

**Saint Paul Conservatory for Performing Artists
Board of Directors Regular Business Meeting Minutes
September 18, 2023**

Members Present:

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

Members Absent:

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. Election of Proposed Slate of Candidates for Officer Positions

M/S Keeley/Kimpton to approve proposed Slate of Candidates for Officer Positions.
Motion passed unanimously.

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

III. Committee and Representative Appointments

M/S Keeley/Kimpton to approve proposed committee and representative appointments.
Motion passed unanimously.

A. Executive & Finance Committee

Current Members:
(1) Michael Robins
(2) Kelly Rodieck
(3) Jeffrey Kimpton

B. Building Company Representatives

Current Members:
(1) Michael Robins
(2) Kelly Rodieck
(3) Callie Jacobs

IV. Approval of Agenda

M/S Bettison/Haug to accept the September 18, 2023 Regular Business Meeting agenda.
Motion passed unanimously.

V. Approval of June 12, 2023 Meeting Minutes

M/S Kimpton/Bettison to approve the June 12, 2023 Regular Business Meeting Minutes. Motion passed unanimously.

VI. Consent Agenda

M/S Haug/Kimpton to accept the consent agenda. Motion passed unanimously.

A. List of Bills for May, June, July, and August 2023

B. Personnel

Halat Basheer	Mathematics
Genevieve Bennett	Theatre
Brandon Chambers	Visual Art
Zamara Cuyun	Visual Art
Alex Eady	Dance
Alma Engebretson	Music
Maiya Lea Hartman	Visual Art
Anna Hashizume	Musical Theatre
Alex Hathaway	Theatre
Kay Heino	Visual Art
Rachel Holder	Music
Michale Kleber-Diggs	Creative Writing
Noah Klemp	Musical Theatre
Nick Lopez	Facilities Specialist
Laura Osterhaus Rosenstone	Dance
Aaron Preusse	Theatre
Sara Robinson	Administrative Support
Chelsea Rose	Musical Theatre
Djenane St. Juste	ELL Substitute
Amanda Sachs	Dance
Mike Salow	Music
Hannah Saunders	Science
Maria Serrano-Kyle	Spanish
Tiffanie Shelton-Brewer	American Sign Language
Marciano Silva dos Santos	Dance
Scott Stafford	Dance
Sam Stokley	Creative Writing
Darrius Strong	Dance
Brooks Turner	Visual Art
Anne Marie Wirth Cauchon	Creative Writing
Kyra Zimmerman	Administrative Support

C. SY23-24 Student & Parent Handbook

Acceptance of continued distribution of the Student & Parent for SY23-24 and approve its posting to the school's website.

D. SY23-24 Employee Handbook

Acceptance of continued distribution of the Employee Handbook for SY23-24.

- E. Renewal: Collateralization of Funds in Excess of FDIC Insured Limit
- Acceptance of continued collateralization of funds in excess of the FDIC insured limit for the school's checking account at Bremer Bank to maintain legal compliance.
- F. Renewal: 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.
- G. Renewal: Official Depository
- Acceptance to continue with Bremer Bank as the official depository.
- H. Renewal: Authorized Signatories
- Acceptance to continue with the Board President (Michael Robins), Board Vice-President & Treasurer (Kelly Rodieck) and Superintendent (Callie Jacobs) as authorized signatories.
- I. Renewal: Authorized Credit Card User & Limit
- Acceptance to continue with the Superintendent (Callie Jacobs) as the authorized credit card user with the limit set at \$7,500.
- J. Renewal: Designated Administrative Authority for Financial Management & Transactions
- Acceptance to continue with administrative authority granted to the school's assigned Outsourced Controller at Creative Planning to execute and update all Cash Management Agreements with Bremer Bank and to further grant authority to designated Creative Planning employees to perform activities necessary to carry out bank account related functions and electronic transfers.
- K. Renewal: Designation of Legal Counsel
- Acceptance to continue to retain Ratwik, Roszak, and Maloney, P.A. for legal services for the school.
- L. Submission: Assurance of Compliance (AOC)
- Acceptance of submission of the Assurance of Compliance (AOC) for SY23-24.
- M. Submission: Annual Charter School Assurances
- Acceptance of submission of the Annual Charter School Assurances for SY23-24.
- N. Submission: University of St. Thomas Quarterly Report (October)
- Acceptance of submission of the October Quarterly Report to the University of St. Thomas for SY23-24.

O. Website: SY22-23 Annual Community Report

Posting of the Annual Community Report to the website for SY22-23.

