

**Arcadia Charter School
Annual Meeting Minutes
August 20, 2024**

Present: Katie Simon, Tammy Prichard, Gabe Meerts, Heidi Brousseau, Dove Mitchell, Hassel Morrison, Tamra Paulson, Laura Stelter. Likeisha Smith - virtual - not voting.

Absent: David Wolff

1. Call to order at 6:43pm
2. Verify Quorum
3. Election of Officers:
 - a. Chair: Katie Simon
 - b. Vice-Chair: Gabe Meerts
 - c. Secretary: Tamra Paulson
 - d. Treasurer: Tammy Prichard

Motion to approve the officers as noted above: Tammy Prichard

Seconded by: Gabe Meerts

Motion Passed Unanimously.

Motion to approve the following Annual Meeting Agenda: Gabe Meerts

Second to Motion: Hassel Morrison

Vote: Passed Unanimously

Motion to modify the agenda to be a consent agenda for the entirety of the agenda: Heidi Brousseau

Second : Tammy Prichard

Motion Passed Unanimously.

Consent Annual Meeting Agenda:

1. New officer election: Chair, Vice Chair, Secretary, Treasurer - check!
2. Regular meetings of the Arcadia School Board for the 2023-2024 school year will take place at 6:30 p.m. on the following dates: August 20, September 17, October 15, November 19, December 17, January 21, February 18, March 18, April 15, May 20, June 10 (as approved in 6/11/24 Board meeting).
3. The designation of the August meeting as the approved date of the annual meeting. Plan to move the designation of this meeting to be our annual meeting.
4. The appointment of board members of the Arcadia Building Company (Sean Fox, Melanie Cashin, and Barbara Wornson)
5. The designation of the Northfield News as the official newspaper of the Arcadia School Board.
6. Designation of an Identified Official with Authority for Education Identity Access Management. The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local education agency that uses the Education Identity Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local education agency in accordance with the State of Minnesota Enterprise Identity and

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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 authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties. The Director recommends the Board authorize Laura Stelter (lstelter@artech.k12.mn.us, EDIAM user ID lstelter) to act as the Identified Official with Authority (IOwA) and Kim Hansen (khansen@arcadiacharterschool.org, EDIAM user ID khansen1) act as the IOwA to add and remove names only for Arcadia Charter School 4091-07.

7. The designation of Community Resource Bank as the school Depository
8. The designation of the following individuals as signers for school banks accounts for the 2024-2025 school year:
 - a. Board Chair
 - b. Treasurer
 - c. Laura Stelter as Executive Director
9. Delegation of Authority to Make Electronic Funds Transfers as per the school's EFT policy to:
 - a. Board Chair
 - b. Treasurer
 - c. Laura Stelter as Executive Director
 - d. Creative Planning as the school's Financial Manager
10. Granting of Administrative Authority: Kelly Rimpila is granted Administrative authority to execute and update all Cash Management Agreements with Community Resource Bank and to further grant authority to certain Creative Planning employees to perform activities necessary to carry out bank account-related functions and electronic transfers.
11. Authorization of use of facsimile signatures of the Executive Director and Board Members in signing school checks and documents.
12. Authorization of the Director and their Designee to perform duties of secretary and treasurer as mandated by M.S. 123B.14
<https://www.revisor.mn.gov/statutes/cite/123B.14>
13. Authorization of the Director to lease/purchase and contract for goods and services within the board approved budget including but not limited to:
 - a. Professional service contracts and agreements
 - b. Communication Services
 - c. Consultation services
14. Review and approve the [World's Best Workforce Goals for 2024-2025](#) (going forward, to be called Comprehensive Achievement and Civic Readiness goals)

Motion to approve the items on the Consent Agenda: Tammy Prichard

Second: Gabe Meerts

Motions Passed Unanimously

Meeting Adjourned at 6:58pm