

August 20, 2019
PiM Arts High School Cafeteria

5:00 Call to Order
Approval of Minutes Raasch motion, Silberman seconded
Adoption of Agenda Jenniges motion, Meyer seconded

Election of Officers

President	Ed Wilms
Vice-President	Laura Pfandler
Secretary	Steve Mollick
Treasurer	Bonnie Meyer

Raasch motion, Silberman seconded

Finance Report - Matt McFarlane
-Approve July Transactions

Yearly Designations

1. Board Meeting Schedule 2019-2020
-Day of Month, Start Time, Location Pfandler motion, Raasch seconded - motion carries
2. Designation of Depositories – Choice Bank, US Bank Raasch motion, Jenniges seconded - motion carries
3. Authorize Signers at Banks- Board Treasurer, Executive Director
4. Confirm / appoint members of the board of directors of MSSPA Building Company - Raasch motion, Silberman seconded - motion carries
 - o Linda Lankos, President
 - o Tim Gagnon, Vice President
 - o Bud Blanchette, Secretary
5. MDE Designations - Raasch motion, Jenniges seconded - motion carries
 - 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 the following:

- o 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 Heieie

6. Authorized signers at banks - Raasch motion, Johnson seconded

- o Board Chair _____Ed Wilms_____
- o Board Treasurer _____Bonnie Meyer_____
- o Executive Director _____Matt McFarlane_____
- o Business Manager _____Deb Zepeda_____

Expand to include business manager for convenience

7. Delegation of Authority to Make Electronic Funds Transfers - Raasch motion, McAllister seconded - motion carries

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

8. Granting of Administrative Authority: Dustin Reeves, financial manager and Judith Darling, partner are granted Administrative authority to execute and update any and all Cash Management Agreements with US Bank and Choice 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

Raasch motion; Cole seconded - motion carries

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

Raasch motion; Silberman seconded - motion carries

10. Designation of Official Newspaper (required for posting of public notices)

-Eden Prairie News

Meyer motion, Cole seconded - motion carries

11. 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

Raasch motion, Meyer second - motion carries

The Executive Director has discretion to adjust these rates should the need occur.

Adjourn

Pfandler motion, Johnson seconded



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

PiM Arts High School Board Agenda, September 24, 2019

5:00 pm, PiM Arts High School Room 118

- Call to Order
- Approval of August Minutes Raasch motion, Meyer seconded
- Adoption of Agenda Silberman motion, Jenniges seconded
- Public Comment No public comment
- Executive Update- Matt McFarlane, Executive Director
- Outreach, Marketing, Communications, and Development - Rob Thompson
- Strategic Plan Review - Strategy 1 - Increase student enrollment and retention

Committee Reports

- Academic Achievement Committee- Laura Pfandler, Chair
 - Failing students/differentiation; effective strategies in differentiation
- HR/Governance Committee- Steve Mollick, Chair
 - Officers- Treasurer Position Open
 - Mollick motion for **Ann LaCourse** to be named, Johnson seconded,
 - Benefits review- New package includes \$450/employee, \$50/dependant, \$50 over 50;
Silberman motion, Raasch approved; Motion carried unanimously
 - Policy Review
 - [531 Pledge of Allegiance](#) -
 - Silberman motion to approve policy; Johnson seconded; motion carried unanimously
 - Raasch motion to waive requirement to state pledge of allegiance; Jenniges seconded; Motion carries; Pfandler, Raasch, Meyer, LaCourse, Mollick, Jenniges, McAllister, Johnson, Cole for; Silberman against; motion carried
 - [411 Purchase of Health Insurance](#)
 - Meyer motion to move, Jenniges seconded
 - Silberman motion to accept friendly amendment; Paul Johnson seconded
 - Motion carried unanimously
 - [409 Salary and Wage Compensation](#) -
 - Jenniges motion, Johnson seconded; motion carried unanimously
 - [523 English Learners](#)
 - McAllister motion to approve, Cole second; motion carried anonymously
- Finance Committee - Matt McFarlane, Executive Director

- ❑ Board Action- Approve May, June, August Transactions
- ❑ Johnson moved, Meyer seconded; motion carried unanimously

