

Arcadia Charter School
 School Board Meeting Minutes
 May 12, 2016

It is the mission of Arcadia Charter School to prepare our students to transition intellectually, emotionally and ethically to higher education and future employment.

1. Call meeting to order at 6:33pm
2. Verify Quorum
 – *Quorum verified: yes*

	<i>Aug</i>	<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>	<i>Apr</i>	<i>May</i>	<i>Jun</i>
<i>Sheri</i>	x	x	x		X	X	X	X	x	X	
<i>Tom</i>	x6:46	x	X7:00	X	X	X	X	X	X	X	
<i>Kate</i>		x	x	X	X	X	X	X	X	X	
<i>Gary</i>	x	x	x	X	X	X	X left at 6:50	X	X	x6:36	
<i>Sarah W</i>	x	x	x	X	X	X	X	X	X	X	
<i>Sean</i>	x	x	x	X	X	X	X	X	X	X	
<i>Sara L</i>	x	x	x	6:43	6:47	6:40	6:31		X		
<i>Elisabeth</i>					X	X	6:35	X	7:22		
<i>Laura</i>			X6:41	x		x	X	7:06	X	X	

3. *Also present: Patrick Exner, Rebecca McMullen*
4. Approve agenda
 - a. Sean, Sarah, Unanimous
5. Consent Agenda:
 - (a) April minutes
 - (b) Special Meeting minutes
 Sean, Laura, Unanimous
6. Speaker’s Corner- This is an opportunity for community members to address the Arcadia School Board on subjects related to the school. Please limit comments to three minutes. Thank you.

7. Reports:

(a) Finance Committee Report

1. Bank Reconciliation Report – no concerns
2. Grants and Fundraising Review
 - a. Bakery sale at play for Sports May Term
 - b. Movie night on Wednesday to raise money for big cats
 - c. Kwik Trip Car Wash Cards- Fundraiser for May Term
 - d. Milk Moola Fundraiser continues.
 - e. Script Card for Kwik Trip, Target, Cub
3. Financial Due Dates
 - a. Lease Aid due June 1
 - b. FY 17 Special Education assurances due June 1st
4. Expenditure/Revenue Report - See Budget Comparison Report
5. Cash Flow Report – no concerns
6. Assigned Fund Balance Report – no changes
7. Adopted Budget for 16-17

(b) Director's Report

- a. Authorizer Site Visit summary – Chris Richardson and Matt Hillmann
- b. Senior Presentation Night – Tuesday, May 17 and Thursday, May 19 at 6:30pm
- c. Curriculum Purchase Plan – proposed cost \$4500
 - c.i. FY 16 Budget: Intermediate Algebra and Algebra II
 - c.ii. FY 17 Budget: Chemistry and Physics
- d. Special Education Update
 - d.i. Hired Thomas Rotchadl for Special Education teaching for the fall
 - d.ii. SPED FY17 Funding Assurances signed and submitted for June 1 Deadline
 - d.iii. Current SPED population is 34%
 - d.iv. Plans in place to create transitions program for the fall
- e. State and Federal Mandated Reporting
 - e.i. Federal SPED Fiscal Monitoring – June 1 (submitted)
 - e.ii. Lease Aid Application – June 1 (in progress)
 - e.iii. Discipline Incident Report – June 1 (submitted)
- f. Upcoming Events
 - f.i. Tuesday, May 17: Senior Presentation Night at 6:30pm
 - f.ii. Wednesday, May 18: Middle School Awards & 8th Grade Honoring at 1:00pm
 - f.iii. Thursday, May 19: Senior Presentation Night at 6:30pm
 - f.iv. Friday, May 20: No School for Students. End of 4th Quarter
 - f.v. Saturday, May 21: Prom at Willinger's Golf Course
 - f.vi. Monday, May 23: May Term Begins
 - f.vii. Saturday, June 4: Graduation at 6:30pm at the Northfield Ballroom
 - f.viii. Wednesday, June 8: Last Day of School. Early Release