VII. Open Forum

There were no participants in open forum, but the Board extended its sincere appreciation to the Ordway Center for the Performing Arts for hosting SPCPA's back-to-school convocation attended by all students and staff at the beginning of the school year. The event is an opportunity to welcome students and staff to a new school year and showcase our school culture and community.

VIII. Action Items

A. 2023 August Financial Report

M/S Rodieck/Judge to accept the 2023 August Financial Report through August 31, 2023. Motion passed unanimously.

B. 2023-2024 Q Comp Goals

M/S Judge/Kimpton to accept the 2023-2024 Q Comp Goals. Motion passed unanimously.

The percentage of all students enrolled as of October 1, 2023, in grade 11 at the Saint Paul Conservatory for Performing Artists who earn an achievement level of Meets the Standard or Exceeds the Standard in Mathematics on state accountability tests (MCA and MTAS), will increase from 30.8% to 60.4% for the 2023-2024 school year.

The percentage of all students enrolled as of October 1, 2023, in grade 10 at the Saint Paul Conservatory for Performing Artists who earn an achievement level of Meets the Standard or Exceeds the Standard in Reading on state accountability tests (MCA and MTAS), will increase from 73.6% to 81.8% for the 2023-2024 school year.

The percentage of all students enrolled as of October 1, 2023, in grade 11 at the Saint Paul Conservatory for Performing Artists who earn an achievement level of Meets the Standard or Exceeds the Standard in Science on state accountability tests (MCA and MTAS), will increase from 59.6% to 74.8% for the 2023-2024 school year.

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

M/S Kimpton/Judge to authorize Callie Jacobs to act as the Identified Official with Authority (IOwA) for the Saint Paul Conservatory for Performing Artists (#4112). Motion passed unanimously.

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. The IOwA may designate a proxy.

D. SY24-25 Revised Application

M/S Bettison/Kimpton to approve revising the application for SY24-25 to combine the instrumental and vocal tracks within the music department yet maintain separate designations for instrumental and vocal on the application and add an interdisciplinary arts track. Motion passed unanimously.

E. Onsite Opiate Antagonists (Naloxone)

M/S Kimpton/Keeley to accept the new legal requirement that the school maintains a minimum of two nasal doses of naloxone. Motion passed unanimously.

A corresponding school policy, procedures, and expanded staff training are in process to coincide with this new requirement.

IX. Reports & Discussion

A. SY23-24 Enrollment Summary

Superintendent Jacobs presented the 2023-2024 Enrollment Summary. There are currently 368 students enrolled. Enrollment is lower than the prior year and ADM will continue to be monitored closely throughout the school year. If enrollment declines resulting in a drop below 350 ADM the budget will be revised accordingly throughout the school year.

B. Administrative Reports

Board Member Bettison and Principal Goranson shared that the application has been submitted to Best Buy for a grant to support J-Term.

The Board and administration discussed ideas to celebrate SPCPA's 20th year of operation next school year. Everyone agreed that focusing on planning a celebratory event that involved a greater number of students, staff, and community members would be preferred rather than expending resources commemorating the milestone with a formal fundraising opportunity.

Superintendent Jacobs shared with the Board that she found errors in the 2023 June Financial Report prepared by Creative Planning that increased the year-end deficit substantially beyond what Jacobs presented in the revised budget to the Board in June. Jacobs requested Creative Planning revise the 2023 June Financial Report. This document is significant to the school as it is the only one received from the school's outsourced financial service provider that provides anything representative of the school's year-end financial position for many months until the audit is complete. Additionally, it is distributed to a wide array of parties and posted publicly to our website as part of our Annual Report and sent by email to our community. It is important that the school's financial position is represented as accurately as possible.

C. Policies

The Board reviews policies and parent notifications required to be reviewed annually and acts at subsequent meetings to implement any mandated or other necessary changes for the current school year. Per SPCPA's Bylaws, the Executive Committee has authority to act on behalf of the Board between regularly scheduled meetings should the need arise, such as approving a change to a school policy or parent notification to bring it into compliance with state statute until the Board can act at a regular meeting.

E. 2024 Board Meeting Calendar

Boar members will complete a poll of suggested meeting dates for 2024 with their likely availability. All meetings begin at 5:30 p.m. in Lowry 246.

XI. Board Comments and Requests

A. WBWF Community Presentation

The WBWF Community Presentation will likely be scheduled in early December. More information will be provided at the next meeting.

B. Annual Board Training

The Board reflected on past annual training sessions and discussed options regarding this year’s annual Board training.

C. Next Regular Business Meeting November 13, 2023 (5:30 PM)

XII. Adjournment

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