

Northcoast Preparatory and Performing Arts Academy District Governing Board
Tuesday, February 10, 2026
NPA HS, Rm2
1761 11th Street Arcata, CA 95521

Minutes
4:18pm

1. Call to Order/Agenda

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

Others present: Amy Taylor, NPA Parent/Heron Booster; Adam Hess, Charter Director;
Christy Ng, HCOE Liaison

1.1 Adopt the Agenda

It was moved by Robert Ziemer and seconded by Jillian Sheppard to adopt the agenda.

<u>Ayes</u>	<u>Noes</u>	<u>Absent</u>
Rebecca Hall		
Jessica Callahan		
Robert Ziemer		
Jillian Sheppard		
Motion carried, 4-0-0		

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 Jillian Sheppard and seconded by Rebecca Hall to approve the warrants for NPA.

<u>Ayes</u>	<u>Noes</u>	<u>Absent</u>
Rebecca Hall		
Jessica Callahan		
Robert Ziemer		
Jillian Sheppard		
Motion carried, 4-0-0		

2.2 Consideration of Approval of Minutes for the November 18th Board Meeting
It was moved by Jillian Sheppard and seconded by Rebecca Hall to approve the minutes for January 13th.

<u>Ayes</u>	<u>Noes</u>	<u>Absent</u>
Rebecca Hall		
Jessica Callahan		
Robert Ziemer		
Jillian Sheppard		

Motion carried, 4-0-0

3. Public Comments on Items Not on the Agenda

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

4. Action Items to be Considered

4.1 Consideration of Approval of LCAP Mid-year Report

The Charter Director shared the report with the board. The board asked clarifying questions and the director will get the answers to the board.

No action needed. This will be a discussion item in the future.

4.2 Consideration of Approval of the Immigration Policy

The Charter Director shared the policy which was based on the CDE template. This covered all legally required aspects which were tailored to our school. It was shared that HCOE would provide further guidance and that any updates would be brought to the board in a future meeting.

A motion was made by Jillian Sheppard to accept the Immigration Policy. This was seconded by Robert Ziemer.

<u>Ayes</u>	<u>Noes</u>	<u>Absent</u>
Rebecca Hall		
Jessica Callahan		
Robert Ziemer		
Jillian Sheppard		

Motion carried, 4-0-0

4.3 Consideration of Approval of the Comprehensive School Safety Plan

The board discussed changes to the policy, which were minimal. The immigration Policy will be added to this document that is available through our school website and at both campuses.

There was a motion made by Jessica Callahan to accept the Comprehensive School Safety Plan. This was seconded by Rebecca Hall.

<u>Ayes</u>	<u>Noes</u>	<u>Absent</u>
Rebecca Hall		
Jessica Callahan		
Robert Ziemer		
Jillian Sheppard		
Motion carried, 4-0-0		

4.4 Consideration of Approval to Transfer Funds from CheddarUp to the Heron Boosters.

There was a motion to approve the transfer of funds made by Jillian Sheppard. This was seconded by Rebecca Hall.

<u>Ayes</u>	<u>Noes</u>	<u>Absent</u>
Rebecca Hall		
Jessica Callahan		
Robert Ziemer		
Jillian Sheppard		
Motion carried, 4-0-0		

4.5 Consideration of Approval of Stipend for Reproductive Health

This position has most recently been filled by a vendor. The Charter Director proposed the stipend for the support provided by current staff who will be provided with curriculum.

There was motion to approve the stipends for reproductive health in the amounts of \$500 for the middle school and \$250 for the high school made by Jessica Callahan. This was seconded by Robert Ziemer.

<u>Ayes</u>	<u>Noes</u>	<u>Absent</u>
Rebecca Hall		
Jessica Callahan		
Robert Ziemer		
Jillian Sheppard		
Motion carried, 4-0-0		

4.6 Consideration of Approval of Update to English Teacher FTE.

The Charter Director shared that our English Teacher was able to take on more hours this semester.

There was a motion to approve the English Teacher position FTE change made by Jillian Sheppard. This was seconded by Jessica Callahan.

<u>Ayes</u>	<u>Noes</u>	<u>Absent</u>
Rebecca Hall		
Jessica Callahan		
Robert Ziemer		
Jillian Sheppard		
Motion carried, 4-0-0		

4.7 Consideration of Approval of Update to Middle School Coordinator FTE

The Charter Director shared that the Middle School Coordinator position had shifted and would include more teaching for the second semester. This change was discussed with the employee.

There was a motion to approve the update to the Middle School Coordinator position FTE for the 25-26 school year, with a return to the original FTE in 26-27 made by Jillian Sheppard and seconded by Jessica Callahan.

<u>Ayes</u>	<u>Noes</u>	<u>Absent</u>
Rebecca Hall		
Jessica Callahan		
Robert Ziemer		
Jillian Sheppard		
Motion carried, 4-0-0		

5. Discussion Items

5.1 Criteria for International Trips

The board briefly discussed the goal to have this policy complete and ready for the start of the 2026-27 school year.

5.2 Website Updates

The board discussed the plan to make sure that our website is current and up to date.

5.3 Teacher Appreciation Lunch

There is a team that will be working on this appreciation lunch. It will happen later in the spring.

5.4 SB740 Update

The Charter Director shared the status of this funding source. For now we do not qualify and no further action will be taken.

5.5 Employee Sick Leave

There was discussion about record keeping and the method of sharing this information with employees.

5.6 Update on Non-profit for Fundraising

There was discussion on the process and cost of starting this organization.

6. Reports

6.1. Director's Report

The Charter Director shared updates on both middle and high school campuses, information about enrollment and upcoming dates.

7. Next Board Meeting

7.1 Possible Agenda Items

Update on discussion with HDNL commissioner, update on immigration policy, Ashland Trip.

7.2 Next Board Meeting Date: March 10th at 4:15pm.

8. Adjournment at 6:25 pm

A motion to adjourn was made by Jessica Callahan with a second from Jillian Sheppard.

Ayes

Rebecca Hall

Jessica Callahan

Robert Ziemer

Jillian Sheppard

Motion carried, 4-0-0

Noes

Absent