

*PiM Arts High School Mission: Artistic Excellence and Academic Rigor for Every Learner*

PiM Arts High School Board Agenda, June 12, 2018

5:00 pm, PiM Arts High School Room 118

5:00 Call to Order

Approval of Minutes - Motion to Approve -Kevin Klein, Second- Bonnie Meyer

Adoption of Agenda -Motion to Approve- Tyler Flory, Second- Jenny Harding

Public Comment

Executive Update - Matt McFarlane, Executive Director

QCOMP Report - Cassy Schauwitzer, Director of Teaching and Learning

**Committee Updates**

Finance Committee - Cheryl Gunness, Treasurer

- A. Board Action- Approve May Transactions- Motion to Approve- Tyler Flory, Second- Joanna Jenniges
  - a. Audit will begin in July, Working on Fund balance
  - b. Debt Service Coverage ratio will be met starting July 1
- B. Review, Approve 18-19 Budget -Motion to Approve- Kevin Klein, Second- Tyler Flory.

HR/Governance Committee

- A. Update

Academic Committee

- A. Update -Looking at PO opportunities for inservice

**Other Business**

- A. Review St. Thomas Evaluation
- B. Board Meeting Schedule 18-19, August New Member Training, Retreat

Adjourn- Motion to Adjourn- Tyler Flory, Second - Joanna Jenniges

**PiM Arts High School Board Minutes, April 24, 2018**

**Present:**

Board/Community Member, President- Ed Wilms

Board/Staff, Vice President- Tyler Flory

Board/Staff, Secretary- Elizabeth Klun

Board/Community Member, Treasurer- Cheryl Gunness

Board/Community Member- Bonnie Meyer

Board/Community Member- Kevin Klein

Board/Staff- Sarah Omernik

Board/Staff- Joanna Jenniges

Board/Staff- Laura Pfandler

Board/Staff- Jenny Harding

Ex-Officio- Matt McFarlane, Executive Director

Ex-Officio- Rob Thompson, Director of Outreach and Development

5:05 Call to Order

Approval of Minutes **(Klein, Pfandler)**

Adoption of Agenda **(Omernik, Klun)**

- I. Public Comment
- II. Executive Update
- III. Committee Updates
  - Finance Committee - Cheryl Gunness, Treasurer
    - Board Action- Approve March Transactions **(Flory, Jenniges)**
  - Development/Spark Committee
    - Legacy Scholarship Presentation
  - Strategic Planning Committee
    - Board Action-Approve updated strategic plan **(Omernik, Pfandler)**
  - HR/Governance Committee
    - Revise Fund Balance Policy **(Flory, Klein)**
    - Revise Staff Unpaid Leave Policy **(Klein, Jenniges)**
  - Curriculum, Instruction, and Student Achievement Committee
    - Update
- IV. Other Business
  - Board Elections 18-19
  - Board Self-Eval

Motion to close session **(Pfandler, Omernik)**

Motion to open session **(Omernik, Klun)**

6:25 Motion to adjourn **(Klein, Meyer)**

**PiM Arts High School Board Minutes, March 20, 2018**

**Present:**

Board/Staff, Vice President- Tyler Flory  
Board/Staff, Secretary- Elizabeth Klun  
Board/Community Member, Treasurer- Cheryl Gunness  
Board/Community Member- Bonnie Meyer  
Board/Community Member- Kevin Klein  
Board/Staff- Sarah Omernik  
Board/Staff- Joanna Jenniges  
Board/Staff- Jenny Harding  
Ex-Officio- Matt McFarlane, Executive Director  
Ex-Officio- Rob Thompson, Director of Outreach and Development

