

**Saint Paul Conservatory for Performing Artists  
Board of Directors Regular Business Meeting  
Minutes September 30, 2024**

**Members Present:**

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

**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 Haug/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 Judge/Hestwood 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 Kimpton/Judge to accept the September 30, 2024 Regular Business Meeting agenda.  
Motion passed unanimously.

## V. Approval of June 10, 2024 Meeting Minutes

M/S Rodieck/Hestwood to approve the June 10, 2024 Regular Business Meeting Minutes. Motion passed unanimously.

## VI. Consent Agenda

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

A. 2024 May, June, July, and August Expenditures

B. SY24-25 Personnel

|                            |                                 |
|----------------------------|---------------------------------|
| Kenzi Allen                | Theatre                         |
| Fara Bangoura              | Accompanist                     |
| Fode Bangoura              | Accompanist                     |
| Sana Bangoura              | Dance                           |
| Connor Berkompas           | Theatre                         |
| Brandon Chambers           | Visual Art                      |
| Zamara Cuyun               | Visual Art                      |
| Morgan Day                 | Administrative Support          |
| Isabella Dunsieith         | Theatre                         |
| Alex Eady                  | Dance                           |
| Anna Hashizume             | Musical Theatre                 |
| Alex Hathaway              | Theatre                         |
| Kay Heino                  | Visual Art                      |
| Rachel Holder              | Music                           |
| Hassan Ingraham            | Dance                           |
| Brandon John               | Visual Art                      |
| Katie Knutson              | Creative Writing                |
| Adam Levy                  | Social Studies & Music          |
| Nick Lopez                 | Facilities                      |
| Natalie McComas            | Music, Musical Theatre, Theatre |
| Laura Osterhaus Rosenstone | Dance                           |
| Laura Packer               | Creative Writing                |
| Alice Paige                | Creative Writing                |
| Aaron Preusse              | Theatre                         |
| Susan Reiling              | Administrative Support          |
| Mike Salow                 | Music                           |
| Hannah Saunders            | Science                         |
| Jeffrey Scroggins          | Accompanist                     |
| Taiwana Shambley           | Creative Writing                |
| Scott Stafford             | Dance                           |
| Ariane Standford           | English & Creative Writing      |
| Darrius Strong             | Dance                           |
| Momoko Tanno Niemi         | Music                           |
| Brooks Turner              | Visual Art                      |
| Mike Vasich                | Music                           |
| Kyle Weiler                | Musical Theatre                 |
| Boukei Zhao                | Visual Art                      |

- C. SY24-25 Student & Parent Handbook
- Acceptance of continued distribution of the Student & Parent for SY24-25 and approve its posting to the school's website.
- D. SY24-25 Employee Handbook
- Acceptance of continued distribution of the Employee Handbook for SY24-25.
- E. SY24-25 Emergency Preparedness Plan & Drill Schedule
- Acceptance of the Emergency Preparedness Plan & Drill Schedule for SY24-25.
- F. 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.
- G. 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.
- H. Renewal: Official Depository
- Acceptance to continue with Bremer Bank as the official depository.
- I. Renewal: Authorized Signatories
- Acceptance to continue with the Board Chair (Michael Robins), Board Vice-Chair & Treasurer (Kelly Rodieck) and Superintendent (Callie Jacobs) as authorized signatories.
- J. 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.
- K. 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.
- L. Renewal: Designation of Legal Counsel
- Acceptance to continue to retain Ratwik, Roszak, and Maloney, P.A. for legal services for the school.

M. Submission: Assurance of Compliance (AOC)

Acceptance of submission of the Assurance of Compliance (AOC) for SY24-25 as prescribed by the Minnesota Department of Education (MDE).

N. Submission: Annual Charter School Assurances

Acceptance of submission of the Annual Charter School Assurances for SY24-25 as prescribed by the Minnesota Department of Education (MDE).

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

Acceptance of submission of the October Quarterly Report to the University of St. Thomas for SY24-25.

P. Website & via US Mail:

SY23-24 Annual Community Report & Other Important Info to Highlight

Acceptance of posting of the Annual Community Report to the website for SY23-24 and the mailing of a summary document including additional highlights as a response to the recent onset of negative publicity directed at charter schools.

