

**Saint Paul Conservatory for Performing Artists
Board of Directors Regular Business Meeting Agenda
September 20, 2021**

Members Present:

Michael Robins, Chair
Amber Keeley
Jeffrey Kimpton
Justin Spooner

Members Absent:

Kelly Rodieck, Vice Chair & Treasurer
Shawn Judge, Secretary
Anton Jones

Others Present:

Callie Jacobs, Superintendent
Brian Goranson, Principal

I. Call to Order

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

II. Appointment of Board Member

M/S Kimpton/Keeley to approve the appointment of Anton Jones, community member, to complete the term of a vacated seat. Motion passed unanimously.

III. Election of Proposed Slate of Candidates for Officer Positions

M/S Keeley/Kimpton to accept the proposal that the following members continue in the officer positions specified below. Motion passed unanimously.

Michael Robins	Chair
Kelly Rodieck	Vice-Chair & Treasurer
Shawn Judge	Secretary

The Board will continue to work to fill the remaining two vacant seats held by community members. Community members do not have to be members of the local arts community but have expertise and experience in an area that contributes to the board's role and responsibilities as a governing body.

Kimpton inquired about the number and composition of Board members. Per the bylaws the Board is comprised of a maximum of nine members, which includes one teacher member, one parent member, and seven community members.

Kimpton also asked if there would be a conflict of interest if someone working at the University of St. Thomas were on the Board since they are the school's authorizer. Jacobs will find out the answer and update the Board at its November meeting.

IV. Committee and Representative Appointments

M/S Spooner/Kimpton to accept the proposal that the following members continue serving on the following committees. Motion passed unanimously.

A. Executive & Finance Committee

Members:

(1) Chair, (2) Vice-Chair/Treasurer, (3) Member (Jeffrey Kimpton)

B. Building Company Representatives

Members:

(1) Chair, (2) Vice-Chair

V. Approval of Agenda

M/S Kimpton/Keeley to approve the September 20, 2021 Regular Business Meeting Agenda. Motion passed unanimously.

VI. Approval of June 21, 2021 Meeting Minutes

M/S Kimpton/Keeley to approve Jacobs' request to remove the June 21, 2021 regular business meeting minutes from the agenda. Motion passed unanimously.

The minutes from the June 21, 2021 regular business meeting will be put forth for approval at the next regular business meeting in November.

VII. Consent Agenda

A. List of Bills for June, July, and August 2021

M/S Kimpton/Keeley to approve the list of bills for June, July, and August 2021. Motion passed unanimously.

B. Personnel

M/S Kimpton/Keeley to approve the following personnel for the 2021-2022 school year. Motion passed unanimously.

Gerard Ahlgren	.46 FTE	Instrumental
Emma Beatrez	.31 FTE	Visual Art
Lisa Berman	.11 FTE	Dance
Victoria Carpenter	.16 FTE	Creative Writing
Brandon Chambers	.19 FTE	Visual Art
Ty Chapman	.16 FTE	Visual Art
Bruce DeMorrow	.18 FTE	Guided Study Hall
Alex Eady	.08 FTE	Dance
Jay Eisenberg	.29 FTE	Theatre
Penelope Freeh	.07 FTE	Dance
Cynthia Gardner	.03 FTE	Musical Theatre
Alex Hathaway	.15 FTE	Theatre
Timothy Herian	.07 FTE	Dance
Joseph James	.09 FTE	Dance and Guided Study Hall
Judith James Ries	.44 FTE	Musical Theatre
Sam Johnson	.40 FTE	Dance
Kavy Kaviraj	.37 FTE	Instrumental
Michael Kleber-Diggs	.23 FTE	Creative Writing

Jill Lile	.20 FTE	Dance
Whitney McClusky	.08 FTE	Dance
Nora Montañez	.24 FTE	Theatre
Suzy Messerole	.55 FTE	Theatre
Katya Oicherman	.41 FTE	Visual Art
Shon Parker	.56 FTE	Vocal Arts
Aaron Preusse	.07 FTE	Theatre
Casey Rafn	.03 FTE	Musical Theatre
Sara Robinson	.78 FTE	Theatre
Michael Salow	.21 FTE	Instrumental
Djenane St. Juste	.08 FTE	Dance
Justin Spooner	.83 FTE	Theatre
Sam Stokley	.08 FTE	Creative Writing
Darrius Strong	.07 FTE	Dance
Erika Termilliger	.11 FTE	Visual Art
Joe Tran	.11 FTE	Dance
Brooks Turner	.68 FTE	Visual Art
Fode Bangoura	Accompanist	
Clare Chapman	Accompanist	
Franco Holder	Accompanist	
Forencia Pierre	Accompanist	

VIII. Open Forum

There were no participants in open forum.

IX. Action Items

A. 2021 August Financial Statements

M/S Kimpton/Keeley to accept the 2021 August Financial Statements.
Motion passed unanimously.

Jacobs explained with it being so early in the year the budget is right on track. Enrollment and student needs as we enter a period of COVID-19 recovery will influence the budget, particularly in the coming months as we settle into the school year. Additionally, we are still waiting for a current Fire Certificate of Occupancy for the Roy Wilkins Auditorium before we will be able to finalize our lease aid application and submit it to MDE to start receiving lease aid payments from the state.

