Saint Paul Conservatory for Performing Artists
Board of Directors Regular Business Meeting Minutes
September 29, 2025

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

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. Term Renewals & Proposed Slate of Candidates for Officer Positions

M/S Haug/Kimpton to approve the following member terms for renewal to coincide with the revised start date of July 1 now reflected state statute. Additionally, the candidates specified for officer positions are approved. Motion passed unanimously.

07/01/2025-06/30/2026	Mike Bettison	Parent
07/01/2025-06/30/2028	Dustin Haug	Teacher
07/01/2025-06/30/2028	Amber Keeley	Community
07/01/2025-06/30/2028	Jeffrey Kimpton	Community
07/01/2025-06/30/2028	Michael Robins	Community, Chair
07/01/2025-06/30/2028	Kelly Rodieck	Community, Vice-Chair & Treasurer
01/01/2024-06/30/2026	Shawn Judge	Community, Secretary
07/01/2024-06/30/2027	Amanda Hestwood	Community

Note: Rescinded by action of the Board on August 6, 2026. See minutes of August 6, 2026

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 (4) Callie Jacobs

B. Building Company Representatives

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

IV. Approval of Agenda

M/S Rodieck/Hestwood to accept the September 29, 2025 Regular Business Meeting agenda.
Motion passed unanimously.

V. Approval of June 16, 2025 Meeting Minutes

M/S Hestwood/Judge to approve the June 16, 2025 Regular Business Meeting Minutes.
Motion passed unanimously.

VI. Consent Agenda

M/S Rodieck/Judge to accept the consent agenda. Motion passed unanimously.

A. 2025 May, June, July, and August Expenditures

B. SY25-26 Personnel

Maeve Aickin	Creative Writing
Kenzi Allen	Theatre
Connor Blocher	Special Education
Brandon Chambers	Visual Art
Zamara Cuyun	Visual Art
Rachel Doran	Dance
Isabella Dunsieth	Theatre
Stephen Dymond	Health & Physical Education
Alex Eady	Dance
Jane Froiland	Theatre
Toivo Hannigan	Music
Will Hart	Creative Writing
Kelly Jo Haug	Paraprofessional
Kay Heino	Visual Art
Chris Hepola	Music
Murah Hsiung	Music
Hasaan Ingraham	Dance
Annika Isbell	Musical Theatre
Brandon John	Visual Art
Emily Johnson	English

Tumelo Khupe	Dance
Natalie McComas	Musical Theatre
Alice Paige	Creative Writing
Aaron Preusse	Theatre
Susan Reiling	Administrative Support
Maria Serrano-Kyle	Spanish
Scott Stafford	Dance
Brittany Staudacher	Paraprofessional
Sam Stoffel	Special Education
Darrius Strong	Dance
Tim Sullivan	Principal (Academic Director)
Momoko Tanno	Music
Matthew Vinge	Music

C. SY25-26 Student & Parent Handbook

Acceptance of continued distribution of the Student & Parent for SY25-26 and approve its posting to the school's website.

D. SY25-26 Employee Handbook

Acceptance of continued distribution of the Employee Handbook for SY25-26.

E. SY25-26 Emergency Preparedness Plan & Drill Schedule

Acceptance of the Emergency Preparedness Plan & Drill Schedule for SY25-26.

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 Debit and Credit Card User & Limit

Acceptance to continue with the Superintendent (Callie Jacobs) as the authorized debit and credit card user with the daily 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 SY25-26 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 SY25-26 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 SY25-26.

P. Website: SY24-25 Annual Community Report & Other Important Info to Highlight

Acceptance of posting of the Annual Community Report to the website for SY24-25.

Q. Website: READ Act: SY25-26 Local Literacy Plan

Acceptance of SPCPA's Local Literacy Plan for SY25-26 and its posting to the website as required by the Minnesota Department of Education (MDE).

R. Website: SY25-26 Assessment Calendar

Acceptance of SPCPA's Assessment Calendar for SY25-26 and its posting to the website as required by the Minnesota Department of Education (MDE).

S. MDE Submission: FY26 School Safety & Security Grant Application

Acceptance of FY26 School Safety & Security Grant Application to MDE.

T. MDE Submission: FY26 Gender Neutral Restrooms Grant Application

Acceptance of FY26 Gender Neutral Restrooms Grant Application to MDE.

U. Contract: Knapper Consulting LLC

Approval of contract with Knapper Consulting LLC for administrative and facilities support.

