		81.56		81.56
	2025	(002394)	62-1100-0-1110-2700-4351-000-0000	HS		Total Invoice Amount				
						81.56 Check				
2024/25	04/01/25	R25-00022	SNACKS - MS CORE	125 2 58 164 (1249787)	04/17/25	Submitted		55.76		55.76
	2025	(002397)	62-1400-0-1110-1000-4391-678-0000	DAY		Total Invoice Amount				
						55.76 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) = 012753, Page Break by Check/Advice? = N, Zero? = Y)

## ReqPay05a

## Payment Register

Scheduled 04/17/2025

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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Total Invoice Amount 165.30 Check

AP Vendor Jacob Ziggie artas (030166/1)  
3526 Pine St.  
Eureka, CA 95503

2024/25 04/04/25 R25-00111 JANITORIAL 404 HS Submitted 661.50

2025 (000191) 62-0000-0-1193-8100-5500-000-0000 (1249787)

2025 (002401) 62-2600-0-1193-8100-5500-000-0000

BatchId

PO# BPO25-00084

Register #

2024/25 04/04/25 R25-00112 JANITORIAL 404 MS

SERVICES-MS (1249787)

2025 (000192) 62-0000-0-1193-8100-5500-678-0000

2025 (002402) 62-2600-0-1193-8100-5500-678-0000

BatchId

PO# BPO25-00085

Register #

Total Invoice Amount 1,270.50 Check

AP Vendor NORTH TOWN BOOKS (000097/1)  
957 H STREET  
ARCAT, CA 95521

2024/25 01/17/25 R25-00083 BOOKS-MS 502105 Submitted 123.04

2025 (000555) 62-6300-0-1110-1000-4110-678-0000 (1249787)

BatchId

PO# BPO25-00055

Register #

Check Date

Total Invoice Amount 123.04 Check

AP Vendor Pacific Paper Co. (030147/1)  
2825 F ST  
Eureka, CA 95501

\* 2024/25 03/25/25 R25-00007 ART SUPPLIES-HS 230981 Submitted 31.67

2025 (002304) 62-6770-0-1225-1000-4310-000-0000 (1249787)

Total Invoice Amount 31.67 Check

Direct Employee Quinn-Cataldo, Bridget (000040)  
4100 Greenwood Heights Dr.  
Kneeland, CA 95549-8922

2024/25 11/25/24 Sweden Trip 31991234 Submitted 731.71

Chaperone (1249787)

2025 (000137) 62-0000-0-1110-1000-5801-000-0000

Selection Sorted by AP Check Order Option, Filtered by (Org = 70, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 012753, Page Break by Check/Advice? = N, Zero? = Y)

ERP for California

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070 - Northcoast Prep Academy

Generated for Julie Grant (JUGRANT), Apr 17 2025 4:24PM

# ReqPay05a

# Payment Register

Scheduled 04/17/2025

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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Total Invoice Amount 731.71 Check

AP Vendor RECOLOGY ARCATa (000005/1)

P.O. BOX 188 555 VANCE AVE.

SAMOA, CA 95564

2024/25 03/31/25 R25-00092 GARBAGE - HS - 33125 060835769 Submitted 04/17/25 180.18

ACCT 060835769 (1249787)

2025 (000195) 62-0000-0-1193-8100-5560-000-0000

BatchId

Check Date

PO# BPO25-00064

Register #

2024/25 03/31/25 R25-00093 GARBAGE - MS - 33125060826321 Submitted 04/17/25 138.75

ACCT 060826321 (1249787)

2025 (000196) 62-0000-0-1193-8100-5560-678-0000

BatchId

Check Date

PO# BPO25-00065

Register #

Total Invoice Amount 318.93 Check

AP Vendor SOLO SPORTS (030086/1)

550 S G ST STE 33

ARCATA, CA 95521-2602

2024/25 02/18/25 R25-00024 SPORTS GEAR & SUPPLIES - HS 25-0047 Submitted 04/17/25 1,150.00

(1249787)

2025 (000212) 62-0000-0-1300-4200-4310-000-0000

Total Invoice Amount 1,150.00 Check

AP Vendor SONOMA COUNTY OFFICE OF EDUC (000072/1)

BUSINESS SERVICES 5340

SKYLANEBLYD

SANTA ROSA, CA 95403-8246

2024/25 11/20/24 R25-00101 NCTIP TEACHER INDUCTION 125-00346 Submitted 04/17/25 8,400.00

(1249787)

2025 (001904) 62-0000-0-1110-1000-5210-000-0000

2025 (002633) 62-0000-0-1110-1000-5210-678-0000

2025 (002078) 62-6266-0-1110-1000-5210-000-0000

Hold: Final Payment?

