Arcadia Charter School

Special School Board Meeting Agenda

November 15, 2016

**It is the mission of Arcadia Charter School to prepare our students to transition intellectually, emotionally and ethically to higher education and future employment.**

1. Chair Sean Fox called the meeting to order at 6:34 pm.
2. Verify Quorum: Sean Fox, Gary Braun, Rachel Matney via phone concluding in-person, Sheri Acosta, Tiana Wells, Sarah Wallis, Laura Stelter, Jenn Pike, Kate Werner

***Also present: Barb Wornson, Rebecca McMullins, Stacey McGowan Olson***

1. Approve Agenda: Gary Braun made a motion to approve the agenda, Kate Werner seconded the motion. Motion carried.
2. Consent Agenda was presented. Tiana Wells made a motion to approve the consent agenda, Laura Stelter seconded the motion. Motion carried.

a. October 13, 2016, minutes were emailed to Board members on November 14th by Sarah Wallis. Gary Braun made a motion to approve the minutes, Kate Werner seconded. Motion carried.

b. MDE Assurances

c. Contract Agreement for lunch position: Teresa Rezac

Brought by Sarah Wallis, a short discussion was had surrounding a lack of training in standardized procedure for the practices of food service at lunch time. Tiana Wells also spoke to the issue of revamping the lunch program. Rebecca McMullins assured the Board proper procedures are being followed. Action to be determined at a later date.

1. Speaker’s Corner:

John Malecha inquired for the number of the student population, and was assured the numbers are remaining the same.

1. Reports:

a. **Finance Committee Report:** Gary Braun presented information from the meeting November 14, 2016, and the subsequent emailed finance report November 15, 2016. The expenditure/review report was also emailed on November 15th. Both are on file. Additionally, the fundraising script cards for Cub, Target, and Kwik Trip are now available in $25 increments.

b. **Chair Report:** No report.

c. **Director’s Report:**

i. **Enrollment:** full enrollment at 128 with a wait list all grades excluding grades 7 and 10. Discussion was had surrounding the addition of the marketing question: “How did you learn about Arcadia?”

ii. **Give MN:** underway and ends November 17, 2016. Discussion was had to initiate participation before the deadline.

iii. **WBWF/Annual report update:** Barb gave assurances to the Board the review will be done by the December meeting. Rachel Matney to send video link of Northfield Promise to all Board members.

iv. **Reauthorization progress report:** The process is just starting inclusive of discussions with Matt Hillman. Policy 201 review: information was given around “Retention of Public Records” and “Board Conflict of Interest” which will be sent via email to Board members and slated to be discussed at the December meeting. Sheri Acosta to set date TBD for the Policy Committee meeting.

v**. Suggested goals for the Interim Director:** Rachel Matney made a motion to discuss Barb Wornson’s goals, Tiana Wells seconded the motion. Motion carried. Discussion was had around the wording of the goals titled, “Goals for the Board Director” dated November 14, 2016. They are as follows:

*1. Work with board around strategic planning- timelines, dates, etc.*

*2. Comply with all state reporting and provide regular monthly updates to the Board*

*3. Organize Director materials as guidance for the following director*

*4. Attend committee meetings*

*5. Work on strengthening systems, streamlining and documenting existing procedures*

*6. Participate in community outreach*

Sheri Acosta made a motion to approve the set of goals, Jenn Pike seconded the motion. Motion carried.

d. **Transition Advisory Committee Report:** Rachel Matney reviewed the TAC report emailed on November 15, 2016, to Board members. Discussed at the meeting were the points of: Barb Wornson’s start date and transition; Town Hall meeting; Parent Team’s intention to building a sustainable organization; Parent climate survey results; and Staff climate survey previously emailed to the Board. Discussion was brought from Sarah Wallis surrounding the direction of TAC and the subsequent goals. Suggestions were creating a clear Educational philosophy; understanding the shared vision, and looking for the Long Term Executive Director. ~~Rachel Matney proposed March 2017 for edification of such goals.~~ Next meeting November 17, 6:30, at Arcadia. The TAC report is on file.

1. Unfinished Business:
2. Board Goals for 2016-2017
	* 1. *Complete hiring of Executive Director*
		2. *Prepare Arcadia for a smooth transition to a long-term Executive Director*
		3. *Get broader participation in committees and parent team*
3. New Business:
4. **Transportation:** Barb presented the recommendations given to her by Joe, insurance agent, specifically surrounding the transportation of students in non-bus vehicles. Barb will continue to research the possible plans to transport students in a manner which complies with the suggestions. Tiana Wells to send information to Board members regarding Northfield’s available transportation to the public. Sheri Acosta made a motion to suspend all student transportation effective immediately until the liability issue is resolved. Kate Werner seconded the motion. Motion carried.
5. **Facilities Use:** a policy is in place.
6. **Health Insurance:** January 1, 2017, is the new enrollment date; other brokers will give bids and a plan will be presented to the Board at future date.
7. **Board Calendar:** Sean Fox gave to the Board members a copy of the calendar which represents reminders for the work to be done by the Board during a given school year.
8. Announcements:
9. Staff/Board retreat tomorrow, Wednesday, November 16, 2016.
10. Next School Board meeting, Thursday, December 15, 2016.
11. Chair Sean Fox called for a motion to adjourn at 8:49. Kate Werner made a motion to adjourn,Tiana Wells seconded the motion. Motion carried.