



**Board of Directors Regular Business Meeting Minutes
February 5, 2024**

Members Present:

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

Members Absent:

Amber Keeley

Others Present:

Callie Jacobs, Superintendent
Brian Goranson, Principal
Tyler See, Abdo

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 February 5, 2024 Regular Business Meeting agenda.
Motion passed unanimously.

III. November 13, 2023 Meeting Minutes

M/S Kimpton/Bettison to approve the November 13, 2023 Regular Business Meeting Minutes.
Motion passed unanimously.

IV. Consent Agenda

A. 2023 October, November, and December Expenditures

M/S Kimpton/Judge to accept expenditures during the months of October, November, and December 2023. Motion passed unanimously.

B. Personnel

M/S Haug/Rodieck to accept the employment agreements and revised employment agreements applicable to the 2023-2024 school year listed below. Motion passed unanimously.

Thane Plantikow
Brooks Turner

Semester 2 – Special Education
Semester 2 – Visual Arts

Natalie Reinhart

Master’s Degree Increase

Paul Coate	Semester 2 – Reduced FTE
Mike Vasich	Semester 2 – Reduced FTE
Max Healey	Resignation – Paraprofessional
Ziz Immelman	Resignation – Paraprofessional

C. Facilities

M/S Judge/Kimpton to accept the notice provided to the Saint Paul RiverCentre Convention and Visitor’s Authority regarding SPCPA’s leasing of dance studio space at the Roy Wilkins Auditorium. Motion passed unanimously.

V. Reports & Discussion

A. FY23 Audit Presentation

Tyler See presented a summary of the results of the FY23 Audit. 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 one issue of compliance regarding laws, regulations, contracts, grant agreements, or other matters that could have significant financial implications for SPCPA. The issue of compliance is due to SPCPA not meeting the minimum debt service coverage ratio pertaining to its mortgage obligations at the Lowry. This resulted when SPCPA drew upon funds in its fund balance (savings account) to maintain staffing, programs, and operations rather than make cuts in these areas during the school year when enrollment fell below the adopted budget of 415 ADM. SPCPA is therefore required to demonstrate corrective action for the current school year (FY24) by adopting and revising its budget, as necessary, to ensure expenditures do not exceed revenue.

Additionally, there were no material weaknesses or significant deficiencies reported in the current year related to internal controls.

VI. Open Forum

There were no participants in open forum.

VII. Action Items

A. 2023 December Financial Statements

M/S Judge/Kimpton to accept the 2023 December Financial Statements as presented. Motion passed unanimously.

The school is experiencing enrollment resulting in approximately 340 ADM. This is approximately 10 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 to meet its debt service coverage ratio, a requirement of the bonds that pertain to the schools facilities in the Lowry. The school has also received approximately 49.5% of revenues and is 50% of the way through the fiscal year with 47.3% of expenditures dispersed.

B. FY25 Revenue and Expenditure Development Calendar

M/S Rodieck/Kimpton to adopt the following calendar for the development and adoption of the FY25 Revenue and Expenditure Budget. Motion passed unanimously.

March	Establish Parameters for FY25 Budget Development
May	FY25 Revenue and Expenditure Budget, First Reading
June	FY25 Revenue and Expenditure Budget, Adoption

C. 2024-2025 School Calendar

M/S Haug/Judge to adopt the 2024-2025 School Calendar as presented. Motion passed unanimously.

VIII. Reports & Discussion

A. 2023-2024 Enrollment Summary and 2024-2025 Application Summary

Superintendent Jacobs detailed the 2023-2024 Enrollment Summary and 2024-2025 Application Summary. Applications for the 2024-2025 school year are approximately 3X greater than this time last year and nearly all applications are for students entering 9th grade. Applications for Music and Visual Art are approximately double that of the other arts disciplines.

B. Administrative Reports

An update on the school's utilization of Niche.com for marketing and recruitment was provided. There were 2,000 total views of SPCPA's profile in 2023. 380 in December, up from a monthly average of 150. There were then subsequently 95 clicks to the school's webpage and 33 clicks to the "Apply" page in December from the profile page on Niche.com. Outreach efforts in the coming months will focus on increasing the number of reviews on Niche.com.

An album per day for each J-Term project is being posted on Facebook. Each album includes multiple pictures per project. The Board also discussed the recent article on MPR highlighting SPCPA's J-Term and its offerings. It is wonderful to have this unique opportunity at the school and the students' work over the 13-days during J-Term showcased to a broader audience.

SPCPA is currently preparing to administer numerous standardized assessments this spring, including the ACT, MCAs, and a number of AP exams.

IX. Board Comments and Requests

The next Regular Business Meeting is scheduled for March 25, 2024 at 5:30 PM in Lowry 246.

X. Adjournment

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