

Saint Paul Conservatory for Performing Artists Board of Directors
Regular Business Meeting Minutes
November 7, 2022

Members Present:

Michael Robins, Chair
Kelly Rodieck, Vice-Chair & Treasurer
Shawn Judge, Secretary
Mike Bettison
Dustin Haug
Anton Jones
Amber Keeley
Jeff Kimpton

Others Present:

Callie Jacobs, Superintendent
Brian Goranson, Principal

I. Call to Order

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

II. Agenda

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

III. September 19, 2022 Meeting Minutes

M/S Kimpton/Keeley to approve the September 19, 2022, Regular Business Meeting Minutes.
Motion passed unanimously.

IV. Consent Agenda

M/S Judge/Kimpton to accept the list of bills for September 2022, personnel, J-Term personnel, contracts, and venues, and other annual acceptances, renewals, submissions, and website updates.
Motion passed unanimously.

Personnel

Kyra Zimmerman	Science	.14 FTE
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J-Term Contracts, Personnel, & Venues

Personnel

Brandon Chambers	\$2,000
Paul Coate	\$840
Alex Eady	\$2,000
Penelope Freeh	\$1,000
Wesley Frye	\$2,000
Alex Hathaway	\$2,000

Franco Holder	\$2,000
Judith James Ries	\$2,000
Sam Johnson	\$2,000
Michael Kleber-Diggs	\$2,000
Adam Levy	\$632
Laura Osterhaus	\$2,000
Sara Robinson	\$1,679
Chelsea Rose	\$1,000
Mike Salow	\$2,000

Contracts & Venues

Sayge Carroll	\$2,020
Climb Theatre	\$2,000
Maiya Lea Hartman	\$2,020
Sequoia Hauck	\$2,020
Noah Klemp	\$2,020
Megan Mayer	\$2,020
Matt Sciple	\$2,220
New Black City	\$2,020
Jinza Thayer	\$2,020
Boss Stage at Park Square	Space Trade
Carroll Studio	\$500
Chicago Ave. Fire Arts Center (CAFAC)	\$8,400
Crane Theater	\$2,800
E.M. Pearson Theater	\$5,700
Jungle Theater	\$4,000
Mirror Lab	\$700
Mixed Blood Theater	\$4,400
Red Eye Theater	\$3,000
Southern Theater	\$5,400

Acceptance: 2022 Give to the Max

Acceptance of all donations received through Give MN following fundraising efforts associated with this year's Give to the Max Day.

Acceptance: GASB 87

Acceptance of the addition of GASB 87 requirements to Policy 208: Purchasing, Procurement, Contracting, and Acceptance of Gifts. These requirements added a definition for Lease, Lease accounting standards, and a reference to the GASB 87 publication.

Acceptance: Official Newspaper of General Circulation

Acceptance of the Pioneer Press as the official newspaper of general circulation for the Saint Paul Conservatory for Performing Artists for posting required public notices.

Renewal: Official Depository

Renewal to continue with Bremer Bank as the official depository.

Renewal: Authorized Signatories

Renewal to continue with the Board President (Michael Robins), Board Vice-President & Treasurer (Kelly Rodieck) and Superintendent (Callie Jacobs) as authorized signatories.

Renewal: Designated Administrative Authority for Financial Management & Transactions

Renewal to continue with administrative authority granted to the school's assigned BerganKDV CFO to execute and update all Cash Management Agreements with Bremer Bank and to authority further granted to designated BerganKDV employees to perform activities necessary to carry out bank account related functions and electronic transfers.

Submission: Assurance of Compliance (AOC)

Submission of the Assurance of Compliance (AOC) for SY22-23.

Submission: Annual Charter School Assurances

Submission of the Annual Charter School Assurances for SY22-23.

Submission: University of St. Thomas Quarterly Report (October)

Submission of the October Quarterly Report to the University of St. Thomas for SY22-23.

Website: SY21-22 Annual Community Report

Posting of the Annual Community Report to the website for SY21-22.

V. Open Forum

There were no participants in the open forum.

VI. Action Items

A. FY22 Audit

M/S Haug/Judge to approve submission of the FY22 audit to all relevant parties by the required deadlines. Motion passed unanimously.

Representatives from CLA will present a summary of the FY22 audit at the Board's next regular business meeting in January 2023.

B. 2022 September Financial Statements

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

Superintendent Jacobs presented the September Financial Statements. The school is experiencing enrollment below budget. The budget will be revised if enrollment continues to decrease as second semester approaches. 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 24.1% of revenues and is 25% of the way through the fiscal year with 23.4% of expenditures dispersed.

VII. Reports & Discussion

A. 2022-2023 Enrollment Summary

Superintendent Jacobs detailed the enrollment summary and touched on a few high points. There are currently 390 students enrolled. There is currently 1 outstanding acceptance for this school year and are hoping to get additional students to join us for J-Term or second semester. There are no students in the waiting pool; they have all have been invited. Regarding applications received thus far for the 2023-2024 school year, we have already received 5, all in 9th grade. This is very much on trend for this time of the school year.

B. Administrative Reports

Principal Goranson shared that J-Term is just around the corner and there is a lot of excitement among the students. It has been difficult given increased costs, especially for venues.

The Board discussed possible revisions to the website to highlight important statistics relevant to prospective students and parents. Administration will work on making these updates over the next few months.

Principal Goranson and Member Bettison plan to connect to look how SPCPA's social media accounts can reach specific communities of prospective students and parents that may be interested in the school.

C. Looking Forward: Strategic Planning

Polls will be sent to Board members to determine days and times that work best for a strategic planning session. Hopefully the Board will be able to find a day and time in the spring where all members are able to participate.

VIII. Board Comments and Requests

A. Next Regular Business Meeting January 30, 2023 @ 5:30 PM

IX. Adjournment

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