BatchId

Check Date

PO# BPO25-00073

Register #

Total Invoice Amount 8,400.00 Check

AP Vendor TAYLOR, MIKE (030081/1)

2815 CLOVER WAY

ARCATA, CA 95521-5797

2024/25 04/07/25 R25-00102 LUNCH / BREAKFAST - HS 1690 APR HS Submitted 04/17/25 940.00

(1249787)

Selection Sorted by AP Check Order Option, Filtered by (Org = 70, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 012753, Page Break by Check/Advice? = N, Zero? = Y)

ERP for California

070 - Northcoast Prep Academy

Generated for Julie Grant (JUGRANT), Apr 17 2025 4:24PM



## ReqPay05a

## Payment Register

Scheduled 04/17/2025

Bank Account COUNTRY - 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	04/07/25	R25-00102	LUNCH / BREAKFAST - HS	1690 APR HS (1249787) (continued)	04/17/25	Submitted		(continued)		
	2025	(000080)	62-0000-0-0000-3700-5800-000-0000	BatchId	Check Date			PO# BPO25-00074	Register #	
2024/25	04/07/25	R25-00103	LUNCH / BREAKFAST - MS	1690 APR MS (1249787)	04/17/25	Submitted		1,200.00		1,200.00
	2025	(000081)	62-0000-0-0000-3700-5800-678-0000	BatchId	Check Date			PO# BPO25-00075	Register #	
2024/25	04/14/25	R25-00102	LUNCH / BREAKFAST - HS	1695 APR HS (1249787)	04/17/25	Submitted		915.00		915.00
	2025	(000080)	62-0000-0-0000-3700-5800-000-0000	BatchId	Check Date			PO# BPO25-00074	Register #	
2024/25	04/14/25	R25-00103	LUNCH / BREAKFAST - MS	1695 APR MS (1249787)	04/17/25	Submitted		1,050.00		1,050.00
	2025	(000081)	62-0000-0-0000-3700-5800-678-0000	BatchId	Check Date			PO# BPO25-00075	Register #	
& Employee Also								Total Invoice Amount	4,105.00	Check
AP Vendor	UBEO Business Services (030140/1)									
	3131 Esplanade Chico, CA 95973									
2024/25	04/02/25	R25-00106	COPIER CONTRACT - MS - #CN30946-01	4846712 (1249787)	04/17/25	Submitted		96.60		96.60
	2025	(002515)	62-1100-0-1110-2700-5637-678-0000	BatchId	Check Date			PO# BPO25-00078	Register #	
								Total Invoice Amount	96.60	Check
AP Vendor	Varsity Yearbook (030109/4)									
	P.O. Box 844660 Dallas, TX 95284									
2024/25	04/13/25	R25-00069	YEARBOOKS - HS (1249787)	24811-000-2025 2ND (1249787)	04/17/25	Submitted		2,320.00		2,320.00
	2025	(000139)	62-0000-0-1110-1000-5805-000-0000	BatchId	Check Date			PO# BPO25-00041	Register #	
								Total Invoice Amount	2,320.00	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) = 012753,  
Page Break by Check/Advice? = N, Zero? = Y)

ERP for California

Scheduled 04/17/2025

Bank Account COUNTRY - County Bank Account AP Checks

EXPENSES BY FUND - Bank Account COUNTRY			
Fund	Expense	Cash Balance	Difference
62	29,313.95	543,287.15	513,973.20

Number of Payments	26	
Number of Checks	18	\$29,313.95
Number of ACH Advice	0	
Number of VCard Advice	0	
Total Check/Advice Amount		\$29,313.95
Total Unpaid Sales Tax		\$0.00
Total Expense Amount		\$29,313.95

## CHECK/ADVICE AMOUNT DISTRIBUTION COUNTS

\$0 -	\$99	3
\$100 -	\$499	5
\$500 -	\$999	1
\$1,000 -	\$4,999	7
\$5,000 -	\$9,999	2
\$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 6  
 ! 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 26 Check Count 18 ACH Count 0 VCard Count 0 Total Check/Advice Amount \$29,313.95

