Arcadia Charter School
Annual Meeting Minutes
August 19, 2025

Present:

1. Call to order at 6:34pm
2. Verify Quorum
    a. Board Members Present: Dove Mitchell, Heidi Brousseau, Gabe Meerts, Ryan Ball,Tammy Prichard, Katie Simon, Tamra Paulson
    b. Board Members Absent: Hassel Morrison, Aaron Rothmeyer
3. New officer election:
    a. Nominations: Chair: Katie Simon
    b. Nominations: Vice Chair: Gabe Meerts
    c. Nominations: Secretary: Tamra Paulson
    d. Nominations: Treasurer: Tammy Prichard
4. Motion to approve election of nominated officers:Heidi
5. Seconded: Gabe Meerts
6. Motion to approve nominations of officers - unanimously approved.

Agenda items:

1. **Motion to Approve the following agenda: Dove Mitchell**
2. **Motion Seconded: Heidi Brousseau**
3. **Motion Passed Unanimously**

Agenda Items for Annual Meeting

1. Regular meetings of the Arcadia School Board for the 2025-2026 school year (as approved at 6.10.2025 Board Meeting) will take place at 6:30 p.m. on the following dates: August 19, 2025 / September 16, 2025 / October 21, 2025 / November 18, 2025 / December 16, 2025 / January 20, 2026 / February 17, 2026 / March 17, 2026 / April 21, 2026 / May 19, 2026 / June 16, 2026
2. The designation of the August meeting as the approved date of the annual meeting.
3. The appointment of board members of the Arcadia Building Company (Sean Fox, Melanie Cashin, and Barbara Wornson).
4. The designation of the Northfield News as the official newspaper of the Arcadia Charter School.
5. 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 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.

6. The designation of Community Resource Bank as the Arcadia Charter School Depository.
7. The designation of the following individuals as signers for school banks accounts for the 2025-2026 school year:
    a. Board Chair: Katie Simon
    b. Treasurer: Tammy Prichard
    c. Laura Stelter as Executive Director
8. Delegation of Authority to Make Electronic Funds Transfers as per the school's EFT policy to:
    a. Board Chair: Katie Simon
    b. Treasurer: Tammy Prichard
    c. Laura Stelter as Executive Director
    d. Creative Planning as the school's Financial Manager
9. Granting of Administrative Authority: Kelly Rimpila and Adam Hewitt are 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.
10. Authorization of use of facsimile signatures of the Executive Director and Board Members in signing school checks and documents.
11. 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
12. Authorization of the Director to lease/purchase and contract for goods and services according to established policy and within the board approved budget including but not limited to:
    a. Professional service contracts and agreements
    b. Communication Services
    c. Consultation services
13. Reviewed the [Comprehensive Achievement and Civic Readiness Goals for 2025-2026.](#) Edits were provided and discussed.

Motion to Approve the Agenda Items 1-13: Gabe Meerts
Seconded: Ryan Ball
Motion Approved Unanimously

Annual meeting adjourned at 7:33 pm