

Arcadia Charter School
School Board Meeting Minutes
October 15, 2024

To join the video meeting, click this link: <https://meet.google.com/vat-dnbg-iwm>

Otherwise, to join by phone, dial +1 413-679-2819 and enter this PIN: 846 749 815#

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 6:37
2. Verify Quorum
 - a. In attendance: Heidi Brosseau, Dove Mitchell, David Wolff, Katie Simon, Tammy Prichard, Gabe Meerts, Laura Stelter
 - b. Absent: Tamra Paulson, Hasel Morrison, Lakiesha Smith
 - c. Quorum (Verified)
3. Approve Agenda
 - a. Motion to adjust agenda: Katie Simon
 - i. Remove 201, 202, 203, 204, and 205 from the New Business, Add a walkthrough of the revised budget, move Comprehensive Achievement and Civic Readiness Report to the agenda:
 - b. Seconded: Gabe Meerts
 - c. Motion Passed Unanimously
4. Consent Agenda
 - a. Remove the [Minutes of Arcadia School Board Meeting September 17, 2024](#) from the consent agenda in order to add David Wolff's name to absent
 - b. Motion to approve Consent Agenda: Katie Simon
 - i. [Minutes of Arcadia Charter School Special Meeting October 1, 2024](#)
 - c. Seconded: Second

- d. Approve the [Minutes of Arcadia School Board Meeting September 17, 2024](#) from the consent agenda: Katie Simon
 - e. Second: Dove Mitchell
 - f. Motion Passed Unanimously
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 guests were in attendance.
6. Reports:
- a. Finance
 - i. Audit Report - Finance Committee, Abdo Solutions
 - 1.  2024 FINAL Annual Financial Report.pdf
 - 2.  2024 FINAL Executive Governance Summary.pdf
 - 3.  2024 FINAL Audit Presentation.pdf
 - 4. Overall results of the audit & financial trends
 - 5. Technical Results: 2 opinion letters, including independent audit report
 - a. Issued a clean audit; no issues, all evidence and documentation
 - b. 2nd opinion = compliance with state statutes; how we run accounts, grants, etc.
 - 6. Review of internal controls – no deficiencies
 - 7. Financial trends: information that's in our regular financial reports; ADM for past 5 years; general fund balances, currently at 38%
 - 8. Look at general fund budget to actual; revenues a little over and expenditures a little over
 - 9. General funds revenue per student; from state, lease, federal
 - 10. How do we compare to other schools? Region 10 and statewide
 - 11. Our spending: programming (gen. ed & SPED); compare wages, supplies
 - 12. Our spending per student – on an annual basis and over time
 - 13. SPED spending, a little larger, but within other charter schools
 - 14. Fund balances compared to other schools; right in line with other schools over the past 4 years
 - 15. Food service fund: over time and per student
 - 16. ABC with future debt services
 - ii. [October 10, 2024 Finance Committee Agenda & Minutes](#)
 - iii. [Arcadia ABC September Report 2024](#)
 - iv. [Arcadia ABC September 2024 Supplemental Information](#)
 - v. [Arcadia September 2024 Financial Report](#)
 - vi. [Arcadia September 2024 Supplemental Report](#)
 - vii. Refinance update: Refinancing: Jo has been working with Propel, Merchants, and CRB to come up with the best possible refinancing option! Originally, Merchants had the best offer, but CRB has agreed to match or even improve on it.

- viii. We could if the debt issued by the ABC is tax-exempt to the bank, like a municipal bond
- ix. Grateful for Jo's work and time and expertise!
- b. [Marketing](#) – working to set a meeting in the next week
- c. Facilities
- d. [Policy](#)
- e. [Director's Report](#)
 - i. Kelly and Adam and Laura met to include chromebook purchase and stipends for licensed staff and admin; to add increase ADM; modifications to lunch program
 - 1. Proposed Budget Revision – [Arcadia Budget Model- 10.4.24.pdf](#)
 - a. This will allow Laura the appropriate room for stipends and purchases
 - b. Previously, a \$47,000 loss to the fund balance but not about \$4,000 in the black
 - c. The working budget in the financial packet reflects this revision.
 - d. Motion to approve the revised budget as presented in financial documents: Dove Mitchell
 - e. Second: Gabe Meerts
 - f. Motion Passed Unanimously
 - g. Thank you to Kelly Rimpila and Adam Hewitt for attending
 - ii. One new student added and one unenrolled
 - iii. Discussion of tech policies – phone and new personal devices

