

Northcoast Preparatory and Performing Arts Academy District Governing Board
Tuesday, November 18, 2025
NPA HS, Rm2
1761 11th Street Arcata, CA 95521

Minutes
4:16pm

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; Christy Ng, HCOE Liaison

1.1 Adopt the Agenda

It was moved by Jessica Callahan and seconded by Rebecca Hall to adopt the agenda.

<u>Ayes</u>	<u>Noes</u>	<u>Absent</u>
Jim Hilton		
Rebecca Hall		
Jessica Callahan		
Robert Ziemer		
Jillian Sheppard		
Motion carried, 5-0-0		

1.2 Introduction of Guests

Introductions were made by all that were present.

2. Consent Agenda

2.1 Consideration of Approval of the Warrants for NPA

It was moved by Jessica Callahan and seconded by Jim Hilton to approve the warrants for NPA.

<u>Ayes</u>	<u>Noes</u>	<u>Absent</u>
Jim Hilton		
Rebecca Hall		
Jessica Callahan		
Robert Ziemer		
Jillian Sheppard		
Motion carried, 5-0-0		

2.2 Consideration of Approval of Minutes for the October 14th Board Meeting
It was moved by Robert Ziemer and seconded by Jim Hilton to pull the warrants for further consideration.

It was moved by Jillian Sheppard and seconded by Robert Ziemer to approve the minutes for October 14th.

<u>Ayes</u>	<u>Noes</u>	<u>Absent</u>
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.

Jillian made a public comment sharing the great success of the school-wide Thanksgiving potluck.

Robert Ziemer shared that he will step down as board chair effective after the December 9th board meeting.

4. Action Items to be Considered

4.1 Consideration of approval of a school bank account, personnel access, and accounting procedures

Charter Director Adam Hess shared the intention to start a school bank account at Coast Central Credit Union to process digital transfers. There will be a board policy established regarding monthly fiscal reports, and how transactions will be processed. The board asked that their questions be answered at the December 9th meeting.

No action was taken by the board

4.2 Consideration of Approval of Pay and Hours for the Music Ensemble Instructor

The Charter Director shared that the music instructor was inadvertently paid at a lower rate than in previous years. The intention is to pay the instructor their previous pay rate, for five hours per week. The pay would be retroactively given to the instructor for the 2025-26 school year.

It was moved by Robert Ziemer and seconded by Jessica Callahan to approve a return to the previous pay rate at five hours per week, including retroactive payment for the 2025-26 school year.

<u>Ayes</u>	<u>Noes</u>	<u>Absent</u>
Jim Hilton		
Rebecca Hall		
Jessica Callahan		
Robert Ziemer		
Jillian Sheppard		
Motion carried, 5-0-0		

4.3 Consideration of Approval of Registrar Pay for 25-26 School Year

The Charter Director proposed a return to the 24-25 payrate for the school's registrar.

No action was taken by the board.

4.4 Consideration of Approval of English Teacher Position

The Charter Director shared that the English teacher would not be able to continue in the role of 9th and 10th English teacher.

It was moved by Jillian Sheppard and seconded by Jessica Callahan that the 9/10 teacher be approved given that it is within the parameters of the adopted budget.

<u>Ayes</u>	<u>Noes</u>	<u>Absent</u>
Jim Hilton		
Rebecca Hall		
Jessica Callahan		
Robert Ziemer		
Jillian Sheppard		
Motion carried, 5-0-0		

5. Discussion Items

5.1 NPA Climate Change Group

The Charter Director shared that a student has been accepted in a Youth Climate Leadership Program. The student would like to meet the board to discuss initiatives at the December meeting.

5.2 PAC and student representatives

The Charter Director shared that he is working with the heron boosters to establish this year's Parent Advisory Council and student representatives.

5.3 Updates on SB740 and NSLP Funding

The Charter Director shared that SB740 must be delayed due to the need for a material revision of our charter. The NSLP application is moving forward, and we are waiting for the landlord to finish the updates to the kitchen so that we can apply for a cafeteria permit.

6. Reports

6.1. Director's Report

The Charter Director shared news of the successful Thanksgiving potluck. There was information regarding the last few weeks of the year as both campuses enter the last part of the semester. The student-led conferences are happening at the middle school. The school play will be an all-school play with the location to be determined before the next board meeting.

7. Next Board Meeting

7.1 Possible Agenda Items

Guidelines for international travel. Work party at the high school. Board member recruitment – notice goes into the newsletter. NEF discussion.

7.2 Next Board Meeting Date: December 9th at 4:15pm.

8. Adjournment at 5:55 pm