Other Business

- ❑ Next Meeting Date - October 22, 2019 - 5:00 Room 118



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

PiM Arts High School Board Agenda, October 22, 2019

5:00 pm, PiM Arts High School Room 118

- Call to Order
- Approval of August Minutes-[August Minutes](#)
 - MOTION: Jenniges SECOND: Silberman VOTE: carries unanimously
- Adoption of Agenda -[October 22, 2019 Agenda](#)
 - MOTION: Pfandler SECOND: Meyer VOTE: carries unanimously
- Public Comment
- Executive Update- Matt McFarlane, Executive Director
 - [Enrollment Dashboard](#)
- Strategic Plan Review - Enhance Arts Program [Strategic Plan](#)

Committee Reports

- Academic Achievement Committee- Laura Pfandler, Chair
- HR/Governance Committee- Steve Mollick, Chair
 - [Policy Review](#) - Matt will follow up on At-Will Employment with Laura Booth
- Finance Committee - Ann LaCourse, Treasurer
 - [Finance Dashboard](#)
 - [Financial Statements](#)
 - [Supplemental Materials](#)
 - Board Action- Approve [September Transactions](#)
 - MOTION: Silberman SECOND: Wilms VOTE: carries unanimously
 - Borrowing Resolution - Propel
 - MOTION: Raasch SECOND: Silberman VOTE: carries unanimously
 - [Capitalization of Assets Policy](#)
 - MOTION: Jenniges SECOND: Pfandler VOTE: carries unanimously

Other Business

- Board Training - New members, ongoing training all members
- Next Meeting Date - November 19, 2019 - 5:00 Room 118



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

PiM Arts High School Board Agenda, November 19, 2019

5:00 pm, PiM Arts High School Room 118

- Call to Order; all members present excepting Laura Pfandler
- Approval of August Minutes-[October Minutes](#) - Cole motion, Jenniges second
- Adoption of Agenda Meyer motion, McAllister second
- Public Comment
- Executive Update- Matt McFarlane, Executive Director
 - [Enrollment Dashboard](#)
- World's Best Workforce Report - Cassy Schauwitzer, Director of Teaching and Learning
- Strategic Plan - commission working group to identify needs in strategic plan

Committee Reports

- Academic Achievement Committee- Laura Pfandler, Chair
- HR/Governance Committee- Steve Mollick, Chair
 - [Policy Review](#)
- Finance Committee - Ann LaCourse, Treasurer
 - [Finance Dashboard](#)
 - [Financial Statements](#)
 - [Supplemental Materials](#)
 - Board Action- Approve October Transactions - Silberman motion, Jenniges second

Other Business

- Board Training Options
 - MSBA - Wednesday January 15, 2020 9:00am-4:00pm (\$195 ea)
 - MACS - Saturday January 25, 2020 -World Learner School Chaska 8:30-2:00 (\$89 ea)
- Next Meeting Date - December 17, 2019 - 5:00 Room 118 -
- Motion to adjourn - Raasch motion, McAllister second



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

PiM Arts High School Board Agenda, December 17, 2019

5:00 pm, PiM Arts High School Room 118

- Call to Order;
- Approval of [November Minutes](#) - McAllister, Jenniges; motion carries
- Adoption of Agenda - Jenniges, LaCourse; motion carries
- Public Comment
- Audit Presentation - Schlenner Wenner - Raasch, LaCourse; motion carries
- [Executive Update](#) - Matt McFarlane, Executive Director
 - [Enrollment Dashboard](#)

Committee Reports

- Academic Achievement Committee- Laura Pfandler, Chair
- HR/Governance Committee- Steve Mollick, Chair
 - [Policy Review](#)
- Finance Committee - Ann LaCourse, Treasurer
 - [Finance Dashboard](#)
 - [Financial Statements](#)
 - [Supplemental Materials](#) - Silberman, Raasch - seconded
 - Board Action- Approve November Transactions
- Development Committee - Stu Silberman
 - Grant-writing with Jennie Becker
 - Opportunity cost of submitting grant proposals - time, energy, effort

