

August 24, 2021

Present- Matt McFarlane, Buck Cambell, Paul Johnson, Steve Mollick, Rebecca Johannsen, Chris Mortika, Mandy Stringer, Krista Paster, Melissa Peterson, Ann LaCourse

5:00 Call to Order

Approval of Minutes- Rebecca motioned to approve, Buck seconded- Approved  
Adoption of Agenda- Mortika motioned to approve, Steve seconded- Approved  
Public Comment- None

### **Election of Officers- Steve Mollick, Governance Committee**

#### **Candidate Slate**

President	Buck Campbell
Vice-President	Paul Johnson, Steve Mollick
Secretary	Rebecca Johannsen
Treasurer	Ann LaCourse

Chris Motioned to approve, Steve seconded- Approved  
Steve nominated Krista for board- Buck motioned to approve, Rebecca seconded- Approved

### **Yearly Designations- Board President**

1. Board Meeting Schedule 2021-2022
  - [Day of Month, Start Time, Location](#)
  - Discussion about summer board meetings, can be called as needed.
  - Krista motioned to approve, Mandy seconded- Approved
2. Designation of Depositories – Choice Bank, US Bank
  - Paul motioned to approve, Krista seconded- Approved
3. Confirm / appoint members of the board of directors of MSSPA ABC Building Company
  - o Ed Wilms, President
  - o Bill Rodgers, Vice President
  - o Bonnie Meyer, Secretary
  - Krista motioned to approve, Mandy seconded- Approved
4. 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 the following:

- o Identified Official with Authority for PiM Arts High School- **Matt McFarlane**
  - o Title Grant programs Authorized Representative- **Cassy Schauwitzer**
  - o Special Education Director-**Jen Heieie**
- Krista motioned to approve, Mandy seconded- Approved

5. Authorized signers at banks

- o Board Chair - Buck Campbell
  - o Board Treasurer - Ann LaCourse
  - o Executive Director - Matt McFarlane
  - o Business Manager - Logan BitzDaum
- Rebecca motioned to approve, Mandy seconded- Approved

6. Delegation of Authority to Make Electronic Funds Transfers

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

-Krista motioned to approve, Mortika seconded- Approved

7. Granting of Administrative Authority: Finance Managers at BerganKDV, Dustin Reeves and Judith Darling 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 Choice 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

---

-Steve motioned to approve, Paul seconded- Approved

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

-Mandy motioned to approve, Krista seconded- Approved

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

-The Star Tribune

-Anne motioned to approve, Mortika seconded- Approved

10. Approval of Daily hours of pay

-Substitute Teachers - \$135/day

-Substitute Paraprofessionals - \$120/day

-Substitute Other positions as needed

-Certified staff- Hourly Work Approval - \$20/hr

-Non-Certified Staff Hourly Work based on Work Agreement- \$15/hr

-Enrichment Class and Activities (Extended contracts) As negotiated

-Krista motioned to approve, Mortika seconded- Approved

Discussion- Sub teacher pay was raised to be competitive with surrounding schools.

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

11. Approved amended school year calendar 2021-2022  
Change- Day after conferences = asynchronous, school done by memorial day  
-Krista motioned to approve, Mortika seconded- Approved

Adjourn

-Krista motioned to approve, Mandy seconded- Approved