

**High School for Recording Arts  
Board of Directors Meeting Minutes  
Wednesday, November 14, 2018; 9:00 am**

*The mission of the High School for Recording Arts is to provide youth the opportunity to achieve a high school diploma through the exploration and operation of the music business and other creative endeavors*

Board Members in attendance: Paula Anderson, Tonya Draughn (left during item #8, after consideration of annual report), Alicia Sullivan, and Darryl Young. Absent: Pamela Weems. Ex Officio and others: Operations Director Matt Brown; David Ellis and Bonita Hughes of Studio 4; Lisa Hasledalen and Andrew Adelman of Designs for Learning

Note: All votes were unanimous unless otherwise stated.

1. Call to order – meeting called to order by the Chair, Anderson, at 9:20, with Draughn, Sullivan and Young also in attendance.
2. Approve meeting Agenda – Anderson moved approval of the Agenda as presented; seconded by Young, and carried.
3. Minutes: Approve Minutes of the October 10, 2018 regular board meeting – Young moved approval of the Minutes as presented; seconded by Anderson, and carried.
4. Board business: Fall Board elections update – Brown reported, nominations process was completed, and four individuals are on ballots for the three open positions. Ballots were distributed last week; deadline for voting is Nov. 26; and new members will be seated on the Board at the Dec. 19 meeting.
5. Financial updates:
  - October 2018 Financial Statement Packet was distributed including a Narrative Summary Report, Reporting Period Overview, Balance Sheet as of 10/31/18, Oct. 2018 Summary Income Statement, FY19 Year-to-date budget for HSRA and the HAS Program, Payment Registers for September and October, and Period Balance Report. Hasledalen and Hughes reviewed for the Board. **Young moved approval of the Financial Statements as presented; seconded by Anderson, and carried.** Anderson extended thanks to Bonnie Hughes, accounting clerk Riana Aulet and HSRA's finance team for an audit without any findings (auditors will report on FY2018 audit at the next meeting).
  - Hughes distributed letter from David Ellis to HSRA Board notifying the Board that Studio 4 will reduce program and management fees to HSRA for FY2018 by \$575,000, also noting that the balance payable to Studio 4 as of June 30, 2018 is \$566,814.33. **Anderson moved acceptance of this donation and acceptance of the balance payable; seconded by Young, and carried.**
6. Director's Report
  - Enrollment updates – Simmons reported, HSRA currently has 300 enrolled; projected ADM of 282 which is significantly below the budgeted figure of 320. Board discussed strategies for both continuing to recruit students and ensuring retention of enrolled students. Board agreed to establish an ADM committee which will report back at the December meeting: members to include Anderson, Brown and Ellis.
  - Staffing updates – Brown reported, there have been no staffing changes since the previous meeting.
  - Development and grant updates – Brown reported, HSRA was awarded Bush Foundation Community Creativity Cohort grant. He attended three day retreat with HSRA director Tony Simmons, with 39 other organizations, regarding using art to solve community problems. Also, Brown advised the Board contractor Timothy Jones applied for a grant to do pilot / exploratory work in Washington, DC toward an HSRA-model school in the DC area; Jones has been awarded a \$7500 grant from the High Tech High Graduate School – New School Creation Fund, and is

requesting HSRA to be the fiscal agent for this grant. Jones has shared a proposed budget which Brown reviewed for the Board. Board discussed taking this on, including appropriate administrative fee for HSRA. **Anderson moved HSRA agree to be the fiscal agent for Timothy Jones for the HTH Graduate School New School Creation Fund grant, pending HSRA administration determining an appropriate admin. fee; seconded by Sullivan, and carried.**

7. Board Committee reports
  - School Improvement Committee / Directors' meeting – no report.
  - Parent advisory board – Brown reported, parent group will be meeting later this week – Asst. Director for Student Support & Engagement Dan Frey is working with a parent on this.
8. New Business:
  - 2017-18 Annual Report – Adelman reviewed draft for the Board (sent out in advance and distributed at the meeting). Board reviewed items yet to be completed and process for wrapping up the report by the Nov. 30 deadline. **Anderson moved approval of report pending final edits to be completed by Nov. 30; seconded by Draughn, and carried.**
  - World's Best Workforce Report – distributed in advance and at the meeting; Board reviewed draft. **Anderson moved approval of the report as presented; seconded by Young, and carried**
  - Homeless Education grant report – Adelman updated Board on this grant effort, shared with MN Internship Center, which provides for the Housing Advocate position shared between the two schools.
9. Old business
  - Quality School Review report – Anderson reported, application was submitted by the deadline, 11/1/18; HSRA is now waiting to hear from PUC. Authorizer visit scheduled week after Thanksgiving.
  - Strategic Plan updates – Board will establish date by the December meeting for addressing this with broader input.
10. Public comment – there was none
11. Other business – there was none, and the meeting was adjourned at 11:05 am.

Respectfully submitted by Andrew Adelman