

**Saint Paul Conservatory for Performing Artists
Board of Directors Regular Business Meeting Agenda
February 3, 2020**

Members Present: Michael Robins (Chair), Kelly Rodieck (Vice Chair/Treasurer), Shawn Judge (Secretary), Amber Keeley, Jeffrey Kimpton, Justin Spooner
Members Absent: Jacie Knight
Others Present: Callie Jacobs (Superintendent), Brian Goranson (Principal), Meg Anderson (Executive Assistant), Dennis Hoogeveen (CLA)

I. Call to Order

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

II. Approval of Agenda

M/S Judge/Kimpton to approve the February 3, 2020 Regular Business Meeting Agenda. Motion passed unanimously.

III. Open Forum

There were no participants in the Open Forum.

IV. Approval of November 18, 2019 and January 13, 2020 Meeting Minutes

M/S November Kimpton/Rodieck to approve the November 18, 2019 Meeting Minutes. Motion passed unanimously.

M/S Judge/Kimpton to approve the January 13, 2020 Meeting Minutes. Motion passed unanimously.

V. Consent Agenda

M/S Rodieck/Judge to approve the list of bills for November and December 2019 and the personnel listed below. Motion passed unanimously.

Kashimana Ahua	Vocal Arts	.06 FTE
Nicolas Delcambre	Musical Theatre	.03 FTE
Timothy Herian	Dance	.08 FTE to .11 FTE
Kaleena Miller	Dance	.37 FTE to .42 FTE
Laura Osterhaus	Dance	.06 FTE to .09 FTE
Jen Parker	Vocal Arts	.19 FTE to .16 FTE
Mike Salow	Instrumental	.16 FTE to .18 FTE
Laura Selle-Virtucio	Dance	.10 FTE to .09 FTE

VI. Report

A. 2019 Audit Presentation [CliftonLarsonAllen]

Dennis Hoogeveen with CliftonLarsonAllen (CLA) presented the results from the Audit ending on June 30, 2019. SPCPA was issued a Clean/Unmodified opinion. This is as good of an opinion as they can give to any MN charter school.

Although it is common to have some level of findings in the Yellow Book Letter and the MN Legal Compliance Letter, there were no findings for 2019 in either of those letters.

VII. Action Items

A. 2019 December Financial Statements

M/S Judge/Kimpton to approve the December Financial Statements for the school through December 31, 2020. Motion passed unanimously.

Callie Jacobs, Superintendent, detailed the December 2019 Financial Statements where the working budget is based on an ADM of 450. This year's average student count has been around 439, and currently sits at about 425 ADM. This leads to a predicted deficit, which will continue to be addressed in a revised budget. The state holdback is relatively small, the typical 10%. The school's fund balance is healthy, which gives the school some flexibility moving forward.

B. FY21 Revenue and Expenditure Budget Development Calendar

M/S Kimpton/Rodieck to adopt the FY21 Revenue and Expenditure Budget Development Calendar. Motion passed unanimously.

Budget development for FY21 will follow a similar calendar as it has in the past. Parameters will be looked at around March, a proposed budget presented around May for first reading, and in June a preliminary budget will be adopted.

C. 2020-2021 School Calendar

M/S Kimpton/Spooner to approve the 2020-2021 School Calendar. Motion passed unanimously.

A 2020-2021 School Calendar was presented, consistent with previous years. Brian Goranson, Principal, mentioned that the fall conference schedule will likely be adjusted when the MN Wild announce their schedule mid-June. This is so that families aren't competing for parking spaces with those going to the games or having to pay high parking costs associated with game days. The calendar worked out to add one day to Spring Break, which also coincides with Minneapolis Public Schools' calendar.

D. Policies & Procedures

- a. Policy 413
Harassment and Violence

M/S Judge/Keeley to approve Policy 413. Motion passed unanimously.

- b. Policy 414
Mandated Reporting of Child Neglect or Physical or Sexual Abuse

M/S Kimpton/Judge to approve Policy 414. Motion passed unanimously

- c. Policy 415
Mandated Reporting of Maltreatment of Vulnerable Adults

M/S Rodieck/Kimpton to approve Policy 415. Motion passed unanimously.

- d. Policy 616
School System Accountability

M/S Keeley/Judge to approve Policy 616. Motion passed unanimously

VIII. Reports

A. 2019-2020 Enrollment Summary and 2020-2021 Application Summary

Callie Jacobs, Superintendent, presented the Enrollment and Application Summaries. As of January 31, 2020 there were 441 students enrolled. A few students left at the start of second semester, but 13 additional students enrolled between the start of J-Term and the start of second semester. All students have been invited from the waiting pool. As in past years, enrollment for the current school year will be closed as of the start of fourth quarter. There are currently 60 applications for grade 9 for the following school year. When comparing enrollment from last year to this year the difference is 3 students. Last year around this time there were 79 applicants and this year there are 76.

B. Review of Timeline for Visual Arts Track Implementation

Brian Goranson, Principal, went through the timetable that was developed in collaboration with Pat Benincasa to prepare for the addition of a Visual Arts track beginning Fall 2020. The plans mostly include refurbishing math classrooms.

C. Administrative Reports

Callie Jacobs, Superintendent, explained that she, Michael Robins (Chair), Kelly Rodieck (Vice-Chair/Treasurer), and Jeffrey Kimpton (Member) met before today's meeting to go through a plan for her maternity leave. She will be meeting with Brian Goranson (Principal) and Monica Lonergan (Director of Special Education) this week to make sure everything is covered prior to her leave.

Brian Goranson, Principal, announced that this year's commencement speaker is Marcella Lorca. He also talked about events going on at the school, such as the first ever Bring a Friend to School Week (Feb 10-13) and that for the second year in a row, SPCPA will be hosting the Twin Cities Unified Theatre Auditions (Feb 22-23).

D. Bylaws & Policies: First Reading

Callie Jacobs, Superintendent, presented the following Bylaws and Policies for first reading. Action regarding these Bylaws and Policies will be proposed at the March 23, 2020 Regular Business Meeting of the Board.

- a. Bylaws
- b. Policy 603
Curriculum Development
- c. Policy 604
Graduation Requirement
- d. Policy 620
SPCPA Equivalent for Off-Site Performance and Training
- e. Policy 625
E-Learning
- f. Policy 702
Accounting

IX. Board Comments and Requests

A. Next Regular Business Meeting

March 23, 2020 (5:30 PM)

X. Adjournment

M/S Judge/Kimpton to adjourn the February 3, 2020 Regular Business Meeting.
Motion passed unanimously.