

Arcadia Charter School  
School Board Meeting Minutes  
November 18, 2025

**Google Meet joining info**

Video call link: <https://meet.google.com/vat-dnbq-iwm>

Or dial: (US) +1 413-679-2819 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 6:33pm

2. Verify Quorum

- a. Present: Gabe Meerts, Tammy Prichard, Aaron Rothmeyer, Ryan Ball, Heidi Brousseau, Tamra Paulson, Laura Stelter, Dove Mitchell
- b. Absent: Hassel Morrison
- c. Participating remotely - Katherine Simon, 5701 Marianelli Rd, Rockville, MD 20852

3. Approve Agenda

- a. Motion to approve the agenda: Aaron Rothmeyer
- b. Seconded: Dove Mitchell
- c. Motion Approved Unanimously

4. Announcements and Acknowledgements

- i. Next Board meeting Tuesday, Tuesday December 16, 2025
- ii. Gabe expressed pleasure in being able to sub for a few teachers. Even with new kids, it seems like Arcadia has welcomed in the new students into the environment.

5. Consent Agenda
  - a. Motion to Approve Consent Agenda: Tammy Prichard
    - i. [10.21.2025 ACS Board Meeting Minutes](#)
  - b. Seconded: Dove Mitchell
  - c. Motion Approved Unanimously.
6. 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 present.
7. Reports: Adam Hewitt reviewed the financial report and the supplemental report. See attached documents for details of the monthly report.
  - a. Finance
    - i. [2025 Financial Audit Folder](#)
    - ii. [October Financial Notes](#)
    - iii. [Arcadia October 2025 Financial Report](#)
    - iv. [Arcadia October 2025 Supplemental Report](#)
  - b. Marketing: Dove reported with notes attached.
  - c. Facilities : Aaron Rothmeyer reported with the attached notes.
  - d. Policy: Katie highlighted the notes from the policy meeting. Some added for review and working toward completing the policy list.
  - a. Director's Report: Presented by Laura Stelter - see notes on the report.
8. Old Business
  - a. Comprehensive Achievement and Civic Readiness Report - requires board approval
    - i. Motion to approve the Comprehensive Achievement and Civic Readiness Report from Laura Stelter, Director: Heidi Brousseau
    - ii. Second: Tammy Prichard
    - iii. Motion Approved Unanimously.
  - b. Director Evaluation Process update
    - i. Report from the Sub Committee (Aaron R, Gabe M, Katie S.)
      1. Plan to do the Staff Survey
      2. Follow Process that involves looking at Laura's Goals and her progress toward those goals.
      3. The process will include a Self- Evaluation:
      4. Also included is a small survey to the Board to look at her performance related to filling her roles and responsibilities.
      5. Formal Summary will be compiled from the data... review the details with Laura and the sub committee and share a summary with the board.
  - c. Policies for second review
    - Revised
    - i. [418 Drug-Free Workplace Drug-Free School REVISION.docx](#)
    - New
    - ii. [NEW 411 GROUP HEALTH INSURANCE COVERAGE.docx](#)

- iii. [NEW 427 Workload Limits for Certain Special Education Teachers](#)
- iv. [508 Extended School Year for Certain Students NEW](#)
- v. [509 Admissions and Enrollment NEW 2025](#)
- vi. [530 Immunization Requirements NEW 2025](#)
- vii. [606.1 Library Materials Policy .docx](#) - will renumber to 606.5 to match MSBA number
- viii. [701 Establishment and Adoption of Charter School Budget NEW](#)
- ix. [701.1 Modification if Charter School Budget NEW](#)

9. New Business

- a. Financial Audit, Bonnie Schwieger, of Abdo, presented the 2025 Financial Audit and Annual Financial Report as attached below. General results indicate financial management was monitored well and there were no noted issues with compliance.
  - i. [2025 Financial Audit](#)
  - ii. [2025 FINAL Audit Presentation.pdf](#)
  - iii. [2025 FINAL Annual Financial Report.pdf](#)
- b. Employee Benefits update
  - i. Employee Benefits was reviewed by Laura in the Director's Report.
- c. Authorizer site visit planning
  - i. January - will plan for the date and time at next month's meeting and an email from Laura to seek volunteers. 1:50 - 2:00pm
- d. Policies: First Review
  - i. One review approval - law change
    - 1. Motion to approve Policy 205 Open Meeting as required by law change: Heidi Brousseau
    - 2. Seconded: Ryan Ball
    - 3. Motion Approved Unanimously
      - a. [Copy of 205 Open Meetings and Closed Meetings 10/15/2024](#)
  - ii. First review - revised
  - iii. [Copy of 202 School Board Election Process.docx](#)
  - iv. First review - new
  - v. [NEW 520 STUDENT SURVEYS092922 CHARTER.docx](#)
  - vi. [NEW 722 PUBLIC DATA AND DATA SUBJECT REQUESTS.docx](#)

10. Adjourned at 9:06 pm