

Arcadia Charter School
School Board Meeting Minutes
April 18, 2023

Financial sustainability and growth

- Create a development plan
- Continue fundraising while considering alternative revenue sources

Staff sustainability and development

- Achieve adequate staffing levels
- Support staff growth and fulfillment

Communications

- Develop internal communications plan
- Update marketing and educational materials for the public

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

Board Goals:

- Identify staff needs and ways the board can support the meeting of these needs
- Develop holistic rubric for assessing board success
- Increase community and parental involvement in board-related service and committees

1. Call meeting to order at 6:37pm
2. Verify Quorum:
 - a. In attendance: Tammy Prichard, Jo Janssen, Barb Wornson, George Cusack, David Wolff, Tami Kasch-Flugum, Kathleen Schmidt, Tamra Paulson, Laura Stelter
 - b. Absent: Shannon Fields
3. Approve Agenda
 - a. Motion to Approve: Tamra Paulson
 - b. Seconded: George Cusack
 - c. Discussion: Add Investment Option Discussion to the Agenda under new business
 - d. Unanimously approved the amended agenda.
4. Consent Agenda
 - a. [March 21, 2023](#)
 - i. Motion to Approve: George Cusack
 - ii. Second: David Wolff
 - iii. Unanimously 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.
 - a. No speakers present at this meeting.
6. Reports:

- a. [Finance](#) Tammy Prichard, treasurer, highlighted the current financial status of Arcadia Charter School. We are on track with expenditures and revenues. See reports for the details. Recommendation to institute an investment policy in order to invest some of the temporary current excess in our fund balance. Answered questions from board members. Will discuss the investment policy under new business and review the 990 document.
 - i. [Arcadia March 2023 Financial Report](#)
 - ii. [Arcadia March 2023 Supplemental Information](#)
 - iii. [ABC March 2023 Financial Report](#)
- b. Marketing: Marketing meeting will be held 4/19/2023. Creating a plan to contact Alumni and recruit people to come to the All School Reunion in Summer 2023. An alumni and alumni parent contacted Laura about helping with the celebration. Dates discussed in June and August. Looking to contact people about the best option.
- c. Facilities: Meeting next week... parking lot and missing concrete on the sidewalk... send concerns to Andy Graff, Chris Sullivan-Kelly, and or Laura.
- d. [Director's Report](#): Laura highlighted the student enrollment, staffing changes, discussion about the need and how to increase enrollment. Recommends a 2% salary increase for staff and utilize the ERC funds to cover the budget. Mindy will be coming in to talk with staff about concerns around understanding school finances. See Director's Report for details.

7. Old Business

- a. Board Recruitment
 - i. Resending information/no responses to first email
 - ii. Need 2 parent members and one community member for the board.
- b. Parent Survey Results (in folder): Reviewed.
- c. Arcadia 20th Anniversary Celebration: Table until May

8. New Business

- a. Investment Policy [Investment Policy](#)
 - i. This policy was presented as a suggestion to review prior to the next board meeting and then review and act upon at the next meeting.
- b. Teacher Appreciation Week–May 8-13
 - i. Two board members: Kathleen Schmidt and Barb Wornson will work on this.
- c. Board Self Evaluation–two board members/with chair
 - i. Kathleen Schmidt along with Tammy Prichard will look at the survey to edit.
- d. Director Survey–two board members/with chair
 - i. Kathleen Schmidt, Jo Janssen, and Barb Wornson
- e. Review and approve revised 2022-2023 Budget
 - i. Mindy reviewed our current budget and the recommendations for adjusting
 - ii. Motion to approve the revised budget for 2023/2024 as discussed by Barb Wornson
 - iii. Seconded by Tammy Prichard
 - iv. Motion unanimously approved.
- f. Review 990s for [Arcadia Charter School](#) and [Arcadia Building Company](#)

- i. These documents were reviewed for understanding and accuracy with board members listing. Finance information is prepared by our accounting company.
 - ii. Motion made to accept the proposed 990 (Return of Organization Exempt From Income Tax) for Arcadia Charter School by Barb Wornson, Seconded by George Cusack. Unanimously approved.
 - iii. Motion made to accept the proposed 990 (Return of Organization Exempt From Income Tax) for Arcadia Building Company by George Cusack Seconded by Tami Kasch-Flugum. Unanimously approved.
- g. Compensation for 2023-2024 School Year
 - i. Motion to approve a 2% raise for the staff for 2023-2024 by Barb Wornson
 - ii. Seconded by David Wolff
 - iii. Motion unanimously approved.
- h. Staffing for 2023-2024 school year
 - i. Discussion about hiring the 1.0 FTE to replace Science teacher. The need is to hire now and the board will assess needed adjustments in the future. Board is in agreement with this plan.

9. Announcements

- i. Next Board meeting Tuesday, May 16, 2023 6:30pm

10. Adjourn

- a. Motion to Adjourn: Barb Wornson
- b. Seconded: Jo Janssen
- c. Meeting adjourned at 8:37pm