Selection Sorted by AP Check Order Option, Filtered by (Org = 70, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 012753, Page Break by Check/Advice? = N, Zero? = Y)

070 - Northeast Prep Academy

Generated for Julie Grant (JUGRANT), Apr 17 2025 4:24PM

## ReqPay05a

## Payment Register

Scheduled 04/24/2025

Bank Account COUNTRY - 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	04/24/25	R25-00004	HS - STORAGE RENTAL (1254392)	STORAGE RENT MAY25 (1254392)	04/24/25	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	04/24/25	R25-00001	HS - RENT (1254392)	AUMC RENT MAY 25 (1254392)	04/24/25	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			CITY OF ARCATA (000016/1) 736 F STREET ARCATA, CA 95521							
2024/25	04/14/25	R25-00061	WATER AND SEWER -MS - ACCT 005859-003	41425	(1254392)	04/24/25	Submitted	138.91		138.91
	2025	(000194)	62-0000-0-1193-8100-5530-678-0000	BatchId		Check Date		PO# BPO25-00023	Register #	
						Total Invoice Amount		138.91	Check	
AP Vendor			COASTAL BUSINESS SYSTEMS INC. (000224/1) PO BOX 660831 DALLAS, TX 75266-0831							
2024/25	04/21/25	R25-00056	COPIER RENTAL 019-1825201-000	42125	(1254392)	04/24/25	Submitted	375.09		375.09
	2025	(002289)	62-1100-0-1110-2700-5623-000-0000	BatchId		Check Date		PO# BPO25-00028	Register #	
						Total Invoice Amount		375.09	Check	
AP Vendor			CRYSTAL SPRINGS WATER CO (000165/1) PO BOX 3786 EUREKA, CA 95602							

Selection Sorted by AP Check Order Option, Filtered by (Org = 70, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 012827, Page Break by Check/Advice? = N, Zero? = Y)

ReqPay05a

Payment Register

Scheduled 04/24/2025

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 CRYSTAL SPRINGS WATER CO (000165/1) (continued)										
2024/25	04/03/25	R25-00058	WATER DELIVERY - HS - Acct 276	4030137 (1254392)	04/24/25	Submitted		50.00		50.00
	2025	(001975)	62-0000-0-1110-8210-5531-000-0000							
				BatchId		Check Date		PO# BPO25-00030	Register #	
2024/25	04/17/25	R25-00058	WATER DELIVERY - HS - Acct 276	4170137 (1254392)	04/24/25	Submitted		60.00		60.00
	2025	(001975)	62-0000-0-1110-8210-5531-000-0000							
				BatchId		Check Date		PO# BPO25-00030	Register #	
2024/25	04/01/25	R25-00058	WATER DELIVERY - HS - Acct 276	EQUIPRENT COOL APRIL (1254392)	04/24/25	Submitted		10.00		10.00
	2025	(001975)	62-0000-0-1110-8210-5531-000-0000							
				BatchId		Check Date		PO# BPO25-00030	Register #	
2024/25	04/01/25	R25-00058	WATER DELIVERY - HS - Acct 276	EQUIPRENT RT APRIL (1254392)	04/24/25	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								122.00	Check	
AP Vendor Northcoast Educational Foundat (030143/1)										
PO BOX 276 Arcata, CA 95570										
2024/25	04/24/25	R25-00110	RENT - MS (NOV-JUNE)	NEF RENT MAY 25 (1254392)	04/24/25	Submitted		4,500.00		4,500.00
	2025	(000164)	62-0000-0-1110-2700-5612-678-0000							
				BatchId		Check Date		PO# BPO25-00083	Register #	
Total Invoice Amount								4,500.00	Check	
AP Vendor P G & E (000007/1)										
PO BOX 997300 SACRAMENTO, CA 95899-7300										
2024/25	04/17/25	R25-00084	MS - ELECTRIC - 5252397099-5	41725 (1254392)	04/24/25	Submitted		651.10		651.10
	2025	(000193)	62-0000-0-1193-8100-5520-678-0000							
				BatchId		Check Date		PO# BPO25-00056	Register #	
Total Invoice Amount								651.10	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) = 012827, Page Break by Check/Advice? = N, Zero? = Y)



