

Arcadia Charter School
School Board Meeting Minutes
February 28, 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: 6:33pm

2. Verify Quorum:

- a. Shannon Fields, Jo Janssens, Barb Wornson, David Wolff, Tammy Prichard, Kathleen Schmidt, Tamra Kasch-Flugum all present
- b. Laura Stelter and Cindy also present

3. Approve Agenda

- a. Moved by Jo Janssen, 2nd Barb W, unanimously approved

4. Consent Agenda

- a. [January 24, 2023](#)
- b. Moved by Tammy Prichard, 2nd by David Wolff, approved 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.

6. Reports:

a. Finance

- i. [Finance Committee Notes](#)
- ii. [Arcadia January 2022 Financial Report](#)
- iii. [Arcadia January 2022 Supplemental Information](#)
- iv. Tammy mentions adm is 109.2, our original budget was 124, but is now 114.
- v. Our budgeted deficit is around \$6,000 which comes from last minute expenditures in the year.

- vi. Our projected fund balance is 645,359 which is 27%, our days cash on hand is 69 days.
 - vii. Our expenditures from December to January are consistent.
 - viii. Our balance sheet is a little over \$800,000. Unassigned funds count for \$600,000.
 - ix. Local revenues come from gifts or donations/fundraisers to the school.
 - x. Kelly from BKDV will look into the field trip line and why it is over 100%, as well as instructional supplies that seem high.
 - xi. The Supplemental Check Register has 4,000 to a staff member for a refund on their 403b that was not invested properly.
 - xii. Tammy Prichard went to the Bank and signed on the school's line of credit. The bank representative discussed investing our fund balance in CD's which have a shorter term limit. This will be brought to the next Finance Committee Meeting. Laura will need to Docusign this.
- b. Marketing: Jo Janssens
- i. There was talk about Social Media posting Senior Spotlights led by Kirsten Zilmer.
 - ii. There will be something to promote the 5th grade night, but this needs to be rescheduled.
 - iii. Discussed ideas for the 20th anniversary celebration. Maybe the end of the summer? Scott gave a list of alumni, but we will need to find many of them because we do not have their contact information.
- c. Facilities: Shannon Fields, Barb Wornson, and Laura Stelter
- i. All of the lights have been replaced by LEDs.
- d. [Director's Report](#) : Laura Stelter
- i. Added a few students up to 115 our ADM is excluding PSEO, but figured out we are close to 115 if we put them in.
 - ii. Goals-instructional leadership, completing evaluations, working on her action learning project.
 - iii. Planning to go on the Japan trip this year, and looking ahead at the Costa Rica trip next year.
 - iv. Looking for board members to go to the HCI fundraiser breakfast April 12th. David and Kathleen will go?
 - v. Carly and Laura are exploring Moodle as an option. This will have to be a staff decision. This would increase family communication.
 - vi. The Arts Residency was very cool. Sowah involved students as if they were learning in Ghana. Hopefully, Sowah can come back next year and expand on the work he did this year.
 - vii. We approved the TD&E plan at the last staff meeting.
 - viii. 403b will be moving to another firm. A representative will be at a staff meeting to explain options.
 - 1. Fees? Will be lower. And Selection of Index Funds? It seems more diverse.
 - ix. Met with Amy Young for translanguaging with only a few changes. Need to discuss more about the WHY with staff.

- x. MSBA-They just completed a Charter School specific policy manual. We need to be a member to get the policy services which costs \$2,000. The first year it would cost us an extra \$2,000, then \$750 every year after. It might be cheaper than going through our lawyer and safer for the school.
- xi. The authorizer visit is complete and went well. Laura forwarded the summary of Dr. Hillmann's visit.

7. Old Business

- a. High School Orientation/Open House
 - i. 8th grade night is March 9th.
 - ii. No other Open Houses planned.
- b. 2023-2024 School Calendar
 - i. Determine possible make up days for the 2022-2023 school year
 - ii. Determine possible make up days for the 2023-2024 school year
 - 1. Barb moves to approve the 2023-2024 school year calendar, Tammy seconds.
 - 2. Change the Calendar so March 15 is a staff prep day.
 - 3. Have this reviewed by staff. Move this to next month to approve.

8. New Business

- a. Arcadia 20th Anniversary Celebration
 - i. Move to April's New Business
- b. Joining MSBA (Policies)
 - i. May want to pay it this year because we are already in a deficit year. We did put aside \$3,000 in the budget for this, so we only need to make up the difference of \$1,000.
 - ii. We get school board training, but charter schools are not full members.
 - iii. Barb moves that we join the MSBA, Shannon seconds, unanimous approval.
- c. Parent Survey—determine committee
 - i. Tammy and Barb volunteer
- d. Election Committee for upcoming school year
 - i. Tammy and Barb's terms are up this year. Need to determine if any other members are leaving
 - ii. David and Tami volunteer

9. Announcements

- i. Next Board meeting Tuesday, March 21, 2023 6:30pm

10. Adjourn

- a. Barb moves to adjourn, Tammy seconds, unanimous vote