



NORTHERN SUMMIT ACADEMY
Board of Directors
Regular Board Meeting

July 9, 2026
Thursday, 3:00 PM

2301 Balls Ferry Rd
Anderson

Agenda

We welcome you to this public meeting. Members of the public may be heard on any business item on the Board's Agenda. A person addressing the Board will be limited to three (3) minutes unless the chairperson of the Board grants a longer period of time. The Board will only allow comments by members of the public on an item that appears on the Agenda during consideration of the item. We would appreciate it if you would identify yourself with your name when addressing the Board.

I. Call to order and roll call ___ 3:00 ___ PM

Mike McMaster X Bill Arnold X Lois Rose X
Lori McNeill Arrived 3:15pm

I. Pledge of Allegiance

II. Approval of the Agenda

Motion: Bill Second : Lois Ayes: 3 Noes: 0 Abstentions: 0
Absent: 1

III. Public Comment

An opportunity for any member of the public to address the Governing Board on any matter on the Agenda, which is within the jurisdiction of the Board.

IV. Information Items/Director's Report

1. **Current enrollment:** 206 with 70+ on the waitlist.
2. **SPED:** 33
3. **Afterschool Program:** Lindsay and Jeff have been working this summer on creating themes and making sure supplies are ready. Program begins 8/17 M-F.
4. **Facility Update:** Offers have been submitted.
5. **Staffing Update:** Julie Thatch (part-time June) has declined a full time position in the fall and resigned from NSA. Five new staff members attended a two day training in June.
6. **Events/Outreach:** Lassen Fieldtrip Sept 1-4, Back to School Night 9/17
7. **NSA Programs:** All staff, students and visitors are expected to act in a Safe, Responsible, and Respectful manner.
8. **26/27 School year:** Staff back 8/10, Students first day 8/17. Bridget (Special Ed Coordinator) PD 8/3-8/5 at SELPA.
9. **Retirement Announcement:** Letters were drafted and are being sent out to all NSA contacts as well as families and staff (ParentSquare).

V. Action Items

1. Discussion and possible approval of the updated 2026-2027 Parent/Student Handbook.

Motion: Lois Second : Bill Ayes: 3 Noes: 0 Abstentions: 0
Absent: 1

2. Discussion and possible approval of the updated 2026-2027 Employee Handbook.

Motion: Bill Second : Lois Ayes: 3 Noes: 0 Abstentions: 0
Absent: 1

3. Discussion and possible approval of purchasing two cell phones with new lines for the Executive Director - Superintendent and Executive Assistant.

Board president asked if Executive Director - Superintendent and Executive Assistant would like reimbursement for phone use prior to purchase of cell phone. Both parties declined.

Motion: Bill Second : Lois Ayes: 3 Noes: 0 Abstentions: 0
Absent: 1

4. Discussion and possible approval of the updated Executive Assistant Job Description.

TABLED

Motion: _____ Second: _____
Ayes: _____ Noes: _____ Abstentions: _____ Absent: _____

5. Discussion and possible approval of removing Julia Knight from Plumas Bank and adding Sarah Vargas as a signer.

Motion: Bill Second : Lois Ayes: 3 Noes: 0 Abstentions: 0
Absent: 1

6. Discussion and possible approval of removing Julia Knight from US Bank / Cal Card and adding Clarissa Loffmark as primary.

Motion: Lois Second : Bill Ayes: 3 Noes: 0 Abstentions: 0
Absent: 1

7. Discussion and possible approval of updating the Shasta County Office of Education School district Warrant Signature Card to add Clarissa Loffmark as a signer and update Sarah Irving to Sarah Vargas.

Motion: Bill Second : Lois Ayes: 3 Noes: 0 Abstentions: 0
Absent: 1

8. Discussion and possible approval of increasing the employee benefits cap by \$1,222. This is the cost increase that provides full benefits to an individual employee with no cost to the employee. The total cap will be \$13,667 annually per full-time employee. This is an important part of our compensation package.

Motion: Bill Second : Lois Ayes: 3 Noes: 0 Abstentions: 0
Absent: 1

9. Discussion and possible approval of warrants for June 10 – July 6, 2026.

Motion: Lori Second : Bill Ayes: 4 Noes: 0 Abstentions: 0
Absent: 0

10. Discussion and possible approval of the June 11, 2026 Regular Board Meeting Minutes.

Motion: Bill Second : Lois Ayes: 4 Noes: 0 Abstentions: 0
Absent: 0

11. Discussion and possible approval of Clarissa Loffmark on the Executive Director / Superintendent Step Placement.

Board agrees to Step 5 on the Executive Director / Superintendent pay schedule

Motion: Lois Second : Bill Ayes: 3 Noes: 0 Abstentions: 0
Absent: 1

12. Discussion and possible approval of updating the Executive Assistant position to an exempt employee status, with a 241 day calendar, and salary schedule, effective July 1, 2026.

Exempt status will be rediscussed at later date. Board agrees to the new calendar and moving the Executive Assistant to Step 8 of Executive Assistant Salary Schedule. Board would like to revisit Executive Assistant Step placement in Jan. 2027.

Motion: Lois Second : Bill Ayes: 3 Noes: 0 Abstentions: 0
Absent: 1

13. Discussion and possible approval of accepting Bill Arnold's resignation as a board member.

Motion: Lois Second : Bill Ayes: 3 Noes: 0 Abstentions: 0
Absent: 1

Comments

Mike McMaster Bill Arnold Lois Rose Lori McNeil

Next Meeting: August 20th 2026

Adjournment: 3:40 pm