VII. Open Forum

There were no participants in open forum.

VIII. Action Items

A. 2025 June Financial Report

M/S Hestwood/Kimpton to accept the 2025 June Financial Report through June 30, 2025.
Motion passed unanimously.

The 2025 Preliminary June Financial Report reflects an ADM of 314. This is 36 ADM below the original budget adopted for the current fiscal year and 1 ADM below the revised budget. The budget was revised during FY25 to reflect revenues and expenditures aligned with 315 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 FY25. The school anticipates ending FY25 with at least a surplus of approximately $147,114.

B. 2025 August Financial Report

M/S Kimpton/Haug to accept the 2025 August Financial Report through August 31, 2025.
Motion passed unanimously.

The 2025 August Financial Report reflects an ADM of 311. This is 11 ADM above the budget adopted for the current school year based on 300 ADM. The budget will be revised if ADM drops below 300. 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 11% of expenditures dispersed. The current anticipated surplus for the year is estimated to be at least $149,507.

C. SY25-26 Q Comp Goals

M/S Bettison/Kimpton to accept the Q Comp Goals for SY25-26.
Motion passed unanimously.

The percentage of all students enrolled as of October 1, 2025, 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 31.5% to 90% for the 2025-2026 school year.

The percentage of all students enrolled as of October 1, 2025, 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 80.4% to 90% for the 2025-2026 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 TBD% to 90% for the 2025-2026 school year.

D. Grades 9-12 Health Standards & Course Credit

M/S Keeley/Kimpton to adopt the Health Standards, as presented, required to meet the local graduation requirement of .4 credit. Motion passed unanimously.

E. Grades 9-12 Physical Education Standards & Course Credit

M/S Hestwood/Judge to adopt the local graduation requirement of .4 credit aligned to the Minnesota Academic Standards for Physical Education required for grades 9-12. Motion passed unanimously.

F. 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.

G. SY26-27 Admissions – Policy, Procedures, & Important Dates

M/S Judge/Kimpton to approve accepting applications for SY26-27 beginning September 1, 2025. The first round of invitations to enroll will then be sent to students that apply by or before February 1, 2026 in accordance with Policy 513: Admissions. Motion passed unanimously.

H. Policies

M/S Rodieck/Judge 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

f. Policy 515
Protection and Privacy of Pupil Records

g. Policy 522
Student Sex Nondiscrimination

h. Policy 526
Hazing Prohibition

i. Policy 609
Religion

IX. Reports & Discussion

A. Reports: SY25-26 Enrollment Summary & SY26-27 Application Summary

Superintendent Jacobs presented the 2025-2026 Enrollment Summary. There are currently 311 students enrolled. Enrollment is lower than the prior year and ADM will continue to be monitored closely throughout the school year.

B. Reports: Administrative Updates

Principal Goranson shared the results of the ACT and MCAs administered in SY24-25, provided the Board with an update regarding J-Term 2026, and a summary of events pertaining to the start of the new school year.

Principal Goranson shared with the Board his resignation effective June 30, 2026. He explained working in K-12 education has become increasingly difficult for him post-COVID and plans to return to a full-time career in the performing arts for a few years prior to retiring. The Board expressed deep gratitude for Principal Goranson's 21 years of service to SPCPA and extended warm wishes for his future.

Superintendent Jacobs provided an update regarding ongoing facilities issues in the building some of which have required engagement of SPCPA's legal counsel, necessary upgrades to the school's access and security systems, and additional legislative mandates for FY25-26.

C. Reports: Authorizer – New Requirements & Renewal

SPCPA is currently beginning the process to renew its contract with the University of St. Thomas (UST), its Authorizer, which expires on June 30, 2026. There are several new requirements for both authorizers and schools that will be addressed during the process. The school will host the UST renewal team for a site visit on November 12, 2025. The initial draft of SPCPA's renewal application will be submitted in early February.

D. Discussion: Survey - 2026 Board Meeting Calendar

Board members will complete a poll of suggested meeting dates for 2026 with their likely availability. All meetings begin at 5:30 p.m. in Lowry 246.

E. Discussion: SY25-26 Annual Board Training

The Board will engage in a workshop session for the purpose of completing its annual training. This will be scheduled sometime during the first quarter of 2026.

X. Board Comments and Requests

A. SY24-25 WBWF Community Presentation

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

B. Next Regular Business Meeting November 17, 2025 (5:30 PM)

XI. Adjournment

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