Other Business

- Board Training Options
 - MACS - Saturday January 25, 2020 -World Learner School Chaska 8:30-2:00 (\$89 ea)
- Next Meeting Date - January 28, 2019 - 5:00 Room 118

Motion to Adjourn: Silberman; McAllister seconded



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

PiM Arts High School Board Agenda, January 28, 2020

5:00 pm, PiM Arts High School Room 118

- Call to Order
- Approval of December Minutes - Cole motion, Jenniges seconded; motion carries
- Adoption of Agenda - Cole motion, McAllister seconded; motion carries
- Public Comment - no public comment
- UST Math Intervention Response - Cassy Schauwitzer, Director of Teaching and Learning & Chris Mortika, Math Teacher
 - Placement test for incoming students; look for ways to improve communications prior to the day of the placement
 - Course offerings - Intro to Math (2 quarters), Math Foundations, Integrated model of Geometry/Algebra
 - Inclusion model with paraprofessionals for Special Education
 - Soliciting student feedback/buy-in
 - iXL computer program
- [Executive Update](#)- Matt McFarlane, Executive Director
 - [Enrollment Dashboard](#)

Committee Reports

- Academic Achievement Committee- Laura Pfandler, Chair
- HR/Governance Committee- Steve Mollick, Chair
 - [Policy Review](#) - update language in tobacco policy that does not change the tone of the policy
- Finance Committee - Ann LaCourse, Treasurer
 - [Finance Dashboard](#)
 - [Financial Statements](#)- Silberman motion, Johnson seconded
 - [Supplemental Materials](#)
 - Board Action- Approve December Transactions
- Development Committee - Stu Silbmeran
 - Give to the Max raised \$5863
 - Grant-writing - already submitted for Eden Prairie Foundation, US Bank, Hennepin County
 - Family foundations forthcoming
 - Spark the Arts on April 9 at Chaska Community Center
 - Improvements for academic facilities/physical plant

Other Business

- Review [20-21 School Year Calendar](#), Consider for Approval; Silberman motion, LaCourse seconded
- Next Meeting Date - February 25, 2020 - 5:00 Room 118
 - Initiate Board Self Evaluation
 - Initiate Director Evaluation



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

PiM Arts High School Board Agenda, February 25, 2020

Present: Ed Wilms, Joanna Jenniges, Paul Johnson, Ann LaCourse, Liz McAllister, Bonnie Meyer

Absent: Cassie Cole, Steve Mollick, Laura Pfandler, John Raasch, Stu Silberman

5:00pm - Board Finance Training - Dustin Reeves, BergenKDV

5:30 pm, PiM Arts High School Room 118

- Call to Order
- Approval of [January Minutes](#) Motion -Ann LaCourse Second- Paul Johnson, motion carries
- Adoption of Agenda Motion -Bonnie Meyer Second-Joanna Jenniges, motion carries
- Public Comment Aaliyah Hodge, UST - update on intervention plan submitted
- [Executive Update](#)- Matt McFarlane, Executive Director
 - [Enrollment Dashboard](#)

Committee Reports

- Academic Achievement Committee- Laura Pfandler, Chair
- HR/Governance Committee- Matt McFarlane, Executive Director, for Steve Mollick
 - [Policy Review](#)
 - First Read- [Tobacco Policy Update](#)
- Finance Committee - Ann LaCourse, Treasurer
 - [Finance Dashboard](#)
 - [Financial Statements](#)
 - [Supplemental Materials](#)
 - Board Action- Approve December Transactions Motion -Ann LaCourse Second- Liz McAllistar, motion carries
- Development Committee - Matt McFarlane, Executive Director, for Stu Silberman

Other Business

- Next Meeting March 17, 2020 - 5:00 Room 118
 - Board Self Evaluation
 - Director Evaluation

Adjourn- Motion - Bonnie Meyer- 2nd - Paul Johnson, motion carries



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

PiM Arts High School Board Agenda, March 17, 2020

5:00 pm, PiM Arts High School Room 118

- Call to Order
- Approval of February Minutes
- Adoption of Agenda
- Public Comment
- [Executive Update](#)- Matt McFarlane, Executive Director
 - COVID-19 Update
 - Successful run of musical at Box Office
 - Grant funding from donor through but not from EP Foundation for Institute; Hennepin County recycling/composting
 - [Enrollment Dashboard](#)
- Board Self Evaluation Results