Q. Website: READ Act: SY24-25 Local Literacy Plan

Acceptance of SPCPA's Local Literacy Plan for SY24-25 and its posting to the website as required by the Minnesota Department of Education (MDE).

R. Website: SY24-25 Assessment Calendar

Acceptance of SPCPA's Assessment Calendar for SY24-25 and its posting to the website as required by the Minnesota Department of Education (MDE).

## VII. Staff Presentation

Student Attendance (Presentation by Alissa Abelson, SPCPA Dean of Students)

Alissa Abelson, Dean of Students, shared a summary of data regarding attendance and a few of the strategies she is implementing at SPCPA to try to improve student attendance.

A survey of 11<sup>th</sup> grade students in Minnesota in 2022, as presented by the Minnesota Legislature's Student Attendance and Truancy Legislative Study Group, revealed the following reasons why students may continue to struggle to attend school post-COVID.

- 24% did not get enough sleep
- 21% felt very sad, hopeless, anxious, stressed or angry
- 15% were bored
- 7% had transportation issues
- 5% had to take care of family members

Per the Minnesota Report Card, SPCPA's attendance rate for SY23-24 was 62.1% versus the statewide average of 74.5%. This means only 62.1% of SPCPA students attend school last year 90% or more of the time. Alissa also presented SPCPA's attendance processes, shared a success story, and ways staff is working on increasing student attendance during SY24-25.

## VIII. Open Forum

Tiffany LaFond, parent of a current SPCPA senior and former SPCPA employee, shared with the Board she is interested in forming a Parent Teacher Organization (PTO) and focus its efforts on supporting needs of the students, teachers, and school. She has begun preliminary research and will assemble a proposal with more information for the Board's review and consideration. Tiffany expressed that she is willing to be a part of the organization for up to two years after her student graduates to help ensure the organization is established and be carried forward.

## IX. Action Items

### A. 2024 June Financial Report

M/S Hestwood/Rodieck to accept the 2024 June Financial Report through June 30, 2024. Motion passed unanimously.

The 2024 Preliminary June Financial Report reflects an ADM of 343. This is 7 ADM below the original budget adopted for the current fiscal year. The budget was revised during FY24 to reflect revenues and expenditures aligned with 343 ADM. SPCPA continued 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 school's facilities in the Lowry, throughout FY24. The school anticipates ending the year with at least a surplus of approximately \$151,000.

### B. 2024 August Financial Report

M/S Haug/Kimpton to accept the 2024 August Financial Report through August 31, 2024. Motion passed unanimously.

The 2024 August Financial Report reflects an ADM of 335. This is 15 ADM below the budget adopted for the current school year based on 350 ADM. The budget will be revised if ADM continues to remain at or less than 345 ADM. 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 school's facilities in the Lowry. The school has also received approximately 16% of revenues and is 17% of the way through the fiscal year with 10% of expenditures dispersed. The current holdback estimate is \$293,230.

### C. SY24-25 Q Comp Goals

M/S Hestwood/Rodieck to accept the Q Comp Goals for SY24-25. Motion passed unanimously.

The percentage of all students enrolled as of October 1, 2024, 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 38.3% to 90% for the 2024-2025 school year.

The percentage of all students enrolled as of October 1, 2024, 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 75% to 90% for the 2024-2025 school year.

The percentage of all students enrolled as of October 1, 2024, 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 90% for the 2024-2025 school year.

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

M/S Bettison/Hestwood 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.

E. SY25-26 Admissions – Policy, Procedures, & Important Dates

M/S Haug/Bettison to approve accepting applications for SY25-26 beginning September 1, 2024. The first round of invitations to enroll will then be sent to students that apply by or before February 1, 2025 in accordance with Policy 513: Admissions. Motion passed unanimously.

F. Policies

M/S Kimpton/Hestwood to delegate authority to the Executive Committee to approve revision of the following policies and annual parent notifications in accordance with recently released requirements of schools. Motion passed unanimously.

- a. Policy: 413  
Harassment and Violence
- b. Policy 414  
Mandated Reporting of Child Neglect or Physical or Sexual Abuse
- c. Policy 415  
Mandated Reporting of Maltreatment of Vulnerable Adults
- d. Policy 506  
Student Discipline
- e. Policy 514  
Bullying Prohibition



## **XII. Adjournment**

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