

Arcadia Charter School
School Board Meeting Agenda
November 14, 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 6:31pm
2. Verify Quorum
 - a. In attendance: Tami Kasch-Flugum, Gabe Meerts, Shannon Fields, David Wolff, Tammy Prichard, Jo Janssen, Tamra Paulson, Laura Stelter, Katie Simon
 - b. Also in attendance: Heidi Brousseau - possible new board member.
3. Approve Agenda
 - a. Motion to approve: Tami Kash-Flugum
 - b. Seconded: Gabe Meerts
 - c. Motion Approved
4. Consent Agenda
 - a. [October 17, 2023 Minutes](#)
 - b. Motion to approve: David Wolff
 - c. Seconded: Gabe Meerts
 - d. 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
6. Motion to an addition to the agenda - the presentation of the BDKV Audit Report
 - a. Motion to approve: Gabe Meerts
 - b. Motion Seconded: Tammy Prichard

- c. Motion Approved.
- d. Presentation by Bonnie Schweiger from Abdo, Eick & Meyers, LLC - Presentation will be provided for the board members to review over the next month and will be voted upon for approval at the next board meeting. Highlights listed below.
 - i. Auditor's Opinion and Legal requirements.
 - ii. Student Enrollment, General Fund Balance
 - iii. General Fund Balance to Actual
 - iv. General Fund Revenues per ADM
 - v. General Fund Expenditures
 - vi. Food Service Fund Budget to Actual
 - vii. Building Company Fund Balance and Future Debt Obligation

7. Reports:

- a. [Finance Report](#): Tammy Prichard presented the report from the meeting - highlighted in this report and supported by the documents attached below.
 - i. [Arcadia October 2023 Financial Report](#)
 - ii. [Arcadia October 2023 Supplemental Report](#)
- b. Education Report
 - i. Has not Met
- c. Facilities Report
 - i. David Wolff reporting - discussed maintenance - snow, vinyl numbers for the doors, doors for the great room repaired, Better Air was here to check our system. Service Master is combined with student help/support and going well. General Maintenance covered.
- d. Marketing Report: Jo reported with the notes that are attached. This committee is meeting more frequently out of need to increase our marketing to increase enrollment.
 - i. [October 24 Meeting Notes](#)
 - ii. [November 7 Meeting Notes](#)
- e. Directors Report: Laura Stelter reported with the report below. She highlighted attendance at the State of the State Accountability Presentation to look at how schools are held accountable for demonstrating student progress.
 - i. [Director's Report](#)
- f. Policy Committee: Provided by Tammy Prichard on the document attached with notes and how our school will review and update our policies to make sure that we are in compliance. There will be a board policy folder with all of the policies.
 - i. [Policy Committee Report](#)

8. Old Business

- a. Handbook reviews: [Student](#) and Staff Handbooks
 - i. [Staff Handbook](#)
 - 1. Motion to Approve the Staff Handbook with minor editing adjustments: Katie Simon
 - 2. Seconded: Shannon Fields
 - 3. Motion Approved.

- b. Arcadia Foundation: Still working on getting members for this committee.
 - c. ABC Board
 - i. Current Members- Melanie Cashin, SeanFox, Barb Wornson
 - ii. Report: Melanie Cashin and Sean Fox came to the meeting and discussed the following.
 - 1. Role Clarification -
 - a. Affiliated Building Company - created to purchase the building. Charter School is not allowed to own their building so this company was created to move toward having control over the building.
 - b. Sean Fox provided a short summary of the process to create the board and how it facilitated the financing and remodeling of the building.
 - c. The board meets one time per year in February.
 - d. Members are generally appointed in September
 - e. Board does not make the decisions but is told by the School Board how to spend money if the school needs funds.
 - f. Refinance of loan is coming - the board is not responsible for this.
 - g. ABC Board is supposed to approve the annual audit at their meeting. This year will be approved at the February meeting and the previous year will also be shared with the board for approval.
 - d. Lunch: Covered in Director's Report
9. New Business:
 - a. [Data Practices training](#): The board completed the data practices training and discussed the open meeting laws.
 - b. Director Evaluation Planning: Survey was completed last Friday. Jo Janssen and David Wolff will be meeting to review and summarize the results and then meet with Laura.
 - c. [Benefits Renewal](#)
 - i. Motion to approve the Benefits Renewal recommendations provided: Tammy Prichard
 - ii. Seconded: Tami Kasch-Flugum
 - iii. Motion approved
 - d. [Indoor Air Quality Report](#)
 - i. Report by Shannon Fields: Committee has reviewed the Indoor Air Quality Report. Laura is the Indoor Air Quality Coordinator for reporting concerns. The facilities committee oversees any areas of concern. There will be formal complaint forms and the documents will be made available to the public when it is complete and approved.
 - 1. Motion to Approve: Tamra Paulson
 - 2. Seconded: Katie Simon
 - 3. Motion Approved
 - e. [Policy Review](#): Tammy Prichard and Katie Simon quickly reviewed 5 policies to note the changes needed in order to be in compliance. We will review and vote for adoption of policies at the December meeting. Board reviewed the following policies:
 - i. [101 Legal Status of the Charter School](#)
 - 1. We don't have this policy at this time.
 - ii. [101-1 Name of the School District](#)

1. Minor changes to include the name Arcadia Charter School.
 - iii. [102 Equal Educational Opportunity](#)
 1. Includes wording that Arcadia has not included before.
 - iv. [103 Complaints - Students, Staff, Parents, and Other Persons](#)
 1. Additions plus inclusion of Board Chairperson as one to whom a complaint can be reported.
 - v. [104 School District Mission Statement](#)
 1. Updated language
 - vi. [105 Admissions Policy](#)
 1. Minor adjustments in the language and punctuation.
 - f. Motion to add to agenda to accept Board Member resignation.
 - i. Motion: Gabe Meerts
 - ii. Seconded: Tami Kasch-Flugum
 - iii. Motion Approved
 - g. Motion to accept the resignation of Kathleen Schmidt with great regret.
 - i. Motion: Tammy Prichard
 - ii. Seconded: Katie Simon
 - iii. Motion Approved
 - h. Motion to add to agenda to appoint Heidi Brousseau as a board member to replace Kathleen
 - i. Motion: Tammy Prichard
 - ii. Seconded:Katie Simon
 - iii. Motion Approved
 - i. Motion to appoint Heidi Brousseau as a new board member
 - i. Motion: Tamra Paulson
 - ii. Seconded: Gabe Meerts
 - iii. Motion approved
10. Announcements
- a. Next Board meeting Tuesday, December 19th, 2023
 - b. Give to the Max is Thursday, November 16th, 2023
 - c. ThanksGive is scheduled for December 1st, 2023
11. Adjourn
- a. Motion to Adjourn: Tami Kasch-Flugum
 - b. Seconded: Tammy Prichard
 - c. Motion Approved
 - d. Meeting Adjourned at 8:46pm