

**High School for Recording Arts
Board of Directors Meeting Minutes
Wednesday, August 22, 2012; 9:00 am**

All Board Members in attendance: Paula Anderson, Wayne Jennings, Carei Thomas, and Darryl Young.

Ex Officio and others: Education Director Anthony Simmons; David Ellis and Bonita Hughes of Studio 4; Andrew Adelman of Designs for Learning

Note: All votes were unanimous unless otherwise stated.

1. Call to order – the meeting was called to order by the Chair, Jennings, at 9:10 with all members in attendance.
 2. Approval of agenda – approved as presented, by common consent.
 3. Minutes: Approve Minutes of June 25, 2012 regular board meeting – a clarification was made regarding the 2012-13 calendar, to reflect that regular school hours are Tuesday through Friday rather than through Thursday. Anderson moved approval of the Minutes as corrected; seconded by Young, and carried.
 4. Financial Updates
 - Updates for 2011-12 – Hughes distributed Financial Report materials: Financial Report Summary dated June 30, 2012; HSRA FY2012 Budget/Actual; Balance Sheet for month ended 6/30/12; Payment Register; Monthly Electronic Transactions for June; Period Balance Report; and Journal Entry Listing, and reviewed them with the Board. There is an estimated \$812,509 deficit for the year thus far. Hughes expects budget to balance once holdback is received. Budget was based on 200 students but final ADM for the year should be between 208-210. Hughes also reported on reorganization of the finance team. Board discussed the HAS program which is currently considered part of HSRA and hence under the oversight of the Board. Simmons was requested to include HAS updates in the Director’s Report. **Jennings moved acceptance of financial reports; seconded by Young, and carried. Anderson moved approval of the Check Register and Electronic Transactions; seconded by Thomas, and carried.**
 - 2012-13 budget – distributed to the Board (was approved at the June meeting).
 5. Director’s Report
 - Enrollment updates – Simmons reported, final ADM from last year is expected to be close to 210.
 - Staffing updates – Simmons reported, HSRA has hired a new math teacher, Maureen Foss, and will hire an additional advisor who will be a paraprofessional. Dan Frey will be lead advisor; Sayra Loftus to be instructional leader; Renee Swanson to provide advisory support; Kowanna Anderson will act as orientation coordinator and provide project support. Also Riana Aulet was hired as a new finance-support person reporting to Bonnie Hughes; Telisa Powell who had been in this position is transferring to be a special education paraprofessional.
 - Facility/property acquisition and lease updates – Simmons reported, Ellis met with the new owner of the 550 Vandalia Street building. Meeting was positive but HSRA will continue to explore other options. Current lease runs through June 2013.
 - Development and grant updates – Simmons reported on the following efforts:
 - HSRA has received a \$10,000 grant from the Hewlett Foundation, the “Deeper Learning” initiative in which HSRA will participate.
 - There is a new project being carried out by HSRA’s Visual Inclusion Program and the Center for School Change – the US Dept. of Education and Target Corp. are funding the project to create videos around PSEO and college enrollment. HSRA has gotten about \$20,000 so far.
 - State Farm gave the school \$10,000 over the summer to create a song for a fall campaign called Celebrate My Drive, promoting safe driving. HSRA students created three songs which are also in the contest associated with the campaign, competing with other Metro-area schools for a \$100,000 prize.
 - Simmons also reported that HSRA is pursuing a relationship with the University of MN-Duluth, to include creating a scholarship fund for HSRA students.
- Jennings moved to authorize HSRA administration to apply for appropriate grants for the school and if approved, to implement the grants; seconded by Anderson, and carried.** Administration should

still report on grant activity, to the Board. Hughes reported, the HAS program is requesting Board approval to apply for a \$75,000 grant to work on teen pregnancy.

- Director and staff evaluations – Simmons reported, is continuing to work with Paula Forbes on this.

6. Board Committee reports

- School Improvement Committee; AYP updates (Anderson, Adelman) – Anderson reported, committee will meet next week. Adelman presented on 2011-12 data to the staff last week. HSRA is still waiting on official AYP data from MDE.
- Parent Advisory Committee – Anderson reported, staff will start approaching people about serving on this committee which HSRA needs to get up and running this year.
- Technology updates – Anderson reported, Matt Brown has been updating Project Excellence and will train staff on this next week. Tech purchases should be less this year compared to last.

7. HSRA Student Transportation Safety Policy updates – Board discussed student transportation, especially issues related to staff transporting students in personal vehicles. Hughes will determine cost for HSRA to add a rider to its liability insurance, to cover staff transporting students in their personal vehicles, or other options to transport students.

8. Board governance items

- Board elections planning update – Simmons reporting, elections should be completed by next meeting. Elections must be held while school is in session. Up for election will be the Community position held by Carei Thomas, the Teacher position held by Darryl Young, and the parent position which is vacant.
- Set 2012-13 meeting dates – proposed dates are Sept. 19, Oct. 24, Dec. 12, Feb. 20, April 17, June 26. **Jennings moved approval of these dates; seconded by Anderson, and carried.**
- Board training planning – Board discussed options for training which is now an ongoing requirement for charter school Board members, and also discussed options for carrying out strategic planning which is required by the Authorizer.
- Board Evaluation – Board of Directors Self-Assessment form was distributed, and members filled it out. Adelman will summarize results, and report to the Board at the next meeting.
- Board forms for the Authorizer: Disclosure of Financial Interest and Conflict of Interest; and Authorizer-School Contract and Annual Renewal Affidavit of Assurances. Adelman reported, HSRA's authorizer has requested these forms be filled out by Board members; blank forms were distributed to Board members, who reviewed and signed them.

9. Approval of financial resolutions

- Annual designation of depository – **Jennings moved approval of University Bank as the depository institution; seconded by Anderson, and carried.**
- Annual delegation of authority for electronic fund transfers (EFT) – **Jennings moved to approve Bonita Hughes, Riana Aulet, and David Ellis to have authority to make electronic fund transfers for HSRA; seconded by Anderson, and carried.**
- Annual designation of signers on school bank accounts – **Jennings moved authorizing school founder David Ellis as the signer for HSRA school bank accounts; seconded by Young, and carried.**

10. Other business – there was none.

The meeting was adjourned at 11:00 am.

Respectfully submitted by Andrew J. Adelman.