5:07 Call to Order

Approval of Minutes     **(Omernik, Klein)**

Adoption of Agenda     **(Meyer, Klun)**

- I. Public Comment
  - A. Dana Peterson from St. Thomas checking in after her informal site visit.
- II. Teacher board member nomination for seat vacated by Rachel Harge
  - A. Nomination of Jenny Harding **(Omernik, Jenniges)**
- III. Executive Update- Matt McFarlane, Executive Director
- IV. Committee Updates
  - Finance Committee - Cheryl Gunness, Treasurer
    - Board Action- Approve February Transactions **(Jenniges, Gunness)**
  - Development/Spark Committee
  - Strategic Planning Committee
  - HR/Governance Committee
  - Curriculum, Instruction, and Student Achievement Committee
- V. Other Business
  - Board Elections 18-19
  - Board Self-Eval

6:00 Motion to adjourn **(Omernik, Klun)**

**PiM Arts High School Board Minutes, February 27, 2018**

**Present:**

Board/Community Member, President- Ed Wilms  
Board/Staff, Vice President- Tyler Flory  
Board/Staff, Secretary- Elizabeth Klun  
Board/Community Member, Treasurer- Cheryl Gunness  
Board/Community Member- Bonnie Meyer  
Board/Community Member- Kevin Klein  
Board/Staff- Sarah Omernik  
Board/Staff- Joanna Jenniges  
Board/Staff- Rae Harge  
Ex-Officio- Matt McFarlane, Executive Director

6:00 Call to Order

Approval of Minutes (**Omernik, Meyer**)

Adoption of Agenda (**Omernik, Flory**)

- I. Public Comment
- II. Executive Update- Matt McFarlane, Executive Director
- III. Committee Updates
  - A. Finance Committee - Cheryl Gunness, Treasurer  
Board Action- Approve January Transactions (**Harge, Flory**)
  - B. Development/Spark Committee
  - C. HR/Governance Committee
  - D. CISAC Committee
  - E. Strategic Planning Committee
- IV. Other Business
  - A. Board Elections 18-19
  - B. Board Self-Eval
  - C. Executive Director Evaluation

Motion to adjourn, 6:50 (**Klun, Harge**)

**PiM Arts High School Board Minutes, January 23, 2018**

**DRAFT**

**Present:**

Board/Staff, Vice President- Tyler Flory  
Board/Staff, Secretary- Elizabeth Klun  
Board/Community Member, Treasurer- Cheryl Gunness  
Board/Community Member- Bonnie Meyer  
Board/Community Member- Kevin Klein  
Board/Staff- Sarah Omernik  
Board/Staff- Laura Pfandler  
Board/Staff- Joanna Jenniges  
Board/Staff- Rae Harge  
Ex-Officio- Matt McFarlane, Executive Director

6:00 Call to Order

Approval of Minutes **(Klun, Pfandler)**

Adoption of Agenda **(Omernik, Harge)**

I. Public Comment

II. Audit Presentation - MMKR

**Board accepted the audit**

III. Executive Update- Matt McFarlane, Executive Director

IV. Committee Updates

A. Finance Committee - Cheryl Gunness, Treasurer

Board Action- Approve December Transactions **(Pfandler, Harge)**

B. Development/Spark Committee

C. HR/Governance Committee

D. CISAC Committee

E. Strategic Planning Committee

V. Other Business

Review/Approve 18-19 Internal Calendar **(Omernik, Flory)**

Motion to adjourn, 7:13 **(Jenniges, Omernik)**

**PiM Arts High School Board Minutes, December 19, 2017**

**Present:**

Board/Staff, President- Ed Wilms

Board/Staff, Secretary- Elizabeth Klun

Board/Community Member, Treasurer- Cheryl Gunness

Board/Community Member- Bonnie Meyer

Board/Staff- Sarah Omernik

Board/Staff- Laura Pfandler

Board/Staff- Joanna Jenniges

Board/Staff- Rae Harge

Ex-Officio- Matt McFarlane, Executive Director

Ex-Officio- Rob Thompson, Director of Development and Communications

5:00 Call to Order

Approval of Minutes **(Harge, Omernik)**

Adoption of Agenda **(Pfandler, Omernik)**

- I. Public Comment
- II. Executive Update- Matt McFarlane, Executive Director
- III. Capital Campaign Update- Rob Thompson, Director of Development and Communications
- IV. Financial Update - Cheryl Gunness, Treasurer  
Review
  - A. Board Action- Approve November Transactions **(Pfandler, Harge)**
- V. Policies
  - A. 503 Attendance **(Omernik, Harge)**
  - B. 712 Group Health Insurance Purchasing Policy **(Omernik, Klun)**
- VI. Other Business
  - A. Committee Breakdown
  - B. January meeting- Audit, continuing training for member who need by BergenKDV

