

**High School for Recording Arts
Board of Directors Special Meeting Minutes
November 30, 2020; 9:00 am**

Location: virtual meeting via Google Meet: meet.google.com/qdr-bnos-tfq

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, Pamela Weems (joined during item #7), Dennis Welch, and Darryl Young. Absent: Alicia Sullivan. Ex Officio and others: Executive Director Anthony Simmons; David Ellis, Matthew Brown 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 – by the Chair, Anderson, at 9:05 with Welch and Young also in attendance
2. Approve meeting Agenda – one new item was added: World’s Best Workforce report, to Board Committee Reports; the Agenda was approved with this addition, by common consent.
3. Minutes: Approve Minutes for November 11 – Anderson moved acceptance of the Minutes as presented; seconded by Welch, and carried.
4. Financial Updates – including addressing shift of rent-revenue from the General Fund to building company funds. Financial Statement packet was shared with Board prior to meeting, including a Narrative Summary Report dated Sept. 2020; Reporting Period Overview; Balance Sheet dated 9/30/20; Summary Income Statement; FY21 Budget with year-to-date figures; Payment Register; Period Balance Report; Journal Entry Listing; and Studio 4 letter announcing a reduction in program and management fees for Fiscal 2020, of \$158,240. Hughes reviewed for the Board, noting updates through November will be presented at the next meeting, likewise updated grant budgets which are yet to be updated for FY21. Board reviewed the financial updates. **Young moved acceptance of financial report; seconded by Anderson, and carried. Anderson moved acceptance of the Payment Register; seconded by Young, and carried.**

Next, the Board reviewed the Studio 4 management fee forgiveness letter – it states, \$158,240 of FY20 management fee is forgiven; balance payable to Studio 4 as of June 30, 2020 remains, at \$950,788. **Anderson moved acceptance of the debt forgiveness letter from Studio 4; seconded by Welch, and carried.**

5. Director’s Report
 - Enrollment updates – Simmons reported, as of 11/20, HSRA has 332 students enrolled; ADM for the year thus far is 318.98. Attendance rate for the year so far is over 65%, which compares to 61.25% at this time last year.
 - Staffing updates – Brown reported, there are two additions to staff: Montana Hirsch, and Jon Engelking, both advisors. **Anderson moved acceptance of the new hires; seconded by Young, and carried.**

- Development and grant updates – Simmons and Anderson updated the Board on HSRA’s partnership with architect Randall Fielding, and on the Ramsey County partnership which provides work-based learning employment for students. Adelman advised the Board, HSRA’s application for an American Indian Education grant has been submitted to the state of MN, for \$21,970.
6. Board Committee reports
- School Improvement Committee / Directors’ meeting – Adelman updated the Board on HSRA’s World’s Best Workforce status report for 2019-20, draft of which was shared in advance of the meeting. Board reviewed; report will be submitted as required.
 - Strategic Planning committee: Strategic plan review / update – board discussed process for resuming strategic planning. Will schedule meeting after winter break.
7. New Business
- Board election plan and set Annual Meeting – Brown advised the Board that nomination forms for the open Community member position will go out today; Board discussed process. **Anderson moved to appoint Matt Brown, Saintanne Tipton, and Tony Simmons as the election committee for 2020 HSRA Board elections; seconded by Welch, and carried.**
 - Approve draft 2019-20 Annual Report – AA reviewed the report draft which was shared with the Board in advance of the meeting. It will be finalized and submitted to the authorizer by end-of-day. Weems joined the meeting at this point.
 - Volunteer Handbook (addressed earlier in the meeting) – Anderson noted the importance of having a handbook addressing expectations and requirements of volunteers, similar to the staff handbook. Adelman will check with Designs for Learning’s HR dept. for possible examples.
8. Old business
- Update on charter contract negotiations with PUC – Simmons will contact Larry McKenzie of PUC regarding HSRA’s updated contract.
 - Student Handbook revisions – proposed amendments were shared with the Board; Board to review and vote on at the next meeting.
9. Public comment – there were none
10. Other business
- Consider scheduling December meeting – Board discussed; next regularly-scheduled meeting is Jan. 13 which will be the annual meeting (HSRA Board will not meet in December)

David Ellis called for a moment of silence for HSRA alum Eddie Hodges who was killed over Thanksgiving break.

Respectfully submitted by Andrew Adelman