

Northcoast Preparatory and Performing Arts Academy District Governing Board
Tuesday, October 14, 2025
NPA HS, Rm2
1761 11th Street Arcata, CA 95521

Minutes
4:17pm

1. Call to Order/Agenda

Board Members present: Robert Ziemer, Jim Hilton, Rebecca Hall, Jessica Callahan, Jillian Sheppard

Others present: Bridget Quinn, NPA Teacher; Adam Hess, Charter Director; Amy Taylor, Heron Booster/Parent

2. Action Items to Be Considered

2.1 Adopt the Agenda

It was moved by Jillian Sheppard and seconded by Rebecca Hall to adopt the agenda.

Ayes Noes Absent

Jim Hilton

Rebecca Hall

Jessica Callahan

Robert Ziemer

Jillian Sheppard

Motion carried, 5-0-0

2.2 Adopt the Consent Agenda

It was moved by Jim Hilton and seconded by Rebecca Hall to adopt the consent agenda.

Ayes Noes Absent

Jim Hilton

Rebecca Hall

Jessica Callahan

Robert Ziemer

Jillian Sheppard

Motion carried, 5-0-0

3. Public Comments on Items Not on the Agenda

3.1 Comments by the Public: Introduction of the guests were made.

Amy Taylor shared that the volleyball club had fundraised enough to continue the club through December 9th.

4. Action Items to be Considered

4.1 Consideration of Approval of the Resolution on Sufficiency of Instructional Materials for 2025-26

Charter Director Adam Hess shared the Resolution with the board. There was a short discussion about materials and books used for different courses.

It was moved by Robert Ziemer and seconded by Jim Hilton to approve the Resolution on Sufficiency of Instructional Materials for 2025-26.

Ayes Noes Absent

Jim Hilton

Rebecca Hall

Jessica Callahan

Robert Ziemer

Jillian Sheppard

Motion carried, 5-0-0

4.2 Consideration of Approval of NPA Employee Handbook for 2025-26.

The board reviewed the Employee Handbook which was developed in consultation with legal counsel. There were revisions suggested which will be implemented by the Charter Director.

The board chose to take no action.

Ayes Noes Absent

5. Discussion Items

5.1 Charter Roles and Responsibilities

The charter director shared details of the administrative staff roles. The board discussed the opportunities that may be present to streamline and strengthen administrative capacity.

5.2 First Interim Budget Updates for the 2025-26 School Year

The charter director shared how the current year's budget looked and goals as the discussion continued with the HCOE fiscal team.

6. Reports

6.1. Director's Report

The Charter Director shared the status of two funding streams and the needed steps to continue towards accessing these funds.

6.2 Middle School Report

The charter director shared about STEAM day and the positive interactions between middle and high school students.

6.3 High School Report

The charter director shared the preparations made by the senior class in order to have a successful STEAM event.

7. Next Board Meeting

7.1 Possible Agenda Items

The board requested play dates for the high school and quotes from various sites that may be suitable, these will be shared with the parent boosters. The board will consider a student advisory board and what steps should be taken to implement this plan.

7.2 Next Board Meeting Date: November 18th at 4:15pm.

8. Adjournment at 6:17 pm