

Arcadia Charter School  
Approved School Board Meeting Minutes  
September 21, 2021

**Iterate and innovate our educational approach**

- Realize more fully the potential of projects and core classes to enhance each other and support each student's personal learning.
- Adapt our educational approach to remain innovative in a shifting educational landscape and rapidly changing global future.

**Articulate and share our unique identity**

- Create shared vision within the school community about what makes Arcadia unique.
- Increase broader community awareness of what makes Arcadia unique.

**Support engaged and fulfilled staff**

- Prioritize the social, emotional, and intellectual health of staff by increasing resources and access to opportunities.
- Continue to develop and strengthen the systems that support day-to-day operations.

**Strengthen our financial sustainability**

- Diversify revenue to provide greater financial stability for the program and to support staff development and retention.
- Secure ownership of the building.

**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 6:46 pm
2. Verify Quorum (In attendance: Barb Wornson, Tami-Kasch-Flugum, Tammy Prichard, Kathleen Schmidt, Rachel Matney, Laura Stelter, Kristen Zillmer, Melanie Cashin (online).
3. Approve Agenda Barb moved to approve agenda, Rachel seconded, Motion Passed.
4. Consent Agenda
  - a. August 17, 2021 minutes (correction, Tamra Paulson was in attendance virtually) Kathleen moved to approve the meeting minutes with corrections, Tammy seconded - motion approved.
  - b. Annual Meeting minutes (correction, Tamra Paulson was in attendance virtually) Tami Kasch-Flugum moved to approve annual meeting minutes with corrections, Kathleen Schmidt seconded. Motion approved.
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. Thank you. No visitors at this time.
6. Reports:
  - a. [Finance Report](#) Tammy reviewed the meeting notes. At the bank, the FDIC insured amount is over 250,000 - Laura will address this issue. Need board approval for transferring the money. Fund balance is strong - 27.3% of our revenues. School lunch is a concern and the cost would be \$17,000 - will be discussed later in the meeting. Fund balance is good and healthy. See report for further details.

- b. [Education Report](#) - committee did not meet
- c. Facilities Report - Laura will cover in the directors report.
- d. [Marketing Report](#) - Anna is looking to do what is needed to market the school. Will verify with Northfield News who the contact people are and what types of information we can get published. Also discussed getting information on the KYNM radio station and getting people on the radio to talk about our school. Discussed a need for a brochure - not sure what the status is on a brochure. Needs updating. Also important to keep the website updated. Where else can we be getting information out there. Looking for what things we can do to get information out to the public.
- e. [Director's Report](#) : Enrollment has been fluctuating a bit but stayed over 125. We will receive some state funds for PSEO but not completely get the ADM to 123.
  - i. Continuing the license staff check ins in the afternoon and para meetings in the morning.

training

and projects are starting.

- PPE loan forgiveness is in process.
- Cleaned up the building - got rid of unsafe things as well as unnecessary things.
- Dehumidifiers are working but will likely need 1-2 more next summer.
- Estimate for phone system because our system is so old. REfurbished system for \$6000 or a new updated system for \$12,000. Putting phones in all of the rooms so that we could also have an intercom in all rooms. Looking at the newer system that will last longer. The building company has the money.
- Charter school assurances are due November 1, 2021
- MCCC due in April, 2022. Difficult to attain acceptable forms.
- STAR - spreadsheet is ready to go on October 1, 2021. Snapshot date and need to have the pieces put in place. Working on this at this time.
- World's Best Work Force. Due in December - Laura is working on this now.
- Northfield School Board Report is likely due in January.

Melanie asked what could the board do to support Laura during her leave. Just help with things that come up. Laura will email if she needs help.

## 7. Old Business

- a. Board goals: Several things were discussed at the last board meeting. Including: Social emotional health of students and staff; bilingual program; increasing parental involvement; marketing; PBL--next level. What do we consider the most important?
  - i. Marketing could still be a board goal. Increasing broader community awareness
  - ii. Prioritizing the Social/Emotional Health of staff.
  - iii. Charter School Fair - setup tables for promotion and activities for kids.
  - iv. Building a solid plan for fundraising and strategy for the future. Keeping 3 of last years goals. Support and engage the staff... yes.

