

**Saint Paul Conservatory for Performing Artists
Board of Directors Regular Business Meeting
May 4, 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), Monica Lonergan (Director of Special Education), Brett Studer (UST Authorizer Representative)

I. Call to Order

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

Robins read the following opening statements:

Due to the current federal and state emergency declarations, the Minnesota directive to residents to stay at home, the guidance about limiting person-to-person contact due to the COVID-19 (coronavirus) pandemic, this meeting of the Saint Paul Conservatory for Performing Artists Board is being conducted in accordance with Minnesota Statutes 13D.021 – Meetings by Telephone or Other Electronic Means.

Due to the health pandemic, the Board determined that it is not feasible for at least one Board member, the Superintendent, or the school's legal counsel to be physically present at the regular meeting location and that it is not feasible for the public to attend this meeting at the regular meeting location due to the health pandemic.

Members on of the public may listen to this meeting from a remote location by contacting Meg Anderson via email (andersonm@spcpa.org) for access information.

Members of the public listening to this meeting from a remote location may submit comments and questions to Callie Jacobs via email (jacobsc@spcpa.org).

Board members are reminded to mute their microphones or phone when they are not speaking.

All votes will be conducted by roll call. Each Board member should wait until their name is called before voting.

II. Approval of Agenda

M/S Judge/Kimpton to approve the May 4, 2020 Regular Business Meeting Agenda.
The motion passed unanimously.

III. Open Forum

No members of the public were present and none had sent questions to Superintendent Jacobs.

IV. Approval of February 3, 2020 & February 26, 2020 Meeting Minutes

M/S Keeley/Kimpton to approve the February 3, 2020 Regular Business Meeting Minutes.
The motion passed unanimously.

M/S Kimpton/Rodieck to approve the February 26, 2020 Special Meeting Minutes.
The motion passed unanimously.

V. Consent Agenda

M/S Judge/Kimpton to approve the Consent Agenda, which included the List of Bills for January, February, and March 2020. The motion passed unanimously.

VI. Action Items

A. 2020 March Financial Statements

M/S Kimpton/Rodieck to accept the 2020 March Financial Statements. The motion passed unanimously.

Jacobs explained that the ADM is currently at 422. A revised budget for FY20 will be proposed later in the meeting for first reading and the April Financial Statements will be updated to reflect the changes for Board members to review and reference heading into the June meeting at which time it will be requested that the revised FY20 budget be adopted.

B. Revised 2019-2020 School Calendar

M/S Judge/Kimpton to accept the revised 2019-2020 School Calendar. The motion passed unanimously.

Jacobs explained the adjustments that were made in the calendar due to COVID-19. SPCPA needs to submit its adjusted school calendar to MDE.

Robins formally recognized that adjusting due to COVID-19 requires far more than simply moving dates around on a calendar; administrators, teachers and students have made significant adjustments to accommodate Distance Learning

C. Paycheck Protection Program (PPP) Loan

M/S Kimpton/Judge to authorize the transaction of a Paycheck Protection Program (PPP) Loan and approve Michael Robins (Chair) and/or Kelly Rodieck (Vice-Chair & Treasurer) as authorized signers for the loan on behalf of the school. The motion passed unanimously.

D. Bylaws & Policies

The first reading of the following Bylaws and Policies was done in February.

M/S Kimpton/Rodieck to adopt the following Bylaws and Policies. The motion passed unanimously.

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

E. SY19-20 Student Transcripts: 2nd Semester

M/S Kimpton/Keeley to approve the alternative transcript designations for second semester of the 2019-2020 school year and the communication that will go out to students and families. The motion passed unanimously.

Based on MDE guidance, which included the directive to take into account equity during this period of distance learning, as well as examples from other schools and districts, SPCPA will adopt an EC (Earned Credit) and N (No Credit) grade marking for second semester of the 2019-2020 school year. Neither of these transcript designations will impact a student's GPA.

In addition, the following statement will be added to student transcripts:

This student's transcript reflects the period of distance learning resulting from the COVID-19 pandemic during second semester of the 2019-2020 school year. Future use of this information for academic placement, admission, acceleration, or remediation is discouraged and should only be used with caution after balancing the information against the student's performance in other grading periods.

In addition, students can print their grades at any point to use to supplement applications to demonstrate their work during distance learning, even if this is not reflected in the transcript/GPA. Communications of these changes will go out to families via email.

F. 2020 Graduate Recognition

Goranson outlined the current actions being taken to recognize SPCPA's class of 2020: (1) Each student in the senior class will receive a Senior T-shirt, designed by Dean of Students Kyle Clemins, and paid for by the Lorsung/Boone Family Foundation through their generous donation in recognition of their daughter and SPCPA student, Sophie Lorsung; (2) Each student will be delivered an SPCPA Class of 2020 Yard Sign; and (3) Each student (unless otherwise requested) will receive a feature on SPCPA's Instagram and Facebook accounts. Additionally, juniors (and some sophomores) in each arts discipline are working on projects as "gifts" to the seniors in lieu of performances at the graduation ceremony. We are waiting on more direction from MDE regarding options for a ceremony, however gatherings have been strictly prohibited prior to the end of June.

Discussion followed and it was recommended by the Board that administration pursue the creation of a commemorative video as well as hosting an event (e.g. celebration or ceremony) at a later date, if possible.

VII. Reports

A. Executive & Finance Committee Reports

Meeting notes of the Executive & Finance Committee were reviewed.

Approval of Executive & Finance Committee's decision to move forward with the purchase on Unit 10 in the Lowry Building for a future school lunch program.

B. Administrative Reports

Director of Special Education, Monica Lonergan, outlined the challenges that Distance Learning presents to SPCPA's students with IEPs and 504 Plans and explained how the Special Education team has adjusted to meet those needs.

Goranson talked about registration for the 2020-2021 school year. An email will be sent on Wednesday that will give students and parents instructions and links to register through Infinite Campus. Staff will follow up with students who do not complete registration by May 15th.

C. 2019-2020 Enrollment Summary & 2020-2021 Application Summary

There are currently 86 confirmed new students for next year and 40 invitations still outstanding. To maintain recruitment efforts, school staff is hosting virtual student panels and prospective student sessions, as well as conducting individual phone and virtual meetings and tours.

Suggestions were made about how to spread the word about SPCPA to reach more students and families.

D. First Reading: FY20 Revised Revenue & Expenditure Budget

Jacobs presented the FY20 Revised Revenue and Expenditure Budget for first reading.

E. First Reading: FY21 Proposed Revenue and Expenditure Budget

Jacobs presented the FY21 Proposed Revenue and Expenditure Budget for first reading.

F. First Reading: Policies

The following policies were presented for first reading:

- a. Policy 401 Equal Employment Opportunity
- b. Policy 402 Disability Nondiscrimination
- c. Policy 406 Public and Private Personnel Data
- d. Policy 410 Family and Medical Leave
- e. Policy 412 Expense Reimbursement
- f. Policy 505 Student Disability Nondiscrimination
- g. Policy 515 Protection and Privacy of Pupil Records
- h. Policy 626 Distance Learning

VIII. Board Comments & Requests

The Board's next regular business meeting is scheduled for June 22, 2020 at 5:30 PM.

IX. Adjournment

M/S Kimpton/Judge to adjourn. The motion passed unanimously.