B. 2021-2022 Q Comp Goals

M/S Kimpton/Keeley to approve the 2021-22 Q Comp Goals.
Motion passed unanimously.

Kimpton asked if, given the fact that we didn't test last year, do we think some of the goals are a stretch. Principal Goranson responded that it is hard to say without any baseline data. However, there also isn't a lot of precedent for reducing the goal without supporting data. Most of the Q Comp revenue will still go to the teachers even if the testing goals aren't met.

C. External User Recertification System – Identified Official with Authority (IOwA)

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local education agency that uses the Education Identity Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local education agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, 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 authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties and will revoke that user's access when it is no longer needed to perform their job duties.

M/S Kimpton/Keeley to authorize Susan Reiling, Executive Assistant to the Superintendent, reilings@spcpa.org to act as the Identified Official with Authority (IOwA) for the Saint Paul Conservatory for Performing Artists (#4112). Motion passed unanimously.

D. Policies

M/S Kimpton/Keeley to adopt the following policies. Motion passed unanimously.

- a. Policy 208
Purchasing, Procurement, Contracting, and Acceptance of Gifts
- b. Policy 413
Harassment and Violence
- c. Policy 414
Mandated Reporting of Child Neglect or Physical or Sexual Abuse
- d. Policy 415
Mandated Reporting of Maltreatment of Vulnerable Adults
- e. Policy 506
Student Discipline
- f. Policy 514
Bullying Prohibition
- g. Policy 522
Student Sex Nondiscrimination

X. Reports & Discussion

A. 2021-2022 Enrollment Summary

Jacobs shared that we are currently at 446 students. Our initial budget was built at 400 ADMs so we'll have to adjust that once we know more as the school year gets underway and ADMs stabilize. We are still accepting multiple requests for tours, phone calls, and applications with acceptances continuing to be rolling with a slight increase likely at the quarter break.

B. 2021 June Preliminary Financial Statements

Jacobs explained that there are no surprises here because there are not a lot of changes from what was reviewed in May. We anticipated ending last year with a surplus which will be the case. This will be helpful during the COVID-19 recovery process and for the continued expansion of programming and student support.

C. Administrative Reports

Goranson provided an update regarding new arts programs. When Visual Arts was added, the goal was to have 50 students in the second year of the program, which would be this year. We are at 103 students right now. We were originally hoping for one section for grades 9-10, and one section for grades 11-12, but we now have two sections for grades 9-10, and two sections for grades 11-12. With this growth, we will likely need the new space purchased this summer sooner rather than later. In addition, we will be able to expand to 4 J-Term projects in Visual Arts, compared to 1 last year. The Creative Writing program is also in good shape. The students LOVE Michael Kleber-Diggs. We are also up to 5 teachers in Creative Writing, which helps with the specialist nature of the program. We started the year with about 26 students which suddenly jumped to 38. Our original goal was to have 12 Creative Writing students from outside the school and we currently have 22. We recently created a new section so that students in grades 11-12 will have their own sections, separate from students in grades 9-10. We also have two J-Term projects planned for Creative Writing this year. One will be at the Loft thanks to Michael's connections there. The other will be playwriting focused, written by Creative Writing students, and performed by Theatre students. Today we started announcing J-Term projects on social media, twice a day for the next 10 days. It is a fun way to release information and build excitement while getting everyone following us on Facebook/Instagram.

Kimpton asked if we've made any adjustments to academic classes. Goranson responded that we have not yet, but we are watching the size of a couple of sections. Jacobs added that October 1 is a big date for reporting since most students who are here still on October 1 are going to stay through first semester. After that date it is easier to make plans. There is an additional challenge of adjusting to coming back to in-person; while we might have 32 students in a class on paper, only about 20-25 students attend daily. We are not currently offering any distance courses, but we are working with students and families that may need to quarantine or have special circumstances.

D. Policies & Procedures: First Reading

The following policies were presented for first reading.

Jacobs added that there will be updates to the website Board page which will make everything more streamlined and more easily accessed. Jacobs will resend the link to Board members to read these policies.

- a. Policy 520
Student Surveys
- b. Policy 524
Internet Acceptable Use and Safety Policy

- c. Policy 722
Public Data Requests
- d. Policy 806
Crisis Management Plan
- E. 2022 Board Meeting Calendar

Jacobs will send out the poll for 2022 dates.

Chair Robins proposed looking into options for members to continue to attend virtually if they are unable to attend in person due to COVID-19 related concerns.

Board members in attendance put forth the following:

Spooner wondered if this would create ill will with teachers and staff since they are required to be fully in-person.

Kimpton advocated for in-person meetings because the discourse and exchanges are much better.

Keeley expressed liking the convenience of Zoom, but the virtual format makes it hard to interject and get your questions heard.

The consensus at the end of the discussion was that all regular business meeting will occur in person. Workshops and trainings may be held via Zoom, but the Board will reevaluate when those occur this school year.

XI. Board Comments and Requests

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| A. WBWF Community Presentation | Date & Time TBD |
| B. Board Workshop
Annual Board Training & Strategic Planning Discussion | October 25, 2021 |
| C. Next Regular Business Meeting | November 15, 2021 |

XII. Adjournment

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