

Arcadia Charter School  
School Board Meeting Minutes  
September 19, 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
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1. Call meeting to order
  - a. Meeting called to order at 6:37pm
2. Verify Quorum
  - a. In attendance: Tammy Prichard, Tamra Paulson, Gabe Meerts, Tami Kasch-Flugum, David Wolff, Shannon Fields, Jo Janssens, Laura Stelter  
Also in attendance: Katie Simon, Sarah Meerts online  
Absent: Kathleen Schmidt
  - b. Quorum Verified.
3. Approve Agenda
  - a. Motion to approve Agenda: Tamra Paulson
  - b. Seconded: Tammy Prichard
  - c. Motion approved.
4. Consent Agenda
  - a. Approve [minutes of August 22, 2023](#) meeting
    - i. Motion to Approve Minutes of August 22, 2023 Board Meeting; Tami Kasch- Flugum
    - ii. Seconded: Gabe Meerts
    - iii. Motion carries/ Minutes 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. Noone chose to speak.
  
6. Reports: Tammy Prichard reporting as treasurer. Our expenses and revenues are as expected at the beginning of the school year. Arcadia Board has approved a deficit budget. We have a healthy fund balance that allows us to have a deficit budget but it is not sustainable for the long term. Revenues come in inconsistently from the state. See Finance Reports for additional information.
  - a. [Finance Report](#)
    - i. [Arcadia August 2023 Financial Report](#)
    - ii. [Arcadia August 2023 Supplemental Information](#)
  - b. Education Report
    - i. Did not meet - no meeting scheduled.
  - c. Facilities Report
    - i. Meeting date of 10/9/2023
  - d. Marketing Report
    - i. Meeting date of 10/10/2023 - Addition of members to the team.
  - e. [Director's Report](#)
    - i. See attached report: Enrollment numbers are down. With PSEO students, our current ADM is 94.85 with our budgeting for 106 ADM. We have a new social worker hired and are waiting for his school social work license to come through.
  - f. Policy Committee Report
    - i. Policy committee meeting next week, Tuesday 9/26/2023
  
7. Old Business
  - a. Handbook reviews: Student and Staff Handbooks
    - i. Student handbook with notes will be edited and reviewed by the policy committee and brought back to the school board for review and approval.
    - ii. The Employee Handbook has changes that show the date by the changes. This document is created and supported by Kraus Anderson. The handbook changes were reviewed and the changes will be made with the policy committee and brought back to the board for review and approval.
  - a. Arcadia Foundation
    - i. Jo will be talking with people about serving on the Arcadia Foundation
  - b. ABC Board
    - i. Jo will be talking with people about serving on the ABC Board
      1. Barb Wornson, Melanie Cashin, and Mindy Wachter (Treasurer) are the current people with whom this is being discussed.
  - c. Lunch
    - i. Inspectors came in and reviewed what we would need to do in order to serve lunches.
    - ii. We need to determine what we want to do and provide in order to figure out what we need to do with our building space and the costs of making the adjustments.

- iii. School Free lunch program: Do we know what we have to do to provide this service? What do we have to do to make sure we line up our work with the needs for the free lunch program.
- iv. Survey has been sent to families to gather information. Results will be reviewed and shared with the board. Recommendation made to be more clear with families about more of the details regarding the Federal Free School Lunch Program. What are the costs of the administration in addition to the costs of the program?
- v. Options were discussed and ideas for providing food - with heat and serve options.
- vi. Recommendation to include the students in the planning process to get buy-in.
- vii. Laura requested Board support to move forward with this planning.
- viii. Board determined to create a Lunch Planning Task Force.
  - 1. Gabe Meerts agreed to chair this task force.
  - 2. Lunch committee currently consists of Dove Mitchell, Christine Honore, Morgan McCarty, Jason Soltis, Midori Krieger, Jana Hirsch, Aunna Thomas-McCarty
  - 3. Gabe, Laura, and Katie will meet to share current knowledge and resources and make a plan to move forward.

## 8. New Business

- a. Assign Board Committee Chairs
  - i. Finance: Tammy Prichard
  - ii. Education: Tami Kash-Flugum
  - iii. Marketing: Jo Janssens
  - iv. Facilities: Shannon Fields
  - v. Policy: Kathleen Schmidt
- b. Announcements
  - i. The Minnesota Association of Charter Schools (MACS) is hosting a celebration on 9/28 for Charter Schools. Arcadia will be recognized for 20 years in existence. Tammy Prichard and Tamra Paulson will attend to represent Arcadia at this event.
  - ii. Next Board meeting Tuesday, October 17, 2023

## 9. Adjourn

- a. Motion to Adjourn: David Wolff
- b. Seconded: Tami Kasch-Flugum
- c. Meeting adjourned at 8:37pm