

**High School for Recording Arts
Board of Directors Meeting Minutes
Wednesday, October 23, 2013; 9:00 am**

Board Members in attendance: Paula Anderson, Wayne Jennings, and Darryl Young. Absent: Melody Miller, Carei Thomas. Ex Officio and others: David Ellis and Bonita Hughes of Studio 4; Pamela Meade and Andrew Adelman of Designs for Learning

Note: All votes were unanimous unless otherwise audited.

1. Call to order – by the chair, Jennings, at 9:40 with Anderson also in attendance, and Young (by phone-conference).
2. Approve meeting Agenda – contract with Designs for Learning was added, under Other business – Anderson moved approval of the agenda as amended; seconded by Jennings, and carried.
3. Minutes: Approve Minutes of June 26, 2013 regular board meeting – Jennings moved approval of the Minutes as presented; seconded by Anderson, and carried.
4. Financial Updates – Hughes distributed financial report materials: Financial Report Summary dated 8/31/13; August 2013 Summary Income Statement; Balance Sheet dated 9/30/13; HSRA Budget for FY14; Payment Register; Period Balance Report; Journal Entry Listing; and Reconciliation Worksheet dated 8/31/13.
 - 2012-13 updates – final hold-back payment expected this month; HSRA should not have to draw on line of credit to pay bills. Pamela Meade updated the board on preparations for the audit, which will take place at the Designs for Learning offices next week. Prior-year funding of \$117,000 owed by MDE is still outstanding. Also, Anderson reported that a MARSS audit by MDE began 9/25/13 and is not finalized yet.
 - 2013-14 status – Hughes reviewed financial materials for the Board. After review, **Jennings moved receipt of the financial report; seconded by Young, and carried. Jennings moved approval of the Payment Register; seconded by Young, and carried.**
5. Director's Report
 - Enrollment updates – Anderson reported, HSRA has 239 students enrolled at present. Hughes noted that HSRA should raise the cap on enrollment, which is 250 at present. **Anderson moved increasing the enrollment cap to 300 students enrolled; seconded by Jennings, and carried.**
 - Staffing updates – new HSRA staff are: Candace Stewart (special ed. paraprofessional); Geoffrey Gill (special ed. paraprofessional); Lael Booth (special education teacher); Brian Sandifer (special ed. behavioral specialist); Zaire Saunders (education assistant); and Christopher Cross (front desk/security). **Anderson moved approval of the hires; seconded by Young, and carried.** Two staff have left HSRA: Kowanna Powell-Anderson (advisor); and Candice Stewart (special ed. para); also front-desk person Jaynetta Killebrew-Davis moved from the school to the HAS program. **Jennings moved acceptance of the resignations; seconded by Anderson, and carried.**

- Facility/property acquisition and lease updates – parts of the facility are still being finished; Ellis anticipates recording studios will be ready within a few weeks, kitchen within a couple weeks.
 - Development and grant updates – Anderson reported, HSRA submitted grant to Social Venture Partners, for \$75,000 over three years for student entrepreneurship (to facilitate development of a student and alumni-run firm). Also noted, HSRA did get the Musser Fund intercultural grant, for work with a school in Hawaii. **Jennings moved approval of the application to Social Venture Partners, seconded by Young, and carried.**
 - Charter authorization renewal updates – Anderson reported, HSRA submitted its letter of intent to renew, to Pillsbury United Communities; application will be due Nov. 15.
6. Board Committee reports – no reports
 7. HSRA Student Transportation Safety Policy: consider revisions – Hughes reported, per HSRA’s insurance rep, if a staff person drives a student in their car, by law personal coverage is the first thing considered in case of a claim. Proposed policy revisions have been shared with the Board previously **Jennings moved revising the student transportation policy as recommended; seconded by Anderson, and carried.**
 8. Strategic Planning updates – will revisit at next meeting.
 9. HSRA Board membership / elections (Paula Anderson and Wayne Jennings’ terms expire) – Ellis reported, Simmons is working on elections; they will be completed prior to the December meeting. Ellis reported, parent board member Melody Miller has a work conflict mornings. Board discussed rescheduling the December 18 board meeting, to be at 1:30 rather than 9:30. **Jennings moved changing board meeting times from 9:00 to early afternoon, specific time to be confirmed; seconded by Anderson, and carried.**
 10. HSRA Annual Report – Adelman distributed the report in draft form (also sent to the Board electronically prior to the meeting). **Anderson moved approval of the annual report; seconded by Jennings, and carried.**
 11. Other business – Pamela Meade advised the Board, the Designs for Learning services contract for 2013-14 continues services that DL has been providing to HSRA (contract for facilities assistance was approved separately). **Anderson moved approval of the contract with Designs for Learning as presented; seconded by Young, and carried.** Board also discussed board training, which is mandatory annually for all members. HSRA will retain DL to provide training, with administration to identify a date.

The meeting was adjourned at 11:15 am.

Respectfully submitted by Andrew Adelman