

**Arcadia Charter School
Minutes - Annual Meeting
August 16, 2022**

Present:

1. Called meeting to order at 6:34pm
2. Verify Quorum:
 - a. In attendance: Kathleen Schmidt, Tami Kasch-Flugum, Tammy Prichard, Shannon Fields, Jo Janssen, George Cusack, Tamra Paulson, Laura Stelter
 - b. Absent: Barbara Wornson
3. List of officers for the Election of Officers: George Cusack moved to approve the officers for election, Jo Janssen seconded, motion passed.
 - a. Chair: Kathleen Schmidt
 - b. Vice-Chair: Tami Kasch-Flugum
 - c. Secretary: Tamra Paulson
 - d. Treasurer; Tammy Prichard

Motion to approve the Annual Meeting agenda: Tammy Prichard Moved, Tami Kasch-Flugum seconded. Motion passed.

1. Regular meetings of the Arcadia School Board for the 2022-2023 school year will take place at 6:30pm on the following dates:
 - a. August 16, 2022
 - b. September 20, 2022
 - c. October 18, 2022
 - d. November 15, 2022
 - e. December 20, 2022
 - f. January 17, 2023
 - g. February 21, 2023
 - h. March 21, 2023
 - i. April 18, 2023
 - j. May 16, 2023
 - k. June 6, 2023

Motion made to approve the dates for the Arcadia Charter School Board Meeting - by George Cusack, 2nd by Shannon Fields. Motion Approved.

2. The designation of the August meeting as the approved date of the annual meeting. Tamra Moved, Tammy seconded. Motion Passed.

3. Motion made to the appointment of board members of the Arcadia Building Company
Melanie Cashin, Kelly Rimpila, Rachel Matney

- a. Motion made by George Cusack, Second: Tami Kasch-Flugum Motion approved

4. The designation of the Northfield News as the official newspaper of the Arcadia School Board.

- a. Motion made to designate the Northfield News as the official newspaper of the Arcadia Charter School Board by Tammy Prichard, Seconded by George Cusack. Motion Passed.

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.

Motion to approve made by George Cusack, seconded by Shannon Fields. Motion passed.

6. The designation of Community Resource Bank as the school Depository

Motion to approve made by Tamra Paulson, Seconded Jo Jannsen. Motion Passed.

7. The designation of the following individuals as signers for school banks accounts for the 2022-2023 school year:

- a. Board Chair: Kathleen Schmidt
- b. Treasurer: Tamera Prichard
- c. Laura Stelter as Executive Director

Motion made by Jo Johannsen, seconded by Shannon Fields. Motion passed.

8. Delegation of Authority to Make Electronic Funds Transfers as per the school's EFT policy to:

- a. Board Chair: Kathleen Schmidt
- b. Treasurer: Tamera Prichard
- c. Laura Stelter as Executive Director
- d. BerganKDV as the school's Financial Manager

Motion Made by George Cusack, Seconded by Tami Kasch-Flugum. Motion Passed.

9. Granting of Administrative Authority: Kelly Rimpila and Jenny Abbs are granted Administrative authority to execute and update all Cash Management Agreements with Community Resource Bank and to further grant authority to certain BergankDVB employees to perform activities necessary to carry out bank account-related functions and electronic transfers.

Motion made by Tammy Prichard, Seconded by George Cusack. Motion Passed.

10. Authorization of use of facsimile signatures of the Executive Director and Board Members in signing school checks and documents.

Motion made by George Cusack, Seconded by Tami Kasch-Flugum. Motion Passed.

11. Authorization of the Director and their Designee to perform duties of clerk and treasurer as mandated by M.S. 123B.14 (<https://www.revisor.mn.gov/statutes/cite/123B.14>)

*note to add the appointment of this person in the January Board Meeting.

*Laura will follow up with Laura Booth.

Item Tabled until September meeting

12. 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

Motion made by George Cusack, Seconded by Tammy Prichard. Motion Passed.

13. Review and approve the [World's Best Workforce Goals](#) for 2022-2023

Motion made to approve the World's Best Workforce Goals for 2022-2023 school year by George Cusack and seconded by Jo Johannsen. Motion passed

**Motion to adjourn annual meeting by George Cusack and Seconded by Jo Johannsen.
Motion Passed.**

Meeting adjourned at 7:16pm