## ReqPay05a

## Payment Register

Scheduled 04/24/2025

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 POST-HASTE MAIL CENTER INC (000184/1) 600 F STREET SUITE 3 ARCATA, CA 95521										
2024/25	03/31/25	R25-00087	POSTAGE - HS	451362 (1254392)	04/24/25	Submitted		19.95		19.95
	2025 (000172)	62-0000-0-1110-2700-5950-000-0000								
	2025 (002517)	62-1100-0-1110-2700-5950-000-0000				19.95				
				BatchId		Check Date		PO# BPO25-00059		Register #
2024/25	04/01/25	R25-00087	POSTAGE - HS	451462 (1254392)	04/24/25	Submitted		169.70		169.70
	2025 (000172)	62-0000-0-1110-2700-5950-000-0000								
	2025 (002517)	62-1100-0-1110-2700-5950-000-0000				169.70				
				BatchId		Check Date		PO# BPO25-00059		Register #
2024/25	04/07/25	R25-00089	COPIES - HS	451791 (1254392)	04/24/25	Submitted		31.44		31.44
	2025 (002512)	62-6300-0-1110-1000-5805-000-0000	INSTRUCTION							
				BatchId		Check Date		PO# BPO25-00061		Register #
2024/25	04/11/25	R25-00089	COPIES - HS	452217 (1254392)	04/24/25	Submitted		119.38		119.38
	2025 (002512)	62-6300-0-1110-1000-5805-000-0000	INSTRUCTION							
				BatchId		Check Date		PO# BPO25-00061		Register #
2024/25	04/15/25	R25-00087	POSTAGE - HS	452397 (1254392)	04/24/25	Submitted		243.05		243.05
	2025 (000172)	62-0000-0-1110-2700-5950-000-0000								
	2025 (002517)	62-1100-0-1110-2700-5950-000-0000				243.05				
				BatchId		Check Date		PO# BPO25-00059		Register #
2024/25	04/22/25	R25-00087	POSTAGE - HS	452808 (1254392)	04/24/25	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 #
2024/25	04/15/25	R25-00087	POSTAGE - HS	CM 452396 (1254392)	04/24/25	Submitted		129.75-		129.75-
	2025 (000172)	62-0000-0-1110-2700-5950-000-0000								
	2025 (002517)	62-1100-0-1110-2700-5950-000-0000				129.75-				
				BatchId		Check Date		PO# BPO25-00059		Register #
Total Invoice Amount								493.67	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) = 012827, Page Break by Check/Advice? = N, Zero? = Y)

ERP for California

Page 3 of 5

## Payment Register

Bank Account COUNTY - County Bank Account AP Checks

EXPENSES BY FUND - Bank Account COUNTY			
Fund	Expense	Cash Balance	Difference
62	11,884.39	513,973.20	502,088.81

## ERP for California

Scheduled 04/24/2025

Bank Account COUNTRY - County Bank Account AP Checks

Number of Payments	20	
Number of Checks	10	\$11,884.39
Number of ACH Advice	0	
Number of VCard Advice	0	
Total Check/Advice Amount		\$11,884.39
Total Unpaid Sales Tax		\$ .00
Total Expense Amount		\$11,884.39

## CHECK/ADVICE AMOUNT DISTRIBUTION COUNTS

\$0 -	\$99	
\$100 -	\$499	5
\$500 -	\$999	2
\$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	20	Check Count	10	ACH Count	0	VCard Count	0	Total Check/Advice Amount	\$11,884.39
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Selection Sorted by AP Check Order Option, Filtered by (Org = 70, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 012827,  
 Page Break by Check/Advice? = N, Zero? = Y)

