

Arcadia Charter School  
School Board Meeting Minutes  
May 21, 2024

**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 6:33pm
2. Verify Quorum
  - a. In attendance; Katie Simon, David Wolff, Heidi Brosseau, Gabe Meerts, Tammy Prichard,
  - b. Absent: Jo Janssens, Tami Kasch-Flugum
3. Approve Agenda
  - a. Motion to Approve the Agenda: Gabe Meerts
  - b. Seconded: David Wolff
  - c. Motion Passed.
4. Consent Agenda
  - a. Motion to approve the Consent Agenda; Tammy Prichard
  - b. Second: Tamra Paulson
  - c. Motion Passed
    - i. [April 16, 2024](#) Minutes
    - ii. [May 16, 2024 Minutes](#)
    - iii. Updated Policies
      1. 410 [Family and Medical Leave Policy](#)
      2. 413 [Harrassment and Violence](#)
      3. 414 [Mandatory Reporting](#)
      4. 415 [MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS](#)
      5. 522 [Student Sex Discrimination](#)
      6. 522.1 [Form](#)
      7. 806 [Crisis Management](#)

8. 412 [Expense Reimbursement](#)
  9. 419 [Tobacco Free Environment](#)
  10. 420 [Students and Employees with Sexually Transmitted Diseases](#)
  11. 421 [Gifts to Employees](#)
  12. 423 [Employee Student Relationships](#)
  13. 424 [License Status](#)
  14. 425.1 [Staff Development Specific to Special Education](#)
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 visitors requesting to speak
6. Reports:
- a. Presentation by Matt Hillman regarding upcoming bond referendum
    - i. Reimaging Northfield High School: Thorough presentation about the upcoming bond referendum to make renovations to the high school in three separate questions to be on the ballot in November. Information is available on the Northfield Public School website and there are opportunities for tours; check the website. Dr. Hillman is happy to talk with anyone about the plans and is willing to present to a group as well.
  - b. Finance: Tammy Prichard, treasurer, highlighted the committee agenda and notes. See report links below for details of the report
    - i. [Finance Committee Agenda & Notes](#)
    - ii. [Arcadia April 2024 Financial Report](#)
    - iii. [Arcadia April 2024 Supplemental Report](#)
    - iv. [Arcadia Budget Model for 2024/2025](#)
  - c. [Marketing](#): Tammy Prichard highlighted the notes from the meeting. Please see the notes linked in this agenda.
  - d. Facilities: David Wolff reported discussion on Gaga Ball Pit, electrician to check out the outlet in Blue Advisory, Staff invitation for helping put things away on 6/7/2024, Painting boys bathroom in August,
    - a. [Director's Report](#): Laura reviewed her report. Please see details in the report.
  - e. Policy Discussion - planning for remaining policy updates: Katie updated the progress on the policies that need to be evaluated moving forward - We have around 50 policies left to review. Two options offered to address... 1) in person: 2 -4 hours or 2) online comments. Board informally chose to do a combination of the options. Policy committee will categorize them, share, get comments and address the larger policies in an actual meeting.
7. Old Business
- a. Board Elections
    - i. One board member needed to verify election results. David Wolff will reach out to Tami Kasch- Flugum regarding post election verification.
  - b. Board Self Evaluation
    - i. To be completed by the end of May and report out at the June Board meeting.

1. Tammy, Katie, Jo - will compile the report.
  - c. Director Survey review with Director by end of May: Jo Janssen, Gabe Meerts, Katie Simon
    - i. Report to the Board at June Meeting
  - d. Parent Survey results - discussion - Pull together the information about areas of strength, or for improvement and any action items... Katie Simon, Tammy Prichard
    - i. Gabe suggested - Increased conversation starters to the parents about what is going on in the classroom. May be greater investment in learning
8. New Business
  - a. Sealing/repairing of Parking lot - discussion
    - i. \$11,460.00 to reseal/seal coating, repair and restripe the parking lot from 1 provider.
    - ii. Board recommendation to seek two more bids and come back in June to make a decision. Also discussed how we might stripe recreational areas.
  - b. [MSHSL membership](#)
    - i. Motion to renew the MSHSL membership agreement: David Wolff
    - ii. Seconded: Tammy Prichard
    - iii. Motion Passed.
  - a. [Board Letter](#) for 2023-2024 School Year
    - i. Motion to extend letter of agreement to Laura Stelter to continue as the executive director; Tammy Prichard
    - ii. Seconded: Heidi Brousseau
    - iii. Motion Passed.
  - b. [Innovative school resolution](#)
    - i. Move to approve Innovative School Resolution: Tamra Paulson
    - ii. Seconded: Gabe Meerts
    - iii. Motion Passed
9. Motion to add an item to agenda for policy clarification for Employee handbook related to Earned Sick and Safe time (ESST): David Wolff
  - a. Seconded: Heidi Brousseau
  - b. Motion Passed.
10. Employee Handbook Change: Add Earned Safe and Sick Time language to the Employee Handbook.
  - a. Motion to approve the addition of ESST information to the Employee Handbook: Gabe Meerts
  - b. Second: Tammy Prichard
  - c. Motion passed
11. Announcements
  - i. Next Board meeting Tuesday, June 11, 2024 6:30pm
12. Adjourned

- a. Motion to Adjourn: Gabe Meerts
- b. Second: David Wolff
- c. Motion Passed.

13. Meeting Adjourned at 8:49pm