7. Old Business

- a. Mortgage Refinancing
 - i. Note from Jo – *I talked to Peter today and it sounds like we're pretty much good to go. There were two minor issues that came up:*
 - ii. *1. He's going to see if we can avoid an appraisal which would normally be required with a reamortization. If he can't do this we might want to just roll with the existing amortization (20yrs left). It'll make the payment a bit higher. We should know Monday.*
 - iii. *2. Apparently when they do a variable rate, they don't actually change the payment... It just shifts the balance between principal and interest. I was surprised by this but after discussing with Laura we think this is kinda nice actually since the budget doesn't need to adjust every year.*
 - iv.
- b. Policy Review: Last Reviews
 - i. [Copy of 201 Legal Status of the School Board.docx x](#)
 - ii. [NEW 202.1 Operation of the School Board - Governing Rules.docx](#)
 - iii. [Copy of 203 Operation of the Charter School Board - Governing Rules.docx](#)
 - iv. [NEW 204 CHARTER SCHOOL BOARD MEETING MINUTES](#)
 - v. [Copy of 205 Open Meetings and Closed Meetings.docx](#)
 - vi. [Copy of 417 Chemical Use and Abuse revised 08312024](#)
 - vii. [Copy of 441 - Use of Technology and Telecommunications Systems By Employ...](#)

- viii. [Copy of 500 Gender Inclusion revised 08312024](#)
- ix. [Copy of 501 School Weapons Policy revised 08312024](#)
- x. [Copy of 525 Hazing Prohibition Revised -- edits w/MSBA 08312024](#)
- xi. [Copy of 533 Wellness w/MSBA edits 08312024](#)
- xii. Motion to approve these policies as presented: David Wolff
- xiii. Second: Gabe Meerts
- xiv. Passes Unanimously

8. New Business

- a. Audit Report - Finance Committee, Abdo Solutions
 - i. [2024 FINAL Annual Financial Report.pdf](#)
 - ii. [2024 FINAL Executive Governance Summary.pdf](#)
 - iii. [2024 FINAL Audit Presentation.pdf](#)
- b. Walk thru of the revised budget was given as a part of Laura's Director's Report
- c. Director Evaluation Process - Board Chair
 - i. Volunteers: Gabe Meerts (another maybe to analyze the results)
 - ii. We do an evaluation in the fall and in the spring
- d. Board Retreat Planning - Board Chair
 - i. Last year: Marketing plan and lots of policies
 - ii. Look at the rubric, fundraising
- e. Policies: Single Review with vote, legal change needs
 - i. [Background checks \(link to be added\)](#) from Northfield
 - ii. [404 Background and Screening Standards](#)
 - 1. Discussion; not enough comfort to vote this one through; needs further discussion and fine-tuning
 - i. [512 SCHOOL-SPONSORED STUDENT PUBLICATIONS AND ACTIVITIES w/ ...](#)
 - ii. [606.1 Library Materials Policy](#)
 - 1. Replace librarian with the curriculum committee
 - 2. Motion to approve 512 and 606 as proposed: Gabe Meerts
 - 3. Second: Hasel
 - 4. Passed Unanimously
- f. Policies: First Reviews
 - i. [Copy of 524.2 INTERNET ACCEPTABLE USE AND SAFETY POLICY 2024 up...](#)
 - ii. [702 Accounting NEW](#)
 - iii. [Copy of 703 Annual Audit.docx](#)
 - iv. [707 Transportation Policy](#)
 - v. [Copy of 709 Student Transportation Safety Policy.docx](#)
 - vi. [Copy of 724 School District General Records Retention Schedule.docx](#)
 - vii. [Copy of 730 Fund Balance Policy.docx](#)
 - 1. First read-through; discussed percentage amounts
 - viii. [Copy of 206 Public Participation in School Board Meetings.docx](#)

9. Announcements

- i. Next Board meeting Tuesday, Nov 19, 2024 6:30 PM
- ii. Next meeting will put announcements at the beginning of the meeting
 1. Tammy's committees & Tamra's minutes
- iii.

10. Adjourn at 8:40.