070 - Northcoast Prep Academy

Generated for Julie Grant (JUGRANT), Apr 25 2025 9:49AM

# ReqPay05a

# Payment Register

Scheduled 04/30/2025 - 05/01/2025

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 Illman, Elizabeth Y (000043) 865 Bayview St. Arcata, CA 95521										
*	2024/25	04/08/25	R25-00022	SNACKS - MS CORE	125 3 59 75	Submitted		45.96		45.96
				DAY	(1259612)					
*	2024/25	04/05/25	R25-00017	OFFICE SUPPLIES -	125 3 60 75	Submitted		40.78		40.78
				HS	(1259612)					
*	2024/25	04/08/25	R25-00022	SNACKS - MS CORE	125 3 60 75	Submitted		22.98		22.98
				DAY	(1259612)					
*	2024/25	04/15/25	R25-00017	OFFICE SUPPLIES -	125 7 51 42	Submitted		12.12		12.12
				HS	(1260091)					
*	2024/25	04/15/25	R25-00022	SNACKS - MS CORE	125 7 51 42	Submitted		11.79		11.79
				DAY	(1260091)					
*	2024/25	04/15/25	R25-00017	OFFICE SUPPLIES -	125 7 51 42	Submitted		12.12		12.12
				HS	(1260091)					
Total Invoice Amount 133.63 Check										
AP Vendor Jacob Ziggie arias (0301661) 3526 Pine St. Eureka, CA 95503										
	2024/25	04/17/25	R25-00111	JANITORIAL	975860	Submitted		588.00		588.00
				SERVICES - HS	(1259612)					
	2025	(000191)	62-0000-0-1193-8100-5500-000-0000			588.00				
	2025	(002401)	62-2600-0-1193-8100-5500-000-0000							
BatchId										
	2024/25	04/17/25	R25-00112	JANITORIAL	975860 MS	Submitted		546.00		546.00
				SERVICES - MS	(1259612)					
	2025	(000192)	62-0000-0-1193-8100-5500-678-0000			409.50				
	2025	(002402)	62-2600-0-1193-8100-5500-678-0000			136.50				
BatchId										
Total Invoice Amount 1,134.00 Check										

Selection Sorted by AP Check Order Option, Filtered by (Org = 70, Payment Method = N, Payment Type = N, Payment Status(s) IN (3), On Hold? = Y, Page Break by Check/Advice? = N, Zero? = Y)



## ReqPay05a

## Payment Register

Scheduled 04/30/2025 - 05/01/2025

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 Vendor

NORTH TOWN BOOKS (000097/1)  
957 H STREET  
ARCAT, CA 95521

2024/25	04/25/25	R25-00082	BOOKS - HS	508745 (1259612)	04/30/25	Submitted		128.85		128.85
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2025 (000554) 62-6300-0-1110-1000-4110-000-0000

BatchId

Check Date

PO# BPO25-00054

Register #

Total Invoice Amount

128.85 - Check

AP Vendor

Pacific Paper Co. (030147/1)  
2825 F ST  
Eureka, CA 95501

2024/25	04/08/25	R25-00086	OFFICE SUPPLIES - MS	231561 (1259612)	04/30/25	Submitted		51.81		51.81
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2025 (002395) 62-1100-0-1110-2700-4351-678-0000

BatchId

Check Date

PO# BPO25-00058

Register #

2024/25	04/15/25	R25-00086	OFFICE SUPPLIES - MS	231869 (1259612)	04/30/25	Submitted		99.20		99.20
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2025 (002395) 62-1100-0-1110-2700-4351-678-0000

BatchId

Check Date

PO# BPO25-00058

Register #

Total Invoice Amount

151.01 - Check

AP Vendor

SHRED AWARE (000082/1)  
PO BOX 2911  
MCKINLEVILLE, CA 95519

2024/25	04/30/25	R25-00096	PAPER SHREDDING - MS	66110 (1259612)	04/30/25	Submitted		90.04		90.04
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2025 (000196) 62-0000-0-1193-8100-5560-678-0000

Hold: Final Payment?

BatchId

Check Date

PO# BPO25-00068

Register #

Total Invoice Amount

90.04 - Check

EXPENSES BY FUND - Bank Account COUNTY			
Fund	Expense	Cash Balance	Difference

62	1,637.53	445,061.69	443,424.16
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Selection Sorted by AP Check Order Option, Filtered by (Org = 70, Payment Method = N, Payment Type = N, Payment Status(s) IN ('3'), On Hold? = Y, Page Break by Check/Advice? = N, Zero? = Y)

Scheduled 04/30/2025 - 05/01/2025

Bank Account COUNTY - County Bank Account AP Checks

Number of Payments	11	
Number of Checks	5	\$1,637.53
Number of ACH Advice	0	
Number of VCard Advice	0	
Total Check/Advice Amount		\$1,637.53
Total Unpaid Sales Tax		\$ .00
Total Expense Amount		\$1,637.53

CHECK/ADVICE AMOUNT DISTRIBUTION COUNTS

\$0 - \$99	1
\$100 - \$499	3
\$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  
 ! 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	5	ACH Count	0	VCard Count	0	Total Check/Advice Amount	\$1,637.53
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Selection Sorted by AP Check Order Option, Filtered by (Org = 70, Payment Method = N, Payment Type = N, Payment Status(s) IN ('3'), On Hold? = Y, Page Break by Check/Advice? = N, Zero? = Y)

# Current LCAP Goals and Actions

## **Goal 1: Maintain academic achievement in all areas**

### **Actions for Goal 1:**

#### **1.1 Teacher Assignments and Instructional Priorities**

Ensure all teachers are appropriately assigned and administrative duties are designated effectively.