Adjourn **(Klun, Harge)**

**PiM Arts High School Board Minutes, November 14, 2017**

**Present:**

Board/Staff, Vice President- Ed Wilms

Board/Staff, Vice President- Tyler Flory

Board/Staff, Secretary- Elizabeth Klun

Board/Community Member, Treasurer- Cheryl Gunness

Board/Community Member- Bonnie Meyer

Board/Community Member- Kevin Klein

Board/Staff- Sarah Omernik

Board/Staff- Laura Pfandler

Board/Staff- Tim Robinson

Ex-Officio- Matt McFarlane, Executive Director

Ex-Officio- Cassy Schauwitzer, Director of Teaching and Learning

5:00 Call to Order

Approval of Minutes **(Robinson, Pfandler)**

Adoption of Agenda **(Pfandler, Meyer)**

- I. Public Comment
- II. Executive Update- Matt McFarlane, Executive Director
- III. Teaching and Learning Update- Cassy Schauwitzer, Director of Teaching and Learning
  - A. World's Best Workforce Report
- IV. Financial Update - Cheryl Gunness, Treasurer
  - A. Board Action- Approve October transactions **(Flory, Klein)**
- V. Policies
  - A. Approval of Policy 505 Student Admissions **(Omernik, Robinson)**
  - B. Approval of Policy 503 Attendance **(Omernik, Pfandler)**
  - C. 534 Breathalyzer, Discussion, no motion to approve
- VI. Other business
  - A. Appointment of Joanna Jenniges to fill Tim Robinson's vacancy **(Omernik, Klun)**
  - B. Committees

Adjourn **(Omernik, Pfandler)**

**PiM Arts High School Board Minutes, October 24, 2017**

**Present:**

Board/Staff, Vice President- Ed Wilms  
Board/Staff, Vice President- Tyler Flory  
Board/Staff, Secretary- Elizabeth Klun  
Board/Community Member, Treasurer- Cheryl Gunness  
Board/Community Member- Bonnie Meyer  
Board/Community Member- Ripley Peterson  
Board/Community Member- Kevin Klein  
Board/Staff- Sarah Omernik  
Board/Staff- Laura Pfandler  
Board/Staff- Tim Robinson  
Ex-Officio- Matt McFarlane, Executive Director

**5:04 Call to Order**

**Approval of Minutes (Klein, Pfandler)**

**Adoption of Agenda (Omernik, Flory)**

- I. Public Comment**
- II. Executive Update- Matt McFarlane, Executive Director**
- III. Outreach/Marketing Update**
- IV. Financial Update - Cheryl Gunness, Treasurer**
  - A. Board Action- Approve September Transactions (Klein, Pfandler)**

**Policies**

**503 Attendance- First Read**

**534 Breathalyzer - First Read**

**Other Business**

**Cooperative Agreement- Hopkins Gymnastics**

- A. Board Action- Approve Cooperative Agreement with Hopkins High School Gymnastics (Klun, Gunness)**

**Committees**

**Board Training Saturday October 28, 9:00-12:00**

**Adjourn (Omernik, Robinson)**



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**PiM Arts High School Board Minutes, September 26, 2017**

