

Arcadia Charter School  
 School Board Meeting Minutes  
 December 15, 2015

**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 6:35pm
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>	<i>x</i>	<i>x</i>	<i>x</i>		<b>X</b>						
<i>Tom</i>	<i>x6:46</i>	<i>x</i>	<b>X7:00</b>	<b>X</b>	<b>X</b>						
<i>Kate</i>		<i>x</i>	<i>x</i>	<b>X</b>	<b>X</b>						
<i>Gary</i>	<i>x</i>	<i>x</i>	<i>x</i>	<b>X</b>	<b>X</b>						
<i>Sarah W</i>	<i>x</i>	<i>x</i>	<i>x</i>	<b>X</b>	<b>X</b>						
<i>Sean</i>	<i>x</i>	<i>x</i>	<i>x</i>	<b>X</b>	<b>X</b>						
<i>Sara L</i>	<i>x</i>	<i>x</i>	<i>x</i>	<i>6:43</i>	<i>6:47</i>						
<i>Elisabeth</i>					<b>X</b>						
<i>Laura</i>			<b>X6:41</b>	<i>x</i>							

*Also present: Patrick Exner, Rebecca McMullen, Rachel Acosta*

3. Approve agenda
  - (a) Gary – 1<sup>st</sup> Sean – 2<sup>nd</sup> Unanimous
4. Consent Agenda:
  - (a) November minutes
  - (b) Gary – 1<sup>st</sup> Elisabeth – 2<sup>nd</sup> Unanimous
5. 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.
6. Reports:
  - (a) Finance Committee Report
 

*Report reviewed by Gary*

    1. Bank Reconciliation Report – no statement to review
    2. Grants & Fundraisers
      1. Bus grant to Ordway
      2. ThanksGive exceeded 4600
      3. Give to the Max - \$17390 + matching grant
        1. Together around \$23000
    3. FY15 Audit uploaded today
    4. STARS reporting completed and submitted
    5. Expenditure/Revenue Report – no concerns

6. Cash Flow Report – no concerns
7. Assigned Fund Balance – no changes
8. Looking at Revising Fund Balance Policy as a committee
9. Revised Budget (First Reading)

*Highlighted areas by Rebecca*

1. Gen Ed Aid – 120 students
2. Special Ed formula changing this year – budget for \$10,000 less
3. Admin Director – Carry Over from the overlap of Ryan & Patrick
4. Employee Insurance – added \$4,300
5. No Promise Fellow this year
6. Foreign Language – minus \$3,400
7. Updates to Special Education to reflect expectations for this year

(b) Director's Report

1. Enrollment at 127

*Discussion about enrollment cap. Need a policy or equation to help us define what our cap is or how many part-time PSEO students equate to full-time students. Need to investigate this more. Sheri will gather information for the next meeting.*

2. ThanksGive – earned \$4,600 toward chairs & desks in the ROR and new lunch tables
3. Annual Charter School Conference
  1. MACS partners with Capella University in Minneapolis for reduced rates for graduate programs & licensing for MACS members
  2. State pressure on authorizers – Thank Dr. Richardson
4. Mid-Quarter Reports – December 11
5. Middle School Field Trip *The Wizard of Oz* at Children's Theater– December 15
6. Holiday Break – December 23-January 3
7. Reports – all submitted
  1. Authorizer Report
  2. Worlds Best Workforce Report
  3. Charter School Safety Report
  4. Title I Comparability Report

(c) Chair Report

1. Board Retreat – Saturday, January 16 at 9am-1pm

(d) Student Representative's Report *Rachel Acosta*

1. Sending out student surveys once per month
2. Conducted one survey – broad for now

1. Anything you would change about the project process?
  1. Start with a conversation
  2. more streamline
  3. more like Middle School process
2. Anything you would change about your advisory?
  1. Noise
  2. Less distracting work environment
  3. Community-building time
3. Anything you would change about your classes?
  1. More teachers
4. Questions, Comments, Concerns
  1. Sex Ed – LBGQT friendly
3. Meet with Patrick to go over survey results

7. Unfinished Business:

- (a) 210-1 Conflict of Interest Policy- discussion
- (b) Sheri will send out electronic copy
- (c) Discussion next meeting

8. New Business:

- (a) Audit

*Rebecca highlights these areas:*

1. Page 5 - School has a deficit net position of \$629,991 caused by the new GASB standards related to pension plans (not a school deficit)
2. Page 5 – fund balance of Gen. Fund increased \$515 from prior year
3. Page 9 (figure 1) – State Aid = 56% - Operating & Capital Grants (Federal Aid) = 41%
4. Page 9 (figure 2) – Instruction = 66% - Maintenance = 17%
5. Page 10 (Table A-4) – Average Daily Membership (ADM)
6. Page 18 – bottom of page – Fund Balance Beginning and Ending
7. Page 20 – Special Education Instruction \$51,912 over budget last year – revised the current budget to keep closer watch on it
8. Page 47 – Compliance Table – Finance Award (certificate)
9. No Major Findings in Audit

- (b) Executive Summary & Management Report

1. Two Recommendations
  1. IT User Access - took Ryan (previous director) off of Administrative access for financial software.
  2. Journal Entry Process – second level of review when adjusting accounting records

9. Announcements:

- (a) **Our next board meeting is Thursday, January 14th**
- (b) **Board Retreat is Saturday, January 16th 9am-1pm  
(location to be determined)**

Motion to Adjourn

1<sup>st</sup> – Sara L

2<sup>nd</sup> – Gary

Unanimous