

Arcadia Charter School
School Board Meeting Minutes
October 17th, 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 6:35pm
2. Verify Quorum:
 - a. In attendance: Tammy Prichard, Tami Kasch-Flugum, Shannon Fields, Kathleen Schmidt, Gabe Meerts, David Wolff, Jo Janssens, Tamra Paulson, Laura Stelter
 - b. Absent: Katie Simon
3. Approve Agenda
 - a. Motion to approve: David Wolff
 - b. Seconded: Gabe Meerts
 - c. Motion Approved
4. Consent Agenda
 - a. Approve [minutes of September 19, 2023](#) meeting
 - b. Approve [minutes of August 22nd Annual meeting](#)
 - i. Motion to Approve both the minutes of 9/19/23 meeting and 08/22/23 Annual Meeting:
Kathleen Schmidt
 - ii. Seconded: Tami Kasch-Flugum
 - iii. 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.
 - a. No speakers at this meeting.

6. Reports:

- a. [Finance Report](#) - Mindy Wachter, BerganKDV accountant, reported the financial information in the reports linked below. The summary indicates that we are on track with revenue and slightly low on the expenses side... all of which is expected at this time in the school year. **** Audit indicated that there was a discrepancy with the collateral requirement with the bank when the cd investment was made. The problem was corrected in less than 10 days before it was noticed by the audit. The bank was at fault. This finding is an area for bank improvement and we will not be truly "dinged " by this. *****MN Association of Charter School double payment in September - this will be researched and adjusted.
 - i. [Arcadia ABC September 2023 Financial Report](#)
 - ii. [Arcadia September 2023 Financial Reports](#)
 - iii. [Arcadia September 2023 Supplemental Information](#)
- b. Education Report: No Report
- c. Facilities Report
 - i. Indoor Air Quality Policy will be available for next month's meeting.
 1. Also include the pesticide notifications
 - ii. Andy and Shannon will check in with Better Air. Better Air will be here for a scheduled maintenance on Friday 10/20/2023. Concern about the ventilation, particularly in the men's bathroom. Discussion about soap dispensers and adequate cleaning in the bathrooms.
 - iii. Students helping with garbage, recycling, and vacuuming.
 - iv. David Wolff is working on some painting projects.
- d. Marketing Report: Identified Marketing into two areas: Marketing for Fundraising and Marketing for Recruitment. The notes indicate brainstorming about ideas for recruitment because we need to increase our enrollment. Events have been planned for open houses and information nights to increase knowledge and visibility of our school and opportunities for students to come to our school. See meeting notes attached.
 - i. [October 10 Marketing Committee Notes](#)
- e. Policy Committee Report: Committee met in September - see notes attached in the report. Will move forward with the 500 series of policies; working with MSBA.
 - i. [October 2023 Policy Committee Update](#)
- f. Director's Report: See Director's report notes on enrollment, arts field trips, progress on the lunch program, and personnel report (social worker and out of field permissions), and upcoming data reporting.
 - i. [Director's Report](#)

7. Old Business

- a. Handbook reviews: We are waiting for the policy committee to address this. [Student](#) and Staff Handbook
- b. Arcadia Foundation: Phone calls - [Bob Gregory-Bjorklund](#) will serve on this foundation. Other ideas include Rachel Matney, Annie Klawiter (waiting to hear back)

- c. ABC Board: Melanie Cashin and Barb Wornson will serve on this board.
 - i. Jo Janssen will contact Sean Fox.
 - d. Lunch: Covered in the Director's report
8. New Business
- a. Policy Review - covered earlier in the agenda
 - b. [Director's Survey](#): Jo proposes to use the same survey for staff to complete regarding the director. This survey will be sent out soon and staff will be given 2 weeks with a 1 week reminder.
 - i. Motion to approve the Director Survey: Tammy Prichard
 - ii. Seconded: Kathleen Schmidt
 - iii. Motion Approved
 - c. Board Retreat: Discussion held about the possible topics- Review board goals and discuss Marketing. The board agrees that marketing should be the focus.
 - i. Date options: January 20th, 2024 is agreed upon. 9am - 4pm. Further details will be discussed at future meetings.
 - d. Transfer of Funds
 - i. Food Service Fund: Transfer from Fund 1 to Fund 2 to cover lunch balance.
 - 1. Motion to Approve: Tami Kasch-Flugum
 - 2. Seconded: Kathleen Schmidt
 - 3. Motion approved
 - e. Announcements
 - i. Next Board meeting Tuesday, November 14th, 2023
 - ii. Give to the Max is Thursday, November 16th, 2023
 - iii. ThanksGive is scheduled for December 1st, 2023
9. Adjourn
- a. Motion to Adjourn: Tammy Prichard
 - b. Seconded: Gabe Meerts
 - c. Motion Approved/ Meeting adjourned at 8:55pm