

**Saint Paul Conservatory for Performing Artists  
Board of Directors Regular Business Meeting Minutes  
March 29, 2021**

**Members Present:**

Michael Robins, Chair  
Kelly Rodieck, Vice Chair/Treasurer  
Jeffrey Kimpton, Community Member  
Justin Spooner, Teacher Member

**Members Absent:**

Shawn Judge, Secretary  
Amber Keeley, Parent Member

**Others Present:**

Callie Jacobs, Superintendent  
Brian Goranson, Principal  
Meg Anderson, Administrative Assistant

**I. Call to Order**

Michael Robins, Chair, called the meeting to order. A quorum was present.

**II. Approval of Agenda**

M/S Kimpton/Rodieck to approve the March 29, 2021 Regular Business Meeting Agenda.  
Motion passed unanimously.

**III. Approval of February 1, 2021 Meeting Minutes**

M/S Rodieck/Kimpton to approve the February 1, 2021 Regular Business Meeting Minutes.  
Motion passed unanimously.

**IV. Consent Agenda**

A. List of Bills for January and February 2021

M/S Rodieck/Kimpton to approve the Consent Agenda. Motion passed unanimously.

**V. Open Forum**

There were no participants in the open forum.

**VI. Action Items**

A. 2021 February Financial Statements

Superintendent Jacobs explained that this is the adopted budget from the fall. BKDV is going through a transition, so things are behind schedule. The revised budget will be reflected in the March Financial Statements finalized in mid-April and will be sent out separately reflecting the revisions to the FY21 budget that the Board previously approved. The good news is that the bottom line is even better in the revised budget.

M/S Kimpton/Rodieck to approve the 2021 February Financial Statements as presented with the March statements reflecting the Board approved revisions to be sent mid-April.  
Motion passed unanimously.

B. 2020 Form 990 (SPCPA & SPCPA Building Company)

Callie Jacobs, Superintendent, explained that this is a tax document to verify non-profit status. The narrative element will be revised a bit to align better with SPCPA's mission, vision, values, and operations before being submitted. No changes are proposed to the SPCPA Building Company's Form 990.

M/S Rodieck/Kimpton to approve submission of Form 990 for SPCPA and the SPCPA Building Company by the deadline. Motion passed unanimously.

**VII. Reports & Discussion**

A. Enrollment

a. 2020-2021 Enrollment Summary

Callie Jacobs, Superintendent, presented the current enrollment summary for the 2020-2021 school year. There are currently 436 students enrolled, which equals approximately 422 ADM after adjustments were made for part-time and PSEO students. Enrollment this year is slightly higher than this time last year, which saw 432 enrollments and 419 ADM.

b. 2021-2022 Application Summary

Callie Jacobs, Superintendent, presented the current application summary for the 2021-2022 school year. There are currently 103 outstanding invitations with 33 of those confirmed. This means there are 70 students who have been invited but who have not returned enrollment paperwork. Superintendent Jacobs went on to compare to the application summary at this time last year when we had 77 confirmed enrollments. This discrepancy is likely a product of a school year during the COVID-19 pandemic – Perhaps families are not ready to think about next year or they don't want to make a decision until they know what next year will look like in terms of learning model options. The good news is that the total number of applications at this time is comparable to this time last year.

Brian Goranson, Principal, shared that in-person info-sessions for prospective families resume next month. They will be in the evenings only so as not to invite outside people into our space when students are around. These events were always successful because families are able to hear from current students. He also said that the individual family tours are also going well. Jeffrey Kimpton, Community Member, asked how we are marketing for the new Creative Writing Program and it was discussed that SPCPA could also utilize newsletters through local libraries or other literary arts organizations to promote the program.

B. Administrative Reports

The Board discussed progress made to acquire the former salon space on the main floor of the Lowry building. Callie Jacobs, Superintendent, explained that we have put in a contingent offer and we will likely receive an update later this week.

Brian Goranson, Principal, gave an update about Finale, Graduation, and the return to 100% in person learning beginning April 14. We have been polling students regarding their interest in participating in J-Term (June this year) and about 50% of students confirmed participation.

C. 3-Year Strategic Plan for Review (Discussion – May Meeting)

The Board will continue to engage in the strategic planning process despite several unknowns. The Board will move forward in solidifying mission, values, and current and intended strategic initiatives. This work will likely occur in a greater capacity when the Board is able to engage in person rather than virtually.

D. Policies: First Reading

The following policies were presented for first reading. The Board will take action regarding these policies at its next regular business meeting in May.

- a. Policy 201  
Legal Status of the Board of Directors
- b. Policy 202  
Open Meetings and Closed Meetings
- c. Policy 504  
Student Dress and Appearance
- d. Policy 609  
Religion
- e. Policy 801  
Equal Access to School Facilities
- f. Policy 810  
Community Use of SPCPA Facilities and Equipment

**VIII. Board Comments and Requests**

- A. Next Regular Business Meeting May 10, 2021

**IX. Adjournment**

M/S Kimpton/Rodieck to adjourn. Motion passed unanimously.