Review the rubric. And keep 3 shared by Melanie. Increase parental/community involvement in the board related committees. Need to follow up with the parent surveys that we got. And need to execute direct asks.

Maintain staff

Holistic rubric

Increase parent/community involvement.

- b. Board committee assignments:
  - i. Tammy moved to have Kathleen Schmidt as our Secretary. Tami seconded. Motion approved. Vice chair position: A motion was made by Tammy Prichard to elect Barb Wornson to be the Vice Chair effective in the November 2021 Meeting. Kathleen Schmidt seconded. Motion approved.
- c. Policy approval (531) Rachel moved to accept Policy 531, Tami Kasch-Flugum seconded. Motion approved.
- d. Policy Review updates: Barb did some research and found the cost to be significant. Barb will continue with a search with a lawyer for the review of our updates with a quote. In progress.
- e. Student/parent handbook: Reviewed the student/parent handbook. Discussed the protection and privacy of student information. Rachel moved, Barb seconded. Approved.

## 8. New Business

- a. Director contract: The employee handbook states special benefits for the director. Discussion was held. Board chair proposes language that says in addition: "In addition to paid leave defined in the Employee Handbook, the employee has 35 days of vacation time per year to be used on non-school days." Rachel moved to approve the change to the handbook for the director. Seconded by Tami Kasch-Flugum. Motion approved.
- b. Temporary leave from the board for Barb & Barb was appointed as temporary director
  - i. Bank signing will not be a problem.
  - ii. IOWA proxy status given to Barb.
  - iii. Rachel moves to accept Barb's resignation from the board. Kathleen seconds. Motion approved to accept Barb's resignation.
  - iv. Motion made to appoint Barb as the acting director during Laura's leave of absence - Leave of absence from September 30 until November 16th, with Laura coming back on or before the November board meeting. Leave plan will be revisited by the board as needed. Rachel, Tami second. Motion approved.
- c. School lunch options: The cost to \$4.50 is significant. It would cost the school approximately \$17,000 to cover the free/reduced lunch students. The board would need to approve an increase or decide not to provide hot lunch. Rachel moved to approve the increase in cost to \$4.50 Kirsten seconded. Motion approved. Board will reevaluate as we go using surveys
- d. Approve transfer from school lunch fund (\$2,033.00) to general fund FY21. Barb moved, Tami second approved.
- e. Set January retreat date - This will be set at the next meeting.

- f. Data practices training - The board has completed the data practices training regarding our policy at Arcadia.
    - i. <https://mn.gov/admin/data-practices/data/types/education/>
    - ii. <https://www.health.state.mn.us/communities/practice/resources/chsadmin/data-mgdpa.html>
    - iii. <https://www.educationminnesota.org/news/minnesota-educator/2016-17/0217/Student-data-What-is-private,-what-is-not>
    - iv. <https://www.revisor.mn.gov/statutes/cite/13.32>
    - v. [https://docs.google.com/document/d/1LN2LzUkmK2Bz\\_Kilbv98ab4tMTc2R1E4/edit?usp=drive\\_web&ouid=111984534091653175776&rtpof=true](https://docs.google.com/document/d/1LN2LzUkmK2Bz_Kilbv98ab4tMTc2R1E4/edit?usp=drive_web&ouid=111984534091653175776&rtpof=true)
  - g. Phone system update
  - h. Policy Review - move to next month.
    - i. 101.1 Name of the School District
    - ii. 102 Equal Education Opportunity
    - iii. 103 Complaints--students, staff, parents, other persons
  - i. Announcements
    - i. Next Board meeting October 19
      - 1. Audit and financial training
9. Adjourn Tami made a motion to adjourn. Kathleen seconded Motion approved.