

Northcoast Preparatory and Performing Arts Academy District Governing Board
Tuesday, August 12th, 2026
NPA HS, Rm2
1761 11th Street Arcata, CA 95521

Minutes
5:31pm

1. Call to Order/Agenda

Board Members present: Rebecca Hall, Jessica Callahan, Jillian Sheppard, Janelle Bucklin

Others present: Adam Hess, Charter Director; Bridget Quinn, NPA parent; Laurie DeKeyser, NPA parent; Christy NG, HCOE Liaison; Rose Callahan, NPA student.

1.1 Adopt the Agenda

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

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

1.2 Introduction of Guests

Laurie DeKeyser, Bridget Quinn, Rose Callahan, and Christy Ng were introduced.

2. Consent Agenda

2.1 Consideration of Approval of the Warrants for NPA

It was moved by Jessica Callahan and seconded by Jillian Sheppard to approve the warrants for NPA.

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

2.2 Consideration of Approval of Minutes for the June 9th and June 18th Board Meetings

It was moved by Jillian Sheppard and seconded by Jesscia Callahan to approve the minutes from both June meetings.

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

3. Public Comments on Items Not on the Agenda

3.1 Comments by the Public: No comments.

4. Action Items to be Considered

4.1 Consideration of Approval of Local Assignments

The board approved the local assignments for the 2026-27 school year.

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

4.2 Consideration of Approval of Contracts for 26-27

The board discussed the contracts for the upcoming school year. A motion to approve all contracts except that of the high school French teacher was made by Jessica Callahand and seconded by Janelle Bucklin

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

4.3 Consideration of Approval to Reimburse Healthcare Cost

The charter director shared that there was an error in the budget adoption that caused an employee to be charged for healthcare costs in August. A motion to reimburse the employee in the amount deducted was made by Jillian Sheppard and seconded by Rebecca Hall.

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

4.4 Consideration of Approval of Discretionary Days for 12 Month Employee

The charter director shared that the business office manager is the only other 12-month employee and that they did not have access to discretionary days due to part-time employment status. It was moved to authorize discretionary days to Letty Vite-Podesta with relation to the percent FTE by Jessica Callahan and seconded by Rebecca Hall

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

4.5 Consideration of Approval of CIF Representative to League

The charter director shared that this is a yearly process by which the board authorizes the school's representative to the CIF. A motion to approve the charter director as the representative was made by Jessica Callahan and seconded by Jillian Sheppard.

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

4.6 Consideration of Approval of Parent Handbook for 26-27

The charter director shared the most recent draft of the parent handbook. Discussion centered on ensuring the document was comprehensive. There was also discussion about separating the middle and high school elements. There was no action taken.

4.7 Consideration of Approval of Writing off Debt to Substitute Teacher

The charter director shared that there was an accounting error that led to a substitute teacher being paid twice for their work at the school in 2024. There have been efforts made to collect the overpaid funds, but they have been met with limited success. A motion to write off the debt was made by Janelle Bucklin and seconded by Rebecca Hall.

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

5. Discussion Items

5.1 Board Retreat

The charter director proposed a board retreat where past board members could meet with current board members to discuss the school's mission and goals moving forward.

6. Reports

6.1. Director's Report

The Charter Director shared updates on both middle and high school campuses, information about enrollment for 2026-27, the NSLP program, and parentsquare as a communication tool.

7. Next Board Meeting

7.1 Possible Agenda Items

International trips, high school play, wage increase for staff, financial literacy implementation, IB French support.

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

8. Adjournment at 7:19 pm

A motion to adjourn was made by Jessica Callahan with a second from Rebecca Hall.

<u>Ayes</u>	<u>Noes</u>	<u>Absent</u>
Rebecca Hall		

Jessica Callahan
Janelle Bucklin
Jillian Sheppard
Motion carried, 4-0-0