

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



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

PiM Arts High School Board Agenda, September 25, 2018

5:00pm, PiM Arts High School Room 118

Call to Order

- Approval of Minutes - Meyer motion, Silberman seconded
- Adoption of Agenda - Silberman motion, Klein seconded
- Public Comment
- Executive Update- Matt McFarlane, Executive Director

Committee Reports

- Academic Achievement Committee- Laura Pfandler, Chair - Jenniges gave report
- Finance Committee - Cheryl Gunness, Treasurer
 - Board Action- Approve August Transactions - Raasch motion, Jenniges seconded
- HR/Governance Committee- Bonnie Meyer, Chair
- Development Committee-Stu Silberman, Chair

Other Business

- Annual Report
 - Board Action - Approve Annual Report - Klein motion, Silberman second
- Board Training

Adjourn

Silberman motion, Harding seconded

Upcoming Events:

Parent-Teacher Conferences - September 27 - 1:30-8:00pm

Homecoming week- Oct 1-5

Dedication Assembly - Oct 5 - 1:00pm

Opening No Shame - October 5 - 7:00pm White Box

UST Informal Site Visit- October 9 - 8:00-2:30

Fall Instrumental Concert - October 16 - 7:00pm White Box

Vocal Music Concert - October 23 - Gethsemane Lutheran Church, Hopkins



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

PiM Arts High School Board Agenda, October 23, 2018

5:00 pm, PiM Arts High School Room 118

Not present: Mollick

Klun

Call to Order

- Approval of June, September Minutes
 - Motion: Silberman
 - Second: Raasch
- Adoption of Agenda
 - Motion: Jenniges
 - Second: Harding
- Public Comment
 - None
- Executive Update- Matt McFarlane, Executive Director
- Student Life Report- Tania Montgomery, Director of Student Life

Committee Reports

- Academic Achievement Committee- Laura Pfandler, Chair
- Finance Committee - Cheryl Gunness, Treasurer
 - Board Action- Approve September Transactions
 - Motion to approve: Raasch
 - Second the motion: Meyer
- HR/Governance Committee- Bonnie Meyer, Chair
 - First Read 709 Transportation Policy
 - First Read 401 Equal Employment Opportunity
 - First Read 414 Mandated Reporting of Child Neglect
 - First Read 415 Mandated Reporting of Maltreatment of Vulnerable Adults
- Development Committee-Stu Silberman, Chair

Other Business

- Annual Report Feedback -UST

- Board Training November 10, 9:00 am-12:00 pm
- Meeting Dates Next Month:
 - Governance Committee - Tuesday November 6, 2:45-3:30
 - Academic Achievement Committee - TBD
 - Finance Committee -November 7, 3:00 pm
 - Board Meeting -November 13, 5:00 pm

Motion to Adjourn:

Motion: Kevin

Second: Rasch



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

PiM Arts High School Board Agenda, November 13, 2018

5:00 pm, PiM Arts High School Room 118

Call to Order

- Approval of October Minutes
- Adoption of Agenda
- Public Comment
- Executive Update- Matt McFarlane, Executive Director
- World's Best Workforce Report- Cassy Schauwitzer, Director of Teaching and Learning

Committee Reports

- Academic Achievement Committee- Laura Pfandler, Chair
 - Professional Learning Communities met this week to discuss strategies for meeting all learners
- Finance Committee - Cheryl Gunness, Treasurer
 - Board Action- Approve October Transactions Klein motioned, Harding seconded
- HR/Governance Committee- Bonnie Meyer, Chair
 - Even distribution of reelection dates
 - Questionnaire of benefits/compensation - comparison to other schools
 - Policies for First Read
 - 404 Criminal Background Checks
 - 405 At-Will Employment
 - 407 Employee Right to Know
 - 408 Employment Benefits
 - Policies for Second Reading/Approval
 - 709 Transportation Policy Motion by Klein, seconded by Harding
 - Harding, Pfandler, Mollick, Silberman, Klein for; none against
 - 401 Equal Employment Opportunity motion by Silberman, seconded by Klein
 - All for; none against
 - 414 Mandated Reporting of Child Neglect motion by Klein, seconded Pfandler
 - All for; none against

- 415 Mandated Reporting of Maltreatment of Vulnerable Adults Silberman
 motioned, Klein seconded
- All for, none against
- Development Committee
 - Give to the Max

Silberman motion to adjourn; Pfandler seconded

Other Business

- Meeting Dates Next Month:
 - Governance Committee - Tuesday December 4, 2:45-3:30
 - Academic Achievement Committee - TBD
 - Finance Committee -December 12, 3:00 pm
 - Development Meeting- December 18, 4:00pm
 - Board Meeting -December 18, 5:00 pm