Committee Reports

- Academic Achievement Committee- Laura Pfandler, Chair - waiting on testing data, given COVID-19 situation
- HR/Governance Committee- Steve Mollick, Chair
 - 2020 Board Elections
 - [Policy Review](#)
 - Second Read- [Tobacco Policy Update](#) -
 - Approve Revision of Tobacco Policy - motion carries - see Roll Call
- Finance Committee - Ann LaCourse, Treasurer
 - [Finance Dashboard](#)
 - [Financial Statements](#)
 - [Supplemental Materials](#)
 - [Budget Model](#)
 - Board Action- Approve December Transactions
- Development Committee - Stu Silbmeran Did Not Meet
- Closed Session - Executive Director Evaluation Review

Other Business

- ❑ Next Meeting Date - April 21, 2020 - 5:00 Room 118



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

PiM Arts High School Board Agenda, April 21, 2020

5:00 pm, PiM Arts High School Room 118 and Zoom

Consent Agenda Items - Motion by Jenniges, seconded by Meyer; motion carries unanimously

- Call to Order
- Approval of March Minutes
- Adoption of Tonight's Agenda

- Public Comment
- [Executive Update](#)- Matt McFarlane, Executive Director
 - Distance Learning Update
 - Board Action- approve adjusted grading system
 - [Enrollment Dashboard](#)
 - Update to grading system for distance learning for A/B to be optional, Pass or No Credit
 - Ann; Motion, Jenniges Second; motion carries unanimously
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Committee Reports

- Academic Achievement Committee- Laura Pfandler, Chair
- HR/Governance Committee- Steve Mollick, Chair
 - 2020 Board Elections - 5 candidates will stand for 3 staff seats; need 2 parents/community members
 - Election given notice 30 days before election, no need for candidate slate at that time
 - [Policy Review](#)

- Finance Committee - Ann LaCourse, Treasurer
 - [Finance Dashboard](#)
 - [Financial Statements](#)
 - [Supplemental Materials](#)
 - [Budget Model](#)
 - Board Action- Approve March Transactions
 - Stu motion, John seconded

Motion carries unanimously

- Development Committee - Stu Silberman
- Board Self Evaluation Results
- Closed Session - Executive Director Evaluation Review

Other Business

- Next Meeting Date - May 19, 2020 - 5:00 Via Zoom and Room 118

McAllister motion, Raasch seconded;



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

PiM Arts High School Board Agenda, May 19, 2020

5:00 pm, PiM Arts High School Room 118 and Zoom

Consent Agenda Items

- Call to Order
- Approval of April Minutes
- Adoption of Tonight's Agenda
- Public Comment
- Executive Update- Matt McFarlane, Executive Director
 - Virtual NO SHAME; Honor graduating seniors with hand delivery of diplomas
 - [Enrollment Dashboard](#)

Committee Reports

- Academic Achievement Committee- Laura Pfandler, Chair
 - Cole reported a recommendation of small changes to QComp disbursements
 - recommended waiving “non-essential” credits towards graduation - state requires 42.5 credits, PiM requires 56 - account for those not earning credit this quarter
- HR/Governance Committee- Steve Mollick, Chair
 - 2020 Board Elections
 - Election next week virtually - 5 candidates for 3 teacher seats; 2 candidates for 2 parent seats
 - [Policy Review](#)
- Finance Committee - Ann LaCourse, Treasurer
 - [Finance Dashboard](#)
 - [Financial Statements](#)
 - [Supplemental Materials](#)
 - [Budget Model](#)
 - Board Action- Approve April Transactions
- Development Committee - Stu Silbmeran
- Board Self Evaluation Results- Matt McFarlane
- Closed Session - Executive Director Evaluation Review

Other Business

- Board Signatures - Lease Aid Application
- Next Meeting Date - June 23, 2020 - 5:00 Via Zoom and Room 118