

West Side Summit Board Meeting

Date and Time: Tuesday, July 17th, 2018 at 5:30pm
497 Humboldt Avenue, St. Paul, MN 55107

Note: Some board members will be participating by telephone; therefore, all board votes conducted during this meeting will be conducted via roll call.

Board Members Present: Kendra Kecker, Yvonne Lerew, Glory Kibbel, Agustina Borroel, Shukri Abdul, Ravi Shanbhag (via phone)

Board Members Absent: Will Nordmark, Melanie Niewewdorp

Guests Present: Liz Wynne and Chuck Herdegen (via phone)

Ex Officio: Sarah Hanson

- I. Opening Items
 - A. Record Attendance and Guests
 - B. Call the Meeting to Order – 5:40
 - C. Approve Minutes – Motion by G. Kibbel, 2nd by S. Abdul
 - D. Public Comment Period
 - E. Consent Agenda
- II. State of the School Report
 - A. Updates on school - activities, news – Extended year program running for 5 students, Staffing -hired new Assistant Principal of Curriculum and Instruction, interviewing for an art teacher, exploring special education teacher options, update on summer work, new school values - CLIMB, developing after school program, Leadership Team has met to continue action planning, Facilities – carpeting first floor, planning for PD, website updated
- III. Academic Excellence
 - A. Reading Well by Third Grade Literacy Plan (2017-2018 School year) – Submitted, discussion about literacy data and next steps
 - B. Report on School/Authorizer Goals - Progress toward goals – discussion on format and how we will engage teachers and report progress to the Board
- IV. Enrollment and Recruitment
 - A. Enrollment Report – Cleaned up numbers the last week of school, currently at 159, reviewed historical data showing increased enrollment in August and September, Sarah shared recruitments plans and calendar
- V. Governance
 - A. Approval of 18-19 Board Meeting Schedule and Location
 - B. Designate Sarah Hanson as MDE Identified Official with Authority (IOWA)

- C. Designate Sarah Hanson as Title Grant programs Authorized Representative
 - D. Designate Special Education Director – Billie Ward
 - E. Designation of Depository – Sunrise Banks
 - F. Authorized signers at banks
 - Board Chair – Will Nordmark
 - Board Treasurer – Glory Kibbel
 - Executive Director - Sarah Hanson
 - Financial Manager – Chuck Herdegen
 - G. Delegation of Authority to Make Electronic Funds Transfers
 - Board Chair – Will Nordmark
 - Board Treasurer – Glory Kibbel
 - Executive Director – Sarah Hanson
 - Financial Manager – Chuck Herdegen
 - H. Granting of Administrative Authority: Chuck Herdegen and Judith Darling are granted Administrative authority to execute and update any and all Cash Management Agreements with Sunrise Banks 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:
 - Payment of: employee payroll; federal, state, and unemployment taxes (deductions and/or benefits); and other payroll related deductions and benefits (when 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 [name school bank] Bank
 - Investment of excess funds
 - Execution and release of pledge agreements
 - Temporary and permanent ACH Limit changes
 - Management of Positive Pay system
 - I. Designation of school attorney(ies) – Jim Martin with Booth Law - and authorization for Board Chair or Executive Director to access as needed.
 - J. Designation of Official Newspaper (required for posting of public notices) - The Voice and La Voz
- Motion to approve in entire by S. Abdul, 2nd by R. Shanbhag

VI. Finance

- A. Financials from previous month – Chuck discussed prepping for an audit, resolving errors in MAARS – will gain revenue from another six students and food service, finalizing numbers from the end of the year

Motion to approve the monthly financials including management report and financial statements by G. Kibbel, 2nd by A. Borroel

- B. Sign Lease Aid Board Member Conflict of Interest Forms – Board members need to sign
- VII. Development - No Report
- VIII. Executive Director Contract and Performance Pay Discussion – Yvonne reviewed the process and next steps, Moved to closed session. Discussed performance pay and contract, as well as setting aside bonus pay for next year.
Motion to approve performance pay bonus by G. Kibbel and 2nd by K. Kecker. Motion to approve contract with a salary increase of 2% for the 2018-2019 school year by A. Borroel, 2nd by S. Abdul. Motion to set aside \$5000 for performance pay for the 2018-2019 school year by G. Kibbel and 2nd by A. Boroel. Comparative data submitted for Executive Director in the area.
- IX. Closing Items
 - A. Adjourn Meeting – 7:25