Upcoming Events:

- Fall Dance Concerts- Etchings - Nov 15-17 White Box
- Thanksgiving Break Nov 21-23
- Conferences/Juries- Nov 29
- Staff Development- Nov 30
- Info Sessions - Nov 13, Dec 11
- Fall Vis/Media Gallery Showing- Dec 13-14
- No Shame- Dec 14



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

PiM Arts High School Board Agenda, December 18, 2018

5:00 pm, PiM Arts High School Room 118

Call to Order Laura Pfandler, acting President call to order

- Approval of November Minutes Klein motion, Raasch seconded
- Adoption of Agenda Jenniges motion, Meyer seconded
- Public Comment none
- Executive Update- Matt McFarlane, Executive Director
- Outreach Update
 - what are some new ways to encourage word-of-mouth enrollment*

Committee Reports

- Academic Achievement Committee- Laura Pfandler, Chair
 - Good comments from alumni at most recent committee meeting about college readiness*
 - World's best workforce report submitted
- Finance Committee - Cheryl Gunness, Treasurer
 - Enrollment drives revenue for budget, modifications visible on dashboard*
 - Board Action- Approve November Transactions Silberman motion, Raasch second, motion carries
- HR/Governance Committee- Bonnie Meyer, Chair
 - Survey staff on salary/benefits with prioritization*
 - Policies for First Read
 - None at this time
 - Policies for Second Reading/Approval
 - 404 Criminal Background Checks
 - Motion Pfandler, second Harding, unanimous approval
 - 405 At-Will Employment
 - Motion Silberman, second Jenniges, unanimous approval
 - 407 Employee Right to Know
 - Motion Raasch, second Pfandler, unanimous approval
 - 408 Employment Benefits
 - Motion Raasch, second Harding, unanimous approval
- Development Committee
 - Corporate Outreach

- 12K for Give to the Max, indication that when measured, we get results
- Spark, Prints/Pints
 - Early stages of planning for Prints and Pints, will run similarly to last year
 - Re-focus on program and pitch for Spark the Arts; will be in April

Other Business

- Meeting Dates Next Month:
 - Governance Committee -
 - Academic Achievement Committee -
 - Finance Committee - January 16, 2018 3:00pm
 - Development Meeting - January 22, 4:00pm
 - Board Meeting -January 22, 5:00 pm

Motion to adjourn - Raasch, seconded Pfandler



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

PiM Arts High School Board Agenda, January 22, 2019

5:00 pm, PiM Arts High School Room 118

Call to Order

- Approval of December Minutes - Silberman motion, Klun seconded
- Adoption of Agenda - Klein motion, Silberman seconded
- Public Comment - no public comment
- Presentation of FY18 Audit
 - Board Action- Approve the findings of the Audit - Jenniges motion, Raasch seconded
- Executive Update- Matt McFarlane, Executive Director

Committee Reports

- Academic Achievement Committee- Laura Pfandler, Chair - did not meet
- Finance Committee - Cheryl Gunness, Treasurer
 - Trendlines look good in terms of 9th grade class being the largest
 - Board Action- Approve December Transactions - Silberman motion, Meyer seconded
- HR/Governance Committee- Bonnie Meyer, Chair
 - Committee Update - did not meet; self-evaluation will go out next month
 - Policies for First Read
 - None at this time
 - Policies for Second Reading/Approval
 - None at this time
- Development Committee - did not meet; date is set for April 4, 2019

Other Business

- School Calendar 19-20 - draft for approval next month
- Meeting Dates Next Month
 - Governance Committee - TBD
 - Academic Achievement Committee - February 26, 2019
 - Finance Committee - February 20, 2019 3:00pm
 - Development Meeting - February 26, 2019 4:00pm
 - Board Meeting -February 26, 2019, 5:00 pm

Motion to adjourn: Raasch, seconded: Klein



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

PiM Arts High School Board Agenda, February 26, 2019

5:00 pm, PiM Arts High School Room 118

Call to Order

- Approval of January Minutes - Jenniges motion, Pfandler seconded
- Adoption of Agenda - Pfandler motion, Klun seconded
- Public Comment
- Executive Update- Matt McFarlane, Executive Director - uniqueness of winter and cancelled school;

Committee Reports

- Academic Achievement Committee- Laura Pfandler, Chair
 - Harding delivered
 - teachers will share high order thinking on Bloom's taxonomy on PD Day in April
 - Finals policy: earning an A, don't have to take the final; still should come to school
 - Autonomy is important to overmanaging what finals are - cumulative?
Synthesis/culmination of entire quarter?
- Finance Committee - Cheryl Gunness, Treasurer
 - Board Action- Approve January Transactions - *Silberman motion, Raasch seconded; motion carries*
 - Approve Equipment Lease - *Pfandler motioned, Raasch seconded - all approved*
- HR/Governance Committee- Bonnie Meyer, Chair
 - Committee Update
 - Policies for First Read
 - None at this time
 - Policies for Second Reading/Approval
 - None at this time
- Development Committee - corporate outreach, foundations that support education and arts organizations; Upcoming Spark the Arts and Prints & Pints events