#### **1.2 Support for Unduplicated Students**

Maintain effectiveness of support classes for all unduplicated students through intervention instruction and targeted support.

#### **1.3 Formal Examinations and Examination Preparation**

Review the exam preparation classes offered by faculty to determine if any adjustments are needed, and administer IB and AP tests. Provide specialized training sessions for the IB Extended Essay through an outside vendor.

#### **1.4 Academic Counselling**

Continue to provide comprehensive academic counseling and support in the college application process.

#### **1.5 Additional Academic Support for Unduplicated Students**

Identify the need for additional academic counseling and support among English learners, low-income, and foster students and provide that support when and as needed. Continue to provide additional support in the college application process to all English learners, low-income, and foster students. Identification of academic need will be conducted by the Diploma Program coordinator and support will be provided by the school's academic counselors and faculty tutors.

#### **1.6 Maintenance of Library and Instructional Materials**

Review and update library and instructional materials as needed.

### **1.7 Supporting Special Needs Students**

Maintain effectiveness of special educational needs services for all eligible students. Services to be provided by the school's resource specialist in partnership with other specialists based on determined needs.

### **1.8 Mental and Social Wellbeing**

Provide a personal counselor to address student mental and social well being on an as-needed basis.

### **1.9 Technology Resources**

Maintain one-to-one Chromebooks, broadband connectivity, and home support as needed; maintain technology agreement with HCOE and copier agreements for office needs.

## **Goal 2: Maintain High Levels of Student and Parent Engagement**

### **Actions for Goal 2:**

#### **2.1 Implementing Service Learning Programs**

Implementation of CAS (Creativity, Activity, Service) curriculum for grades 11-12 and school-based service learning program for grades 6-10.

#### **2.2 Parent Meetings and All-School Meetings**

Continue to hold semesterly meetings for parents by grade level as well as for the entire school community.

#### **2.3 Engagement of Unduplicated Students and Families**

Support each unduplicated student fully in their educational path and engagement in school community and work actively with parents of unduplicated students to provide all needed services and accommodations.

#### **2.4 Athletics Opportunities**

Offer athletics opportunities for all students, with an emphasis on life sports.

**Goal 3: Maintain and improve NPA's physical plant and resources to sustain and improve functionality of instructional spaces as well as provide safe transportation for students**

**Actions for Goal 3:**

**3.1 Facilities Upkeep and Van Fleet and Maintenance**

Operate and maintain all facilities and vans in good condition.

## Summary of LCAP Educational Partner Input

All families were invited to offer input into our school's goals and priorities. Parent input was given through the parent evenings that were held, and through the parent organization meetings. Student input was given during all school meetings and advisory periods. Faculty input was given during monthly in-services. School administration received and compiled the input from the different educational partners, and it is summarized as follows:

The consistent priority expressed by parents and students was maintaining high quality staffing and maintaining the quality of the academics and arts programs at the school, as reflected in Goal 1, Actions 1-3. Emphasis was also placed on the importance of a successful college application process, as reflected in Goal 1, Action 1.4.

Parents at the middle school emphasized the importance of maintaining a supportive and positive social environment, and suggested that this could be included more explicitly in the LCAP actions. Parents at the high school agreed, but also gave input expressing satisfaction at the supportive and inclusive environment that the school offers.

Student input emphasized the importance of both the academic and social components of the school's programs, but also included an emphasis on the value of the special enrichment activities that the school offers, such as the play productions, travel opportunities, and other special events throughout the year, suggesting that these could be included more explicitly in the actions associated with Goals 1 and 2.

Faculty input emphasized maintaining staffing levels, receiving professional development opportunities, and promoting parent engagement in the school's programs, as well as providing support to students needing extra help, as reflected in Goal 1, Actions 1.4, 1.5, and 1.7.

Overall, the educational partner input was closely aligned with the school's current goals and actions and was fully supportive of the LCAP's articulation of the school's educational priorities. As noted above, the suggested additions to the current actions were to place more emphasis on maintenance of the school's positive and inclusive social environment and to include reference to the school's special enrichment activities that occur throughout the year.