High School for Recording Arts Board of Directors Meeting Minutes Wednesday, September 19, 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 Adelmann of Designs for Learning

Note: All votes were unanimous unless otherwise stated.

- 1. Call to order by the Chair, Jennings, at 9:05. There were two additions to the agenda, program waiver update (added under Director's Report), and notice to Authorizer (under Board committee reports). The Agenda was approved by common consent.
- 2. Minutes: Approve Minutes of August 22, 2012 regular board meeting Anderson moved approval of the Minutes as presented; seconded by Thomas, and carried.
- 3. Financial Updates: Hughes distributed documents: Financial Report Summary as of 7/31/12; HSRA FY12 budget; Balance Sheet for month ended 7/31/12; Payment Register; July 2012 Electronic Transactions; Period Balance Report; Journal Entry Listing; FY13 budget; and MDE State Aid Payments Schedule. HSRA is beginning its FY12 audit. Board members signed Letter of Representation for auditors. Hughes reviewed the documents; Board discussed. Jennings moved receipt of financial reports; seconded by Anderson, and carried after discussion re HAS and aspects of vendor payments.

4. Director's Report

- Enrollment updates Simmons reported, enrollment was at 153 on Monday, though nine additional students are attending (yet to complete enrollment). Board discussed efforts to continue recruiting students.
- Staffing updates Simmons reported, there has been one new hire, advisor (paraprofessional) Chadwick Phillips.
- Facility/property acquisition and lease updates Simmons and Ellis reported on HSRA's continued exploration of facility options for the future.
- Development and grant updates Anderson reported, HSRA is working on a "Connections for Performing Arts" grant proposal (Laura Jane Musser Fund), which would support an exchange with educators in Hawaii who are interested in a recording-arts program. The Celebrate my Drive project wrapped up its performance this past weekend, and, is in a contest for a \$100,000 grant. Ellis reported, HSRA plans to apply for a Robert Wood Johnson Foundation grant which focuses on health and academic achievement for young men of color.
- Director and staff evaluations Simmons reported, he is working with Paula Forbes on this and expects to complete the process by the next Board meeting. All staff have up to date job descriptions and performance goals.
- HAS program updates / clarify HSRA's financial and reporting responsibilities for the HAS program Board discussed its responsibility to oversee the HIV/AIDS/STD Prevention and Awareness program. HAS program staff will be asked to present to the board on their program and relationship to HSRA.

- Program waiver update (Anderson) Anderson announced, HSRA did get its innovative program
 waiver approved, as of Sept. 14 staff have waivers to assign credits in various areas when
 working on inter-disciplinary projects, though credits are generally assigned by content-area
 teachers.
- Approval of Fund 1 and Fund 2 Hughes reported, this is a revision to the FY13 budget, to break out the general fund and food service fund. Will be revisited at next meeting.

5. Board Committee reports

- School Improvement Committee; AYP updates Anderson and Adelmann reported to the Board on proposed changes to Performance Targets and Measures for next year (contained in the Annual Report).
- Parent Advisory Committee Anderson noted, there is check-off in enrollment papers, for parents to check off interest in serving on such a committee
- Technology updates no updates.
- Notice to authorizer Jennings reported, the Authorizer has asked about any subcommittees of the Board. These include the School Improvement Committee and Strategic Planning Committee, but none have board-delegated authority.
- 6. HSRA Student Transportation Safety Policy updates Hughes reported on communication with HSRA's insurance representative about legal implications of school staff transporting students in their personal vehicles. In such a case, if there was an accident, it is the primary responsibility of the driver and their insurance. Revisions to HSRA's existing Student Transportation Safety policy will be addressed at the next meeting.

7. Board governance items

- Board elections planning update Simmons reported, there was a mailing to parents and staff requesting nominations for Board positions; today is last day for nominations, after which ballots will be mailed out. The Board election will be held Sept. 24 through Oct. 8; there will be an informational orientation for prospective candidates on Wednesday Oct. 3. Board discussed.
- Board Evaluation Board of Directors Self-Assessment report Jennings noted that this report was sent to the Board; no significant "red flags" were apparent in the report. Board discussed need for training, particularly in school finance.
- Plan for strategic planning process Jennings reminded the board, HSRA's Authorizer expects a strategic plan; Board discussed issues around this.
- 8. Review 2011-12 HSRA Annual Report Adelmann reported, the Annual Report, which is due by October 1, is close to final (was distributed in advance of the meeting). Jennings moved approval of the draft report with the understanding that it will be finalized by HSRA's evaluator under the direction of school administration; seconded by Thomas, and carried.
- 9. Other business there was none.

The meeting was adjourned at 11:20 am.

Respectfully submitted by Andrew Adelmann