

August 21, 2018

PiM Arts High School, Room 118

Meeting Called to order at 5:03

Approval of June '18 Minutes
tabled for September meeting

Adoption of Agenda
Motion: Klein Seconded: Mollick

Election of Officers

President **Ed Wilms**
Vice-President **Laura Pfandler**
Secretary **Steve Mollick**
Treasurer **Cheryl Gunness**

Finance Report - Matt McFarlane
-Approve July Transactions
Motion: Pfandler Seconded: Harding

Yearly Designations

1. Board Meeting Schedule 2018-2019
Day of Month, Start Time, Location as shared on document

Motion to approve: Raasch Seconded: Pfandler
2. MDE Designations -Designate Official With Authority- Executive Director

Motion to approve: Klein Seconded: Harding
3. Designation of Depositories – Venture Bank, US Bank

Motion to approve: Raasch Seconded: Klein
4. Authorize Signers at Banks- Board Treasurer, Executive Director

Motion to approve: Pfandler Seconded: Raasch
5. Confirm/appoint members of board of directors of MSSPA Building Company
 - o Linda Lankos, President
 - o Tim Gagnon, Vice President
 - o Bud Blanchette, Secretary

Motion to approve: Klein

Seconded: Pfandler

6. MDE Designations

- o Designate MDE Identified Official With Authority (IOWA)

Designation of Identified Official with Authority for the MDE External User Access Recertification System

The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with State Access Control Security Standard 1.0 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 the Board authorize Matt McFarlane to act as the Identified Official with Authority for PiM Arts High School.

- o Title Grant programs Authorized Representative- Cassy Schauwitzer
- o Special Education Director- Jen Heicie

Motion to approve: Klein

Seconded: Harding

8. Delegation of Authority to Make Electronic Funds Transfers

Board Chair, Board Treasurer, Executive Director, or Financial Manager

Motion to approve: Silberman

Seconded: Pfandler

9. Granting of Administrative Authority: Dustin Reeves and Judith Darling are granted Administrative authority to execute and update any and all Cash Management Agreements with [name school's banks] Bank and to further grant authority to certain BerganKDV employees to perform activities necessary to carry out bank account-related functions and electronic transfers including, but not limited to:

- o Payment of: employee payroll; federal, state, and unemployment taxes (deductions and/or benefits); and other payroll related deductions and benefits (when appropriate)
- o Payment of contributions to the Teachers Retirement Associations (TRA) and to the Public Employee Retirement Association (PERA) for deductions and benefits.
- o Payments, including, but not limited to: building lease payments, credit card payments, and other vendor payments (when appropriate).
- o Other payments authorized by the board of directors
- o Monitoring, reconciliation, and management of bank transactional activity
- o Transfer of funds between the school's bank accounts at [name school bank] Bank
- o Investment of excess funds
- o Execution and release of pledge agreements
- o Temporary and permanent ACH Limit changes
- o Management of Positive Pay system

Motion: Silberman

Seconded: Klein

10. Credit Card Authorization –Employees authorized to have school issued credit cards and credit limits-
Executive Director

Motion: Pfandler

Seconded: Raasch

11. Designation of Official Newspaper (required for posting of public notices)
-Eden Prairie News

Motion: Silberman

Second: Raasch

12. Approval of Daily hours of pay

-Substitute Teachers - \$120/day

-Substitute Paraprofessionals - \$100/day

-Substitute Other positions as needed

-Certified staff- Hourly Work Approval - \$18/hr

-Non-Certified Staff Hourly Work based on Work Agreement - \$16.50/hr

-Enrichment Class and Activities (Extended contracts) As negotiated

The Executive Director has discretion to adjust these rates on an as-needed basis should the need occur

Motion: Klein

Second: Raasch

13. Adjourn

Motion: Pfandler

Second: Harding