**Present:**

Board/Staff, Vice President- Tyler Flory

Board/Staff, Secretary- Elizabeth Klun

Board/Community Member, Treasurer- Cheryl Gunness

Board/Community Member- Bonnie Meyer

Board/Community Member- Kevin Klein

Board/Staff- Rae Harge

Board/Staff- Laura Pfandler

Board/Staff- Tim Robinson

Ex-Officio- Matt McFarlane, Executive Director

5:00 Call to Order

**Approval of Minutes (Robinson, Harge)**

**Adoption of Agenda (Pfandler, Meyer)**

Executive Update- Matt McFarlane, Executive Director

- I. Annual Report-Matt McFarlane
  - A. Board Action- Approve Annual Report (Klun, Harge)**
- II. Outreach Update - JohnMark Hostetler, Outreach and Marketing
- III. Financial Update - Cheryl Gunness, Treasurer
  - A. Board Action- Approve July - August Transactions (Harge, Pfandler)**

Other Business

Board Communications

Board Initial and Ongoing Training Plan

Potential Dates-Oct 21,28, Nov 4, 11

17-18 Board Goals

**Adjourn 6:30 (Klun, Robinson)**

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**PiM Arts High School Board Minutes, August 22, 2017**

**Present:**

Board/Staff, President- Ed Wilms  
Board/Staff, Vice President- Tyler Flory  
Board/Staff, Secretary- Elizabeth Klun  
Board/Community Member, Treasurer- Cheryl Gunness  
Board/Community Member- Bonnie Meyer  
Board/Community Member- Ripley Peterson  
Board/Community Member- Kevin Klein  
Board/Staff- Sarah Omernik  
Board/Staff- Rae Harge  
Board/Staff- Tim Robinson  
Ex-Officio- Matt McFarlane, Executive Director

5:04 Call to Order

**Approval of Minutes (Peterson, Omernik)**  
**Adoption of Agenda (Omernik, Harge)**

**Election of Officers (Omernik, Harge)**

President Ed Wilms  
Vice-President Tyler Flory  
Secretary Elizabeth Klun  
Treasurer Cheryl Gunness

**Yearly Designations**

1. Board Meeting Schedule 2017-2018  
-Fourth Tuesday of Month, Start Time 5:00, PIM Arts High School cafeteria  
**(Peterson, Robinson)**
2. MDE Designations -Designate Official With Authority- Matt McFarlane, Executive Director  
**(Flory, Harge)**
3. Designation of Depositories – Venture Bank **(Robinson, Omernik)**
4. Collatorize Funds in excess of FDIC Insurance – Currently at \$275,000- 110% of excess amount. **(Harge, Peterson)**
5. Authorize Signers at Banks- Board Treasurer, Executive Director **(Klun, Harge)**

6. Broker Acknowledgement Certification – T.D. Waterhouse **(Omernik, Flory)**  
-Includes written statement of investment restrictions

7. Granting of Additional Administrative Authority **(Peterson, Robinson)**

Dustin Reeves and Chuck Herdegen are granted Administrative Authority to execute and update any and all Cash Management Agreements with Venture Bank, and to further grant authority to certain BergenKDV employees to perform activities necessary to carry out bank account-related functions, including, but not limited to:

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

8. Delegation of authority to make Electronic Fund Transfers **(Harge, Peterson)**

- Board Treasurer, Executive Director
- Manager at BergenKDV

Electronic Fund Transfers may be made for:

- Investment of excess funds or the transfer of funds between the school's two accounts
- Payment of employee payroll direct deposits
- payment of federal, state, and unemployment taxes (deductions and/or benefits)
- Payment of contributions to TRA or PERA
- Monthly building lease payments
- Monthly payment of credit card charges
- Vendor payments (when appropriate)
- Other payments as approved by the school board

9. Credit Card Authorization –Employees authorized to have school issued credit cards and credit limits- Executive Director **(Robinson, Omernik)**

10. Designation of Official Newspaper (required for posting of public notices) **(Omernik, Peterson)**

- Eden Prairie News

11. Approval of Daily hours of pay **(Peterson, Robinson)**

- 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

Adjourn **(Peterson, Harge)**