

**Northcoast Preparatory and Performing Arts Academy District Governing Board**  
**Tuesday, November 18, 2025**  
**NPA HS, Rm2**  
**1761 11<sup>th</sup> 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 Liasion

**1.1 Adopt the Agenda**

It was moved by Jessica Callahan 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

**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.

Ayes                    Noes                    Absent

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 14<sup>th</sup>.

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.

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 9<sup>th</sup> 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 9<sup>th</sup> 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.

Ayes                    Noes                    Absent

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 9<sup>th</sup> and 10<sup>th</sup> 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.

Ayes                    Noes                    Absent

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**