



**Board of Directors Regular Business Meeting Minutes
January 30, 2023**

Members Present:

Michael Robins, Chair
Kelly Rodieck, Vice Chair & Treasurer
Shawn Judge, Secretary
Jeffrey Kimpton,
Amber Keeley
Mike Bettison
Dustin Haug

Members Absent:

Anton Jones

Others Present:

Callie Jacobs, Superintendent
Brian Goranson, Principal
Rose Chin, BerganKDV (BKDV)
Michelle Hoffman, CliftonLarsonAllen LLP (CLA)

I. Call to Order

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

II. Agenda

M/S Judge/Kimpton to accept the January 30, 2023 Regular Business Meeting agenda.
Motion passed unanimously.

III. November 7, 2022 Meeting Minutes

M/S Kimpton/Haug to approve the November 7, 2022 Regular Business Meeting Minutes.
Motion passed unanimously.

IV. Consent Agenda

M/S Judge/Kimpton to accept the following:

A. List of Bills for October, November, and December 2022

B. Personnel

Tiffany Bell	Administrative Support
Judith James Ries	TOSA
Bruce DeMorow	Dance
Sayge Carroll	Visual Art
Zamara Cuyun	Visual Art
Taiwana Shambley	Creative Writing
Dave Miller	Resignation

V. Reports & Discussion

A. FY22 Audit Presentation

Michelle Hoffman from CLA presented the FY22 Audit, which is in its final draft form. The independent auditor’s report gave a clean or unmodified opinion on the financial statements. This means the auditors found the financial statements to be fairly stated.

The auditors stated that there were no compliance issues reported in their review of laws, regulations, contracts, grant agreements, or other matters that could have significant financial implications for SPCPA. Additionally, there were no material weaknesses or significant deficiencies reported in the current year related to internal controls. Two Minnesota legal compliance findings were noted. The first being the school held \$11,000 beyond FDIC coverage on a given day sampled due to a deposit. The school will work with the bank to ensure how they collateralize deposits is in line with state statues. Secondly, SPCPA delegated authority to BergankDV to make electronic funds transfers when it entered the current three-year contract for business management services but did not do so annually. SPCPA has since corrected the delegation of authority for FY23, the third year of the contract.

B. Board Workshop

Following the initial poll of members for availability to attend a Board workshop this spring, it was determined to extend the options to meet out until May focusing on Saturdays from 9 AM – noon in hopes of all Board members being able to attend. The revised survey will be sent out later this week.

VI. Open Forum

There were no participants in open forum.

VII. Action Items

A. 2022 December Financial Statements

M/S Judge/Bettison to accept the 2022 December Financial Statements as presented.
Motion passed unanimously.

The school is experiencing enrollment resulting in approximately 376 ADM. This is approximately 40 ADM below it’s originally adopted budget for the current fiscal year. The budget will be revised due to the decrease in enrollment. SPCPA continues to maintain a healthy fund balance and adequate days of cash on hand and debt service coverage ratio, both meeting bond covenants. The school has also received approximately 49% of revenues and is 50% of the way through the fiscal year with 51% of expenditures dispersed.

B. FY24 Revenue and Expenditure Development Calendar

M/S Rodieck/Keeley to adopt the following calendar for the development and adoption of the FY24 Revenue and Expenditure Budget. Motion passed unanimously.

March	Establish Parameters for FY24 Budget Development
May	FY24 Revenue and Expenditure Budget, First Reading
June	FY24 Revenue and Expenditure Budget, Adoption

C. 2023-2024 School Calendar

M/S Bettison/Haug to adopt the 2023-2024 School Calendar as presented. Motion passed unanimously.

VIII. Reports & Discussion

A. 2022-2023 Enrollment Summary and 2023-2024 Application Summary

Superintendent Jacobs detailed the 2022-2023 Enrollment Summary and 2023-2024 Application Summary. Enrollments for the current year and next year are continuing to be below expected.

B. Administrative Reports

Superintendent Jacobs provided the Board with an update regarding current operations.

SPCPA will have a presence at the upcoming Charter School Fair on February 11.

Work is being done to update SPCPA's website, including the addition of important information for prospective students and families regarding SPCPA's achievements.

Principal Goranson is posting an album per day for each J-Term project on Facebook. Each album includes about 80 pictures per project. Principal Goranson expressed this is the best year ever in terms of attaining professional J-Term photos.

SPCPA will administer a number of standardized assessments this spring, including the ACT, MCAs, and a number of AP exams.

IX. Board Comments and Requests

A. Next Regular Business Meeting March 20, 2023 (5:30 PM)

X. Adjournment

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