

**High School for Recording Arts  
Board of Directors Annual Meeting Minutes  
Wednesday, October 24, 2012; 9:00 am**

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

Ex Officio and others: Education Director Anthony Simmons; David Ellis and Bonita Hughes of Studio 4; Pamela Meade and Andrew Adelman of Designs for Learning; Charlie Ellis and Juan Jackson from Check Yo' Self Health and Wellness Center

Note: All votes were unanimous unless otherwise stated.

1. Call to order – the Chair, Jennings, called the meeting to order at 9:05 am and called upon present Board members to seat Theresa Wells as a new board member. Young moved to seat HSRA parent Theresa Wells on the Board; the motion carried unanimously.
2. Approve meeting Agenda – two revisions were identified – move HAS report up to become agenda item #5; add staff job descriptions under Director's Report – agenda approved by common consent with these changes.
3. Minutes: Approve Minutes of September 19, 2012 board meeting – Young moved acceptance of the Sept. 19 Minutes as presented; seconded by Jennings, and carried.
4. Annual Meeting items
  - Election Report – Simmons reported, there were three nominees for the three open positions: Community member Carei Thomas and teacher member Darryl Young were nominated and re-elected. HSRA Parent Theresa Wells was nominated and elected.
  - Seating of new members – seating of Theresa Wells was addressed immediately after the Call to Order; it was also recognized that community member Carei Thomas and teacher Darryl Young will serve another term on the HSRA Board.
  - Elect officers for 2012-2013
    - Young nominated Jennings nominated for Chair; there were no further nominations, and Jennings was approved as Chair.
    - Young nominated Anderson for Vice Chair; there were no further nominations, and Anderson was approved as Vice Chair.
    - Jennings nominated Young for Secretary; there were no further nominations, and Young was approved as Secretary.
    - Young nominated Thomas as Treasurer; there were no further nominations, and Thomas was approved as Treasurer.
5. HAS Program updates to the Board – Charlie Ellis and Juan Jackson presented, describing their work. This organization has been part of HSRA for two years now. The correct name is the Check Yo' Self Health and Wellness Center; the HIV/AIDS Prevention Program is one of their programs. The center runs primarily grant-funded programs promoting youth health and wellness, particularly combating teen pregnancy and STD's. Staff work with Bonnie Hughes to ensure administrative costs are covered. Board discussed.
6. Financial Updates; Approval of Fund 1 and Fund 2 – Pamela Meade distributed HSRA's July 2012 Summary Income Statement including total budget and year-to-date status; and Balance Sheet as of 7/31/12; and reviewed for the Board.

Next, Meade summarized DL's current financial services to HSRA. There are three service areas: hosting HRA's finance program software; annual audit preparation; and providing an outside look at HSRA finances including generating financial statements. Meade suggested changes to the third area; the Board discussed, and David Ellis agreed to meet with DL and Bonnie Hughes on this matter.

7. Director's Report

- Enrollment updates – Simmons reported, HSRA current has 197 students. Four new students are expected to enroll today; budget is built on 200 but current ADM is 168.
- Staffing updates – no changes since previous meeting.
- Facility/property acquisition and lease updates (item addressed at end of meeting) – Ellis reported on a potential facility that has been identified, and advised the Board that there will be expenses associated with realtor and building representative work, estimated at \$20-30,000. After discussion, **Jennings moved HSRA delegate responsibility to administration to prepare a lease for an appropriate property for the school, to present to the Board; seconded by Young, and carried.**
- Development and grant updates – HSRA has submitted two grant proposals since the previous board meeting – one to the Robert Wood Johnson Foundation for a project which focuses on health and academic achievement for young men of color; and one to support an intercultural exchange with Connections Charter School in Hawaii (students would work together on a music project, using likenesses in cultural history and music as a tool for cultural resilience). Also, HSRA continues working with the University of Minnesota-Duluth, for scholarships for HSRA students who enroll at UMD, also to help HSRA students spend time at UMD before graduating.
- Director and staff evaluations and job descriptions – Simmons reported, an ongoing process is underway to complete evaluations for every staff person at HSRA. Jennings requested job descriptions for the board to review.

8. Board Committee reports

- School Improvement Committee; AYP updates – Adelman reported, SIC meeting is to be scheduled; reviewed annual report which was distributed in its final form to the Board. Board discussed, especially the Board training requirement.
- Parent Advisory Committee – no updates.
- Technology updates – no updates.

9. HSRA Student Transportation Safety Policy: consider revisions. Adelman distributed copies of this policy, which was approved by the HSRA Board 9/14/11, with suggested deletions assuming HSRA won't ask staff to transport students in their own vehicles. Jennings requested administration to review the policy, and revisit this at the next meeting.

10. Board governance items (Board training; strategic planning) – Jennings suggested a Board retreat for purposes of training and strategic planning; Board requested HSRA administration to propose an agenda and potential days for this.

11. Other business – there was none.

The meeting was adjourned at 11:10 am.