

August 23, 2022

5:00 Call to Order  
Approval of Minutes  
Adoption of Agenda  
Public Comment

## **Board Composition - Steve Mollick, Governance Committee**

**Seat new members-** Buck Campbell, Cassie Cole, Libby Stennes, Danielle Ricci, James Petry, Pamela Balabuszko-Reay

## **Election of Officers**

### Candidate Slate

|                |                               |
|----------------|-------------------------------|
| President      | Buck Campbell                 |
| Vice-President | Mandy Stringer, Paul Johnson, |
| Secretary      | Cassie Cole                   |
| Treasurer      | Mike Rice                     |

## **Yearly Designations- Board President**

1. Board Meeting Schedule 2022-2023  
-Day of Month, Start Time, Location

Meeting is always the last Tuesday of each month (with some exception) at 5:00pm.  
Motion to approve Rice, seconded by Petry

2. Designation of Depositories – Choice Bank, US Bank

Motion Petry, seconded by Rice

3. Confirm members of the board of directors of MSSPA ABC Building Company
  - o Ed Wilms, President
  - o Bill Rodgers, Vice President
  - o Bonnie Meyer, Secretary

Motion Stringer, Seconded by Petry.

## **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**

Motion Petry, Seconded by Rice

#### **5. Authorized signers at banks**

- o Board Chair - Buck Campbell
- o Board Treasurer - Mike Rice
- o Executive Director - Matt McFarlane
- o Business Manager - Logan Bitz

Motion Petry, Seconded Stennes

#### **6. Delegation of Authority to Make Electronic Funds Transfers**

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

Motion Stringer, Seconded Petry

**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

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Motion Rice, Seconded B-Reay

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

Motion Rice, Seconded Petry

**9. Designation of Official Newspaper** (required for posting of public notices)  
-The Star Tribune

Motion Rice, Seconded Petry

**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 - \$25/hr
- Non-Certified Staff Hourly Work based on Work Agreement\$-20/hr
- Enrichment Class and Activities (Extended contracts) As negotiated

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

Not a huge difference between Sub Para and Sub pay. Could bump sub pay to \$150.  
Motion Rice, Seconded Petry.

## **12. Approve amended UST Charter Contract**

No significant changes. Motion Petry, Seconded Stringer

## **13. Approve Policy: [Approve amended Policy 505 - Admissions](#)**

Previous policy required a waiting list if programs were full. New policy is suggesting running a lottery system if programs are full by 2nd week of January. Preference still given to siblings of students already enrolled or to students of staff. Motion Petry, Seconded B-Reay

## **14. Approve Bylaw updates**

MDE wants Bylaw 2.5 to be struck. No action to be taken without a meeting.  
Committee meetings must be seen and heard.  
Motion Johnson, Seconded by Petry

Adjourn



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

PiM Arts High School Board Agenda, **September 22, 2022**

5:00 pm, PiM Arts High School Room 122

**Consent Agenda Items**

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

**Community Feedback/Director Report**

- Public Comment
- Executive Update- Matt McFarlane, Executive Director
  - Who are we? Fall Demographics

**Committee Reports**

- Finance Committee - Mike Rice, Treasurer
  - FY22 Report - Dustin Reeves, Finance Manager BergenKDV
  - [Finance Dashboard](#)
  - [Financial Statements](#)
  - [Supplemental Materials](#)
  - Board Action- Approve **May, June, July August** Transactions
- Development Committee - Mandy Stringer
  - Outreach/Development Update- Rob Thompson
- Academic Achievement Committee, Paul Johnson
- HR/Governance Committee, Steve Mollick

**Other Business**

- Board Committee Population
- Board Trainings-Matt Update
- [Strategic Plan Review](#) - Buck Campbell



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

PiM Arts High School Board Agenda, **October 25, 2022**

5:00 pm - PiM Arts High School Room 118

**Call to order**

**Consent Agenda Items**

- Approval of September Minutes
- Adoption of Tonight's Agenda

**Community Feedback/Director Report**

- Public Comment
- Executive Update- Matt McFarlane, Executive Director

**Committee Reports**

- Finance Committee
  - [Finance Dashboard](#)
  - [Financial Statements](#)
  - [Supplemental Materials](#)
  - Board Action- Approve **September** Transactions
  
- Development Committee - Mandy Stringer
- Academic Achievement Committee, Paul Johnson
- HR/Governance Committee, Steve Mollick

**Other Business**

- [Strategic Plan Review](#) - Buck Campbell



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

PiM Arts High School Board Agenda, **November 15, 2022**

5:00 pm - PiM Arts High School Room 118

**Call to order**

**Consent Agenda Items**

- Approval of **October** Minutes
- Adoption of Tonight's Agenda

Cole motions, Stringer seconds.