(c) Chair Report

- a. Elections went out with a deadline of June 6
 - b. Ballots will be counted June 7
 - c. Board Evaluation Summary
 - (d) Student Report
 - a. Project Process Survey
 - b. Investigated middle school note-taking: number and type of note-taking
 - (e) Facilities Committee
 - a. Survey identified needs: space and renovations
 - b. Committee in negotiations with Landlord to purchase the building
 - c. Appraiser to come next week – Landlord will pay for this
8. Unfinished Business:
- (a) Policy 730 Fund Balance- second reading
Motion to approve – Sean, Sarah, Unanimous
 - (b) Finalize Budget FY 2017
 - a. Revenue: \$1,756,882.72
 - b. Expenditure: \$1, 728,046.72
 Motion to approve the budget – Gary, Tom, Unanimous
 - (c) Proposal for Employee Dental coverage
Proposal would cost \$14,600 (100% cost covered) or \$7,300 (50% cost covered)
9. New Business:
- (a) MACS membership
Motion to continue membership: Gary, Sarah, Unanimous
 - (b) Director Evaluation Summary
 - a. Successes: parent and community involvement
 - b. Three goal areas to be evaluated in late November 2015
 - (c) Rehire Clifton Larson Allen for audit for FY16
Motion to approve: Gary and Tom
10. Announcements:
- (a) **Last School Board meeting June 9, 2016**
Motion to Adjourn – Laura, Sean, Unanimous

Successes

This is Patrick's first year as the Director of Arcadia Charter School. Patrick began the year with a strong commitment to connecting with families and the Northfield community, learning the day-to-day rhythm of the school through the cycle of a full school year, and developing an appreciation for Arcadia's unique culture. Parent feedback is overwhelmingly positive, reflecting his commitment to families and his strength in making 1:1 connections with parents.

Patrick ensures that parents and the community are informed about Arcadia. He organized a 6th grade parents' meeting and the open houses were well attended. Arcadia now has waiting lists for nearly every grade, including a growing list for 6th grade. He sends out regular Director Reports. Under his leadership, the school has an improved website and added an online application form. He has led efforts to improve marketing through the website, radio, newspaper, and other media. Fundraising totals are higher than ever.

Patrick has developed and strengthened key relationships with organizations in the community. His congenial relationships with the landlord, the president of Community Resource Bank, and numerous others have led to increased giving and new opportunities for the school.

Perhaps one of the most important relationships he has maintained is with Arcadia's authorizer. He has continued Arcadia's tradition of collaboration with the Northfield School District. He brought a fresh perspective to this year's presentation of Arcadia's annual report to the Northfield School Board and coordinated a successful site visit.

Committees have thrived under Patrick's leadership. The Education Committee has made progress toward a curriculum review cycle, created PSEO requirements, and launched a formal sex education curriculum. He has led the facilities committee in its work to purchase the building, helping to ensure long-term stability for the school and potentially saving significant money.

Patrick collaborates well with the School Board. He meets regularly with the Board chair, developed the training for the Board retreat, and makes regular, well-organized reports.

Development Goals

Goal: Patrick will develop a professional development plan to grow in his understanding of project-based learning and progressive education.

Evaluation: He will develop a concrete product to demonstrate that growth.

Goal: Patrick will develop a plan, in conjunction with the board, to ensure director-staff communication builds trust among the group and confidence in the decision-making process.

Evaluation: Observation, Staff Climate Indicator: a brief survey of staff collected biweekly.

Goal: Patrick will maintain a close working relationship with the Special Education Director and work to intentionally build competence among all staff members in working collaboratively with SPED staff to support students in special education.

Evaluation: Patrick will include updates on staff SPED professional development and SPED Director conversations in the monthly Director's Report to the board.

Timeline

The board will evaluate progress on all of these goals in late November 2016. At that point our concrete plan will have been in place and in action for a full academic term. We expect to see clear progress in line with those plans by that point.