Other Business

- School Calendar 19-20
 - Raasch motioned, Harding seconded
- Board Self-Evaluation

- Executive Director Evaluation
- Meeting Dates Next Month:
 - Governance Committee - TBD
 - Finance Committee - March 13, 2019 3:00pm
 - Academic Achievement Committee - March 19, 2019
 - Development Meeting - March 19, 2019 4:00pm
 - Board Meeting -March 19, 2019, 5:00 pm

Motion to adjourn: Raasch motion, Jenniges seconded



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

PiM Arts High School Board Agenda, March 19, 2019

5:00 pm, PiM Arts High School Room 118

Call to Order

- Approval of February Minutes *Klein motion, Silberman seconded*
- Adoption of Agenda *Klun motion, Jenniges seconded*
- Public Comment
- Executive Update- Matt McFarlane, Executive Director

Committee Reports

- Academic Achievement Committee- Laura Pfandler, Chair
- Finance Committee - Cheryl Gunness, Treasurer
 - Board Action- Approve February Transactions *Silberman motion, Harding seconded*
- HR/Governance Committee- Bonnie Meyer, Chair
 - Committee Update
- Development Committee

Other Business

- Board Self-Evaluation- Results
- Executive Director Evaluation *Board in Closed Session* - Meyer motion, Raasch, second

Adjourn: Klun motioned, Jenniges seconded

- Meeting Dates Next Month:
 - Governance Committee April 14, 2019 3:00pm
 - Finance Committee - April 21, 2019 3:00pm
 - Academic Achievement Committee - April 23, 2019
 - Development Meeting - April 23, 2019 4:00pm
 - Board Meeting -April 23, 2019 5:00 pm



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

Pr PiM Arts High School Board Agenda, April 21, 2019
5:00 pm, PiM Arts High School Room 118

Call to Order Pfandler opens meeting

- Approval of March Minutes *Meyer motion, Jenniges seconded*
- Adoption of Agenda *Raasch motion, Klun seconded*
- Public Comment *Aaliyah from St. Thomas is our new liaison,*
- Executive Update- Matt McFarlane, Executive Director
- Finance Training - Dustin Reeves, BergenKDV

Committee Reports

- Academic Achievement Committee- Laura Pfandler, Chair *PD Focus on social-Emotional Learning, E-Learning Support, >50 different home districts are served in this school*
- Finance Committee - Cheryl Gunness, Treasurer *presented by Dustin Reeves, BergenKDV*
 - Board Action- Approve March Transactions *motion Silberman, Pfandler Seconded*
- HR/Governance Committee- Bonnie Meyer, Chair
 - Committee Update
- Development Committee-Stu Silberman, Chair

Other Business

- School Calendar Adjustment - amend calendar to work accounting, *Silberman motion, Raasch seconded*
- Meeting Dates Next Month:
 - Governance Committee May 14, 2019 3:00pm
 - Finance Committee May 22, 2019 3:00pm
 - Academic Achievement Committee May 28, 2019
 - Development Meeting May 28, 2019 4:00pm
 - Board Meeting May 28, 2019 5:00 pm

Motion to adjourn: Klun, Seconded: Pfandler



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

PiM Arts High School Board Agenda, May 28, 2019

5:00 pm, PiM Arts High School Room 118

Call to Order

- Approval of April Minutes Pfandler motion, Klun seconded
- Adoption of Agenda Raasch motion, Pfandler seconded
- Public Comment
- Executive Update- Matt McFarlane, Executive Director *addition of staffing in Visual Art, Media, Language Arts*
Counselor position posted

Committee Reports

- Academic Achievement Committee- Laura Pfandler, Chair
- Finance Committee - Cheryl Gunness, Treasurer
 - Board Action- Approve April Transactions *Silberman motion, Pfandler seconded, motion carries*
 - Board Action- Approve FY 20 Budget *Jenniges motion, Raasch seconded, motion carries*
- HR/Governance Committee- Bonnie Meyer, Chair
 - Election Update *winners of board seats elected*
 - Board Officers 19-20 *solicit nominations for board officers*
- Development Committee-Stu Silberman, Chair

Other Business

- Next Meeting Date : Aug 20 or Aug 27?
- Lease Aid/Audit Forms

Silberman motions to adjourn; Jenniges seconds