**Community Feedback/Director Report**

- Public Comment
- Executive Update- Matt McFarlane, Executive Director

Ongoing audit with the MN Dept of Revenue regarding independent contractors. Deadline for submission of materials this week. First site visit from the Dept. Nutrition today. Every 5 years, per our Bond Convenance, we need to do a PCA, which is a site assessment. Last one was in 2016, and the current one is due on the 28th of November. 45 enrollment applications for next year were submitted in October, 21 applications submitted for November.

**Committee Reports**

- Finance Committee
  - [Finance Dashboard](#)
  - [Financial Statements](#)
  - [Supplemental Materials](#)
  - Board Action- Approve **October** Transactions

ADM's are down-budgeted at 365 running at 359. Revenues forecasting at \$18,000 more than expenses. We will get the earned income credit (probably around \$100,000), and some reimbursement from the state for decreased enrollment. Fundraising is very strong-\$40,000.

Rice motions to approve, Stennes seconds.

❑ Development Committee - Mandy Stringer

PiM Pop Up opens next Friday. Community event on December 8th because there is no info night. Have some students, parents and prospective families come to the space. In need of some volunteers to help staff the space. Give to the Max is on Thursday–100% board participation is the goal.

❑ Academic Achievement Committee, Paul Johnson

World's Best Workforce Goals–Close the achievement gap among all groups, present data: gap is white students are at 40% in math and students of color at 8% For reading white students at 76% and students of color at 26%. Hoping to increase students of color in Math to 26%, and students of color in Reading to 55%

Currently 89% of seniors are accepted into 2-4 year college. Hoping to increase that to 93%. Also looking to change the language to “post secondary plans” so it includes students who choose to go into the workforce.

Rate of 4yr graduation goal: graduation rate to 90.2% from 88.9%

Hoping to work with the Post Pim Prep group to shore up the curriculum in an effort to increase these numbers and give students exposure to all the options that exist after high school.

Quarter 1 math: out of 95 students taking a required math class, 17 didn't pass–11 of those were chronically absent. 7 of the 17 students are remediating this quarter.

❑ HR/Governance Committee, Steve Mollick

No policies to bring to the board, but did set the policy review schedule. We are in the process of reviewing the board and Executive Director Evaluations. Thinking about the kinds of questions that are asked on those documents.

**Other Business**

❑ [Strategic Plan Review](#) Update - Matt McFarlane

❑ Next Meeting - Tuesday December 13, 2022 at 5:00pm

Meeting adjourned at 6:01pm





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

PiM Arts High School Board Agenda, **January 24, 2023**

5:00 pm - PiM Arts High School Room 118

**Call to order**

**Consent Agenda Items**

- Approval of **November** Minutes
- Adoption of Tonight’s Agenda
  - Motion to approve Pamela Balabuszko reay , seconded by James Petry

**Membership**

- Fill seat vacated by Steve Mollick
  - Board may select replacement for vacated positions
    - Aaron Kvale, Spanish Teacher

Cole motions to approve, Petry seconds.

**Community Feedback/Director Report**

- Public Comment (no public comment)
- Audit Presentation - Jon Archer, Schlenner Wenner, Dustin Reeves, Bergan KDV
  - Executive Update- Matt McFarlane, Executive Director

Held the state thespian conference at PiM. 98 Scholastic winners, 2 gold medal portfolios will go onto Nationals. Students will get to perform at Paisley Park for a “Music Monday” event, Dance outreach event through the MN Orchestra. PiM pop up is concluding this month. Quarter 3 has begun. Enrollments are strong for next year–152 enrollments currently.

**Committee Reports**

- Finance Committee
  - [Finance Dashboard](#)
  - [Financial Statements](#)
  - [Supplemental Materials](#)
  - [Long-Term Budget Model](#)
  - Board Action- Approve **November, December** Transactions
    - 355 was the budgeted ADM, right now we are at what we forecasted we would be at. We are running a net income of \$116,000.

\$200,000 line of credit was secured. Retired some debt \$150,000 from Propel and \$28,000 from Kansas State. Decrease in Health and Benefits expenditures by \$21,000 as a result of a staff member leaving.

