



**Board of Directors Regular Business Meeting Minutes  
September 28, 2020**

**Members Present:** Michael Robins (Chair), Kelly Rodieck (Vice Chair/Treasurer), Shawn Judge (Secretary), Amber Keeley, Jeffrey Kimpton, Justin Spooner

**Others Present:** Callie Jacobs (Superintendent), Brian Goranson (Principal)

**I. Call to Order**

Kelly Rodieck, Vice Chair, called the meeting to order. A quorum was present.

**II. Election of Proposed Slate of Candidates for Officer Positions**

M/S Kimpton/Judge to approve the election of the 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**

**A. Executive & Finance Committee**

M/S Kimpton/Keeley to appoint the following members to the Executive & Finance Committee. Motion passed unanimously.

Members:  
(1) Michael Robins (Chair)  
(2) Kelly Rodieck (Vice-Chair/Treasurer)  
(3) Jeffrey Kimpton

**B. Building Company Representatives**

M/S Judge/Keeley to appoint the following members as Building Company Representatives. Motion passed unanimously.

Members:  
(1) Michael Robins (Chair)  
(2) Kelly Rodieck (Vice Chair/Treasurer)

#### IV. Approval of Agenda

M/S Kimpton/Keeley to approve the September 28, 2020 Regular Business Meeting Agenda with the addition of item G under Action Items to approve Kelly Rodieck, Vice-Chair/Treasurer, as an authorized signee, as needed. Motion passed unanimously.

#### V. Approval of June 22, 2020 Meeting Minutes

M/S Kimpton/Keeley to approve the June 22, 2020 Regular Business Meeting Minutes. Motion passed unanimously.

#### VI. Consent Agenda

M/S Judge/Keeley to approve the Consent Agenda. Motion Passed unanimously.

##### A. List of Bills for June, July, and August 2020

##### B. Personnel

Gerard Ahlgren	.61 FTE	Instrumental
Margaret Anderson	.86 FTE	Administrative Support
Lisa Berman	.07 FTE	Dance
Arthur Mikel Buckner	.14 FTE	Instrumental
Bruce DeMorrow	.14 FTE	Dance
Leslie Erickson	.84 FTE	Paraprofessional
Penelope Freeh	.07 FTE	Dance
Nancy Galatowitsch	1.0 FTE	Administrative Support
Alison Green	.76 FTE	College Counselor
H. Adam Harris	.18 FTE	Theatre
Judith James Ries	.22 FTE	Musical Theatre
Sam Johnson	.37 FTE	Dance
Tiffany LaFond	.84 FTE	Administrative Support
Erinn Liebhard	.06 FTE	Dance
Whitney McClusky	.06 FTE	Dance
Suzy Messerole	.79 FTE	Theatre
Dave Miller	1.0 FTE	Facilities
Shon Parker	.80 FTE	Vocal Arts
Jennifer Pray	.06 FTE	Dance
Aaron Preusse	.06 FTE	Theatre
Hillary Price	.34 FTE	Visual Arts
Susan Reiling	1.0 FTE	Administrative Support
Sara Robinson	.80 FTE	Theatre
Michael Salow	.35 FTE	Instrumental
Elise Santa	.48 FTE	Musical Theatre
Laura Selle-Virtucio	.06 FTE	Dance
Justin Spooner	.79 FTE	Theatre
Darrius Strong	.06 FTE	Dance
Joe Tran	.07 FTE	Dance
Brooks Turner	.62 FTE	Visual Arts

##### C. Minnesota State High School League (MSHSL) Membership Withdrawal

## VII. Open Forum

There were no participants in Open Forum.

## VIII. Action Items

### A. 2020 June Preliminary Financial Statements

M/S Kimpton/Keeley to approve the 2020 June Preliminary Financial Statements as presented. Motion passed unanimously.

Jacobs detailed the 2020 June Preliminary Financial Statements where revenue are anticipated to exceed expenditures by at least \$491,909, with state revenues based on 420 students, 30 ADM lower than budgeted. This large surplus is due to the school receiving a PPP loan which may qualify for forgiveness. However, excluding the PPP loan the deficit due to the decrease in enrollment was much lower than it could have been given the 30 less ADM than represented in the initial budget for FY20. The fund balance is currently projected at 52%. The school is anticipating a receivable for the projected state holdback for FY20. This is currently projected at \$267,949 but will likely be lower due to the decrease in enrollment between the adopted and revised budgets.

### B. 2020 August Financial Statements

M/S Judge/Kimpton to approve the 2020 August Financial Statements through August 31, 2020 as presented. Motion passed unanimously.

