

**Arcadia Charter School  
Annual Meeting Agenda  
August 20, 2019**

**Present: Sean Fox, Gary Braun, Troy Ros, Barb Wornson, Rachel Matney, Tami Kasch-Flugum, Kirsten Field Zilmer, Melanie Cashin**

**Called to order 6:34**

**Open nominations, Rachel, Barb**

1. Election of Officers
  - a. Chair Rachel nominates and Barb seconds Sean as Chair. Passes unanimously.
  - b. Vice-Chair Sean nominates, Troy seconds Rachel as Vice Chair. Pass unanimously.
  - c. Secretary Rachel nominates and Gary seconds Troy. Passes unanimously.
  - d. Treasurer Barb and Rachel get the 1st and second to nominate Gary. Passes unanimously
2. Consent Agenda : Annual delegations and approvals.
3. Consent Agenda The board approves:
  - a. Regular meetings of the Arcadia School Board for the 2019-2020 school year will take place at 6:30pm at the school on the following dates: August 20, September 17, October 15, November 19, December 17, January 21, February 20, March 17, April 21, May 19, June 23.
  - b. The designation of the August meeting as the approved date of the annual meeting.
  - c. The continuing appointment of Tim Goodwin, Simon Tyler and Ryan Krominga as the board members of the Arcadia Building Company
  - d. The designation of the Northfield News as the official newspaper of the Arcadia School Board.
  - e. The designation of Laura Stelter as the MDE Identified Official with Authority and the Title Grant programs Authorized Representative. Specifically the Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with the MNIT Enterprise Identity and Access Management Standard which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA). The Board recommends to authorize Laura Stelter to act as the Identified Official with Authority (IOwA) and Kim Hansen act as the IOwA to add and remove names only for Arcadia Charter School 4091-07.

- f. The designation of Community Resource Bank as the school Depository
- g. The designation of the following individuals as signers for school banks accounts for the 2019-2020 school year:
  - i. Sean Fox as Board Chair
  - ii. Gary Braun as Treasurer
  - iii. Laura Stelter as Executive Director
- h. Delegation of Authority to Make Electronic Funds Transfers as per the school's EFT policy to:
  - i. Sean Fox as Board Chair
  - ii. Gary Braun as Treasurer
  - iii. Laura Stelter as Executive Director
  - iv. BerganKDV as the school's Financial Manager
- i. Granting of Administrative Authority: Kelly Rimpila and Judith Darling are granted Administrative authority to execute and update all Cash Management Agreements with Community Resource Bank and to further grant authority to certain BerganKDV employees to perform activities necessary to carry out bank account-related functions and electronic transfers
- j. Authorization of use of facsimile signatures of the Executive Director and Board Members in signing school checks and documents.
- k. Authorization of the Director and their Designee to perform duties of clerk and treasurer as mandated by M.S. 123B.14
- l. Authorization of the Director to lease/purchase and contract for goods and services within the board approved budget including but not limited to:
  - i. Professional service contracts and agreements
  - ii. Communication Services
  - iii. Consultation services

4. Motion to adjourn 6:55pm: Motion made by Tami, seconded by Melanie, passed unanimously.