Petry motions to approve, Johnson approves.

Development Committee, Mandy Stringer

Hoping to bring back prints and pints fundraiser for the Media Arts dept. Hoping to provide a venue for alumni to perform at the Icehouse in April. In May, hoping to create one final community event that combines final No Shame, Spring Art Market, etc.

Academic Achievement Committee, Paul Johnson

Career panel for 9th and 10th grade, Alumni panel for 11th and 12th graders this past month

HR/Governance Committee, Matt McFarlane

The board self review will be upcoming. Executive Director Evaluation

**Other Business**

[Strategic Plan](#) - Approval Petry motions, Johnson seconds

23-24 Calendar - First Read

Next Meeting - Tuesday February February 28, 2023 at 5:00pm

Peterson



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

PiM Arts High School Board Agenda, **February 28, 2023**

5:00 pm - PiM Arts High School Room 118

### **Call to order**

#### **Consent Agenda Items**

- Approval of **January** Minutes
- Adoption of Tonight's Agenda  
PB-R motioned to approve, Peterson seconds.

#### **Community Feedback/Director Report**

- Public Comment
- Executive Update- Matt McFarlane, Executive Director  
Great opportunities of recent visibility: Group of instrumentalists invited to Paisley Park, dancers went to Orchestra Hall. MN high school dance festival will be hosted on April 28th at PiM. MN Improv Theatre Festival March hosted at PiM on March 11th.

Review of School Safety Plan (per request of board member): We do not “practice” active shooter drills but we do discuss plans with students. A blue light system in the classroom alerts staff of an intruder with intent to harm. Students and staff would attempt to evacuate and go to Wooddale Church. Ways to be proactive: Charter Schools are currently left out of the State Funding for School Safety—\$36 dollars per student—so call legislators and ask Charter Schools to be included. School crisis manual is included in the board packet this month.

#### **Committee Reports**

- Finance Committee
  - [Finance Dashboard](#)  
A kid leaving now is less than a half ADM, we are projecting to go below 355 which is what we budgeted for. Each ADM is about \$10,000. We've collected more money through donations this year for the Visual Arts Dept. (\$64,000). Our revenue is slightly ahead of expenses. \$12,000 surplus projected for the end of the year.
  - [Financial Statements](#)
  - [Supplemental Materials](#)
  - [Long-Term Budget Model](#)

- Board Action- Approve **January** Transactions

Kvale motions, Petry seconds.

- Development Committee, Mandy Stringer

Spark the Arts May 19th. Dance Ensemble will perform at Art-a-Whirl as well as the outreach band and tables for the visual arts projects will all be provided at no cost to PiM (May 20th-21st). Prints and Pints happening April 27th.

- Academic Achievement Committee

Reflected over some Post PiM prep lessons and decided which would be most valuable to students based on grade level.

- HR/Governance Committee, Paul Johnson

- Executive Director Evaluation-coming out this next week

- Board Self-Evaluation-coming out tomorrow

Need to start thinking about election and re election

### **Other Business**

- 23-24 Calendar

Cole motions, PB-R seconds.

- Board Training-Finance Training coming up March 17-27

Wednesday March 8th is Charter School Day at the Capitol

- Next Meeting - Tuesday March 21, 2023 at 5:00pm



### **Mission**

PiM Arts High School is a community dedicated to the artistic and academic growth of every learner.

### **Vision**

In an inclusive community of creatives, PiM students will find their personal artistic voice and develop critical thinking skills necessary to thrive in the world that awaits after graduation.

PiM Arts High School Board Agenda, **April 25, 2023**

5:00 pm - PiM Arts High School Room 118

### **Call to order**

#### **Consent Agenda Items:**

- Approval of **February** Minutes
- Adoption of Tonight's Agenda
- Motion to approve Cole, seconded Johnson**

### **Community Feedback/Director Report**

- Public Comment
- Executive Update- Matt McFarlane, Executive Director  
**2 weeks ago Staff no Shame, last week first Senior "Emergence Capstone."**  
**Wrapping up interviews for next Fall, projects over the summer with regards to space. Considering a flex schedule for next year where students could have the option to go where they want—enrichment opportunities, support in subjects, etc. There will be a 4% increase in pay by the state (it will look like a 2% increase from PiM and 2% from the state). Free lunch next year for students. Budget for next year will be presented at the May meeting—basing it on ADM**

of 366 with a surplus of \$80,000. Other administrative team members are having their evaluations. PiM fest will be happening on May 19th.