Jacobs detailed the working budget where revenues exceeded expenditures by \$22,759, with budgeting state revenues based on 400 students. Current enrollment is 442 students, but ADMs will be adjusted based on students electing PSEO and part-time options. There will also need to be some additional costs associated with startup of the visual arts program that carried over into FY21. The school will receive its state holdback from FY20 of \$235,199 over the next several months.

### C. 2020-2021 Q Comp Goals

M/S Judge/Keeley to approve the 2020-2021 Q-Comp Goals which are carried over from the 2019-2020 school year, as presented. This is an acceptable option for the current school year per the Minnesota Department of Education (MDE). The necessary documentation will be submitted to the Minnesota Department of Education (MDE) by or before the October 1<sup>st</sup> deadline. Motion Passed unanimously.

The percentage of all students enrolled October 1, 2020 in grade 10 at the Saint Paul Conservatory for Performing Artists who earn an achievement level of Meets the Standards or Exceeds the Standards in **Reading** on all state accountability tests (MCA and MTAS) will increase from 80% to 81.6% in 2021.

The percentage of all students enrolled October 1, 2020 in grade 11 at the Saint Paul Conservatory for Performing Artists who earn an achievement level of Meets the Standards or Exceeds the Standards in **Mathematics** on all state accountability tests (MCA and MTAS) will increase from 49.1% to 55.9% in 2021.

The percentage of all students enrolled October 1, 2020 in grade 11 at the Saint Paul Conservatory for Performing Artists who earn an achievement level of Meets the Standards or Exceeds the Standards in **Science** on all state accountability tests (MCA and MTAS) will increase from 67% to 70.8% in 2021.

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

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.

M/S Kimpton/Keeley to authorize Susan Reiling, Executive Assistant to the Superintendent, [reilings@spcpa.org](mailto:reilings@spcpa.org) to act as the Identified Official with Authority (IOwA) for the Saint Paul Conservatory for Performing Artists (#4112-07). Motion passed unanimously.

E. 2020-2021 Revised School Calendar

M/S Judge/Keeley to approve the 2020-2021 Revised School Calendar, previously approved by the Executive & Finance Committee in August, to accommodate for a late start due to COVID-19. Motion Passed unanimously.

F. Policies

M/S Kimpton/Keeley to approve the following polices, as presented. Motion passed unanimously.

- a. Policy 413  
Harassment and Violence
- b. Policy 506  
Student Discipline
- c. Policy 514  
Bullying Prohibition
- d. Policy 522  
Student Sex Nondiscrimination
- e. Policy 700  
School Budget
- f. Policy 703  
Annual Audit

- g. Policy 705  
Purchasing Authority
- h. Policy 709  
Student Transportation Safety
- i. Policy 808  
Face Covering Policy

G. Authorized Signee

M/S Judge/Keeley to approve Kelly Rodieck, Vice-Chair/Treasurer, as an authorized signee, as needed. Motion passed unanimously.

**IX. Reports & Discussion**

A. 2020-2021 Enrollment Summary

Jacobs presented the current enrollment summary for the 2020-2021 school year. There are currently 442 students enrolled. Retention is high during the first month of school. There are currently no students in the waiting pool as all have been invited to enroll for the current school year.

B. Administrative Reports

Jacobs and Goranson provided the Board with updates regarding programming, learning models, procedures, and communications that have been adapted and disseminated in response to COVID-19. Board members receive additional school updates and information via email.

C. Policies & Procedures: First Reading

Jacobs presented the following policies for first reading. Action regarding these policies will be proposed at the November 30, 2020 Regular Business Meeting of the Board.

- a. Policy 427  
Special Education Staff Workload
- b. Policy 524  
Internet Acceptable Use and Safety
- c. Policy 616  
School System Accountability
- d. Policy 806  
Crisis Management
- e. Emergency Preparedness Plan

D. 2021 Board Meeting Calendar

An electronic poll will be sent to Board members soon to obtain feedback on meeting dates during 2021. The Board Meeting Calendar for 2021 will be presented for adoption at the next regularly scheduled business meeting of the Board in November.

**X. Board Comments and Requests**

This is an opportunity for Board members to comment on issues related to the school and make requests regarding information or future board meeting agenda items. Requests for information will typically be provided at the following Board meeting.

Upcoming events for the Board include the following:

- |                                                                                          |                                |
|------------------------------------------------------------------------------------------|--------------------------------|
| A. WBWF Community Presentation                                                           | Date & Time TBD – Virtual      |
| B. (1) Annual Board Training<br>(2) Mission Statement<br>(3) Strategic Planning Workshop | October 26, 2020<br>5:30 p.m.  |
| C. Next Regular Business Meeting<br>Strategic Planning Workshop – Review of Survey Data  | November 30, 2020<br>5:30 p.m. |

**XI. Adjournment**

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