

Prairie Seeds Academy -- District # 4126

Board of Director's Board Meeting
4 PM – 6:00 PM at 6200 W Broadway Avenue North, Brooklyn Park, MN 55428

Minutes July 22, 2015

Mission

Prairie Seeds Academy, in cooperation with families and community, provides leadership in rigorous education, to develop inquiring, knowledgeable and caring citizens who help create a better and more peaceful world through intercultural understanding and respect.

Board of Directors' Purpose

To provide leadership, set policy, and develop accountability practices that will ensure high student achievement.

Call to order 4:42 by Xee, Vice Chair

Role Call

Present: Xee, Mindy, Tzianeng, Felicia

Absent: Jeff C., Doua

Ex-Officio: Ger, Choua

Guests: Chuck, Charlotte Wagner, Jeanene

I. Reports:

- Treasurer's Report and Motion: (5 min) *
Financial report: Years end report—will be finalized as the FY is closing out. Updates will continue coming in. Management report: checks issued and again waiting for finalization. Felicia made a motion to accept the treasurer's report for June. Mindy second. All voted in favor.
- Secretary's Report and Motion: (5 min) *
Minutes from the June 22 meeting were accepted in a motion by Mindy. Second by Xee. All voted in favor.
- CEO/ Principal's Report: (10 min each)
Welcome to Tzianeng. Introductions around the table.
Enrollment numbers are not finalized for 15-16. Summer school just ended. The Leadership Team for 15-16 have been meeting. More academic data will be a focus and will be brought to the Board throughout the year also.

II. Old and/or Unfinished Business:

- Teacher Compensation Chart - amendment Tabled to next meeting by Choua

III. New Business:

- Election of officers *
 - Chair
Xee nominated Mindy Hansen for chair. Tzianeng second.
Mindy was voted as chair by all voting members.
 - Vice Chair
Xee nominated Felicia Perry for vice chair. Tzianeng second.
Felicia was voted as vice chair by all voting members.
 - Secretary
Xee was nominated by Mindy as secretary. Tzianeng seconded. All voting members approved.

- Treasurer

Tzianeng volunteered as the treasurer. All accepted the volunteer position.

Tzianeng motioned to approve all the officers of the new Board. Xee second. All members present voted.

➤ Board Meeting Schedule for 2015-16

- Day of the month 2nd Wednesday of the month

- Start time 4:00

- Location PSA (if location changes, notice will be given a month ahead of time at the Board meeting and posted immediately)

➤ Board Members' Conflict of Interest Disclosure All members will need to do this form

- Authorizer Statement of Assurances

Tzianeng filled out the form for Audubon. Others are filled out.

➤ Designate MDE Identified Official with Authority *

Xee made the motion to approve Ger as the MDE Authority. Mindy second. All voted in favor.

➤ Designation of Depositories - Venture Bank *

Mindy made a motion to continue with Venture Bank. Xee second. All voted in favor.

➤ Authorized signers at banks *

- Board Chair- Mindy

- Board Treasurer - Tzianeng

- Chief Executive Officer (CEO)- Ger

- Financial Manager – Chuck Herdegen

Felicia made a motion to authorize the above signers at banks. Xee second. All members voted in favor.

➤ Delegation of Authority to Make Electronic Funds Transfers *

- Board Chair, Board Treasurer, Chief Executive Officer (CEO)

- Financial Manager at Beltz, Kes, Darling and Associates

- Electronic Funds can be made for.....

- Investment of access funds or the transfer of funds between school's accounts
- Payment of employee payrolls direct deposits
- Payment of federal, state, employment taxes (deductions and benefits)
- Payments of contributions to the Teachers Retirements Associations (TRA) and to the Public Employee Retirement Association (PERA) (deductions and benefits)
- Payment of other payroll related deductions and benefits (when appropriate)
- Monthly lease payments
- Monthly payments of credit card charges
- Vendor payments (when appropriate)
- Other payments as approved by the School Board

Mindy made a motion to approve the delegation of authority to make electronic funds transfers.

Xee second. All members voted in favor.

➤ Judith Darling is granted authority to execute and update the school's Cash Management Online Banking Set Up Worksheet and ACH agreement with Venture Bank to designate BKDA employees as having Online Banking as per the attached Charter School Corporate Online Banking Resolution.*

Tzianeng made a motion to approve Judith Darling, BKDA, as an authority to update the online banking at Venture Bank. Second by Xee. All voted approval.

- Designation of Official Newspaper (required for posting of public notices) *
Felicia made a motion for Sun Post to be designated as the official newspaper of public notices for PSA. Tzianeng second. All members present voted in favor.
- Staffing 2015-16 *
Attached staff list updated 7.21.15
Felicia made a motion to approve the staffing for 15-16. Tzianeng second. All members voted in favor of the staffing list.
- Vendor contracts *
- NorthStar Transportation
This is the former American Transportation. We have previously worked with two bus companies, but this has been reduced to one.
Tzianeng made the motion to approve the contract with Northstar Transportation. Xee second. All members voted in favor.
- Environmental suggestions
 - * Divine Urban Gardens, a 2015 grad of PSA, is willing to work with us. She works with and leads youth. Felicia had made contact since the last meeting.
 - * Two teachers will attend the EE conference at Audubon Center, Sandstone. Domenic Martini and Kristie Flemming are attending Aug. 3 and 4.
 - * Suggestion to go paperless for Board Meetings. We will use the LCD projector. This will begin at the next meeting.

IV. Adjourn: 6:05

Next regular meeting: August 12, 2015

Future agenda items:

Teacher Compensation Chart- include Coaches
Staffing Updates

*Items that need motions/ approval