### **Committee Reports**

- Finance Committee
  - Finance Dashboard
  - Financial Statements
  - Supplemental Materials
  - Board Action- Approve **February, March** Transactions

**Maintaining at 355 ADM, \$200,000 line of credit. Capital Improvement fund at \$18,318. Looking at a surplus \$46,165. Expenses around classroom supplies has been more expensive, donations have been higher. Had to contract 2 vans for transportation this year–bid for next year is \$205,000. Day’s cash on hand 45.73**

**Motion to approve Stringer, B-R seconds.**

- Development Committee, Mandy Stringer

**Fundraising goal was \$45,000. We are at \$92,379–largest fundraising year on record thanks to donation matching from peoples’ employers. Need a more streamlined way to celebrate/recognize and track donors. Ideas could be a donor wall, having donor names printed in programs, etc. Pints and Prints (last fundraising event) at May 25th. Building habits around gift giving at events–easy little perks for donors (VIP seating, comped tickets to 2 events throughout the year, etc.)**

- Academic Achievement Committee-

**Post PiM Prep focus has been sidelined until the Fall when the program has more momentum. Might be a good idea to have an “Academic Dashboard.” 2022 graduation rates–91 kids out of 108 (84%).**

- HR/Governance Committee, Paul Johnson
  - Board Election

- Early Graduation
- Board Self-Evaluation
- Executive Director Evaluation (Closed Session)

**Election coming up—2 teacher seats and 1 community member seat.**

**There is no current policy around early graduation, but maybe should have a policy that provides limited path toward that?**

**Other Business**

- Next Meeting - Tuesday May 23, 2023 at 5:00pm



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### **Vision**

In an inclusive community of creatives, PiM students will find their personal artistic voice and develop critical thinking skills necessary to thrive in the world that awaits after graduation.

PiM Arts High School Board Agenda, **May 21, 2023**

5:00 pm - PiM Arts High School Room 118

### **Call to order**

**Cole Motions, Petry seconds**

### **Consent Agenda Items**

- Approval of **April** Minutes
- Adoption of Tonight's Agenda

### **Community Feedback/Director Report**

- Public Comment
- Executive Update- Matt McFarlane, Executive Director

All returning staff are contracted, all full time positions are staffed. Summer projects include: take a wall down between two vis classrooms, switch screen printing room and 143, sound proofing in the instrumental room. 69 student shadows this year, info session had 152 attendees, enrollment forms was 220—vis and media arts are full and are now on a waiting list. Right now we are sitting at 61% vis/media majors and 39% performance majors. 353 is today's enrollment and is our ADM. We are at 374 for next year's enrollment.

### **Committee Reports**

- Finance Committee

- April Financials

Started at 365 we are now at 352 ADM. We are sitting at a surplus of \$12, 402. We are anticipating money from the IRS for employee retention. We will probably end up in a deficit because of ADM. Classroom supplies were budgeted at \$40-45,000, but the last two years it has been more like \$60,000. We have a \$200,000 line of credit if needed and we are a stable entity financially. Legislature closeout= 4% increase so



contracts reflected as such. We did a 2% individual increase and then an entire salary scale shift upwards of 2%.

Board Action- Approve **April** Transactions, **Cole motions, Johnson seconds**

Board Action - Approve 23-24 Budget, **Cole motions, Petry seconds**

Proposed budget takes into account the 4% increase. Building the budget at an ADM of 365, projected surplus of \$43,000. Potentially looking to put into place a theatre tech person/facility building manager, a part time nurse. Bussing went up about 20% for next year--will go from \$180,000 to \$205,000. We are \$8,000 under in food fees, but that won't be an issue next year.

Development Committee, Mandy Stringer

Are hoping to advertise with the Current, will do the hopkins Raspberry Festival, instrumental students will be performing on the mainstage at PRIDE.

Academic Achievement Committee-

MCA math-70 students took the test and 28.5% students met or exceeded.

Reading -97 students took the test and 67% exceeded or met

Flex schedule next year (Tue/Thurs)--5 minutes will be dropped from every block and then the Flex time will be built into the end of the day.

HR/Governance Committee, Paul Johnson

Board Election Update

If you haven't voted, do so! June 8th is the deadline

### **Other Business**

Next Meeting - Tuesday August 23, 2023

Board Action - MHSL Resolution, Stennes moves, Petry seconds

Forms - check PiM email