

**High School for Recording Arts
Board of Directors Meeting Minutes
Wednesday, December 12, 2012; 9:00 am**

Board Members in attendance: Paula Anderson (out of meeting for items 1-3 and part of 6), Wayne Jennings, Carei Thomas, and Theresa Wells. Absent: Darryl Young. Ex Officio and others: David Ellis and Bonita Hughes of Studio 4; Andrew Adelman of Designs for Learning

Note: All votes were unanimous unless otherwise noted.

1. Call to order – Meeting was called to order by the Chair, Jennings, at 9:10 with Thomas and Wells also in attendance.
2. Approve meeting Agenda – Bullying Policy was added under Director’s Report; Agenda was accepted as revised by common consent.
3. Minutes: Approve Minutes of October 24, 2012 board meeting – Jennings moved approval of the Minutes as presented; seconded by Thomas, and carried.
4. Financial Updates; approve moving \$4,200.00 from the General Education fund into the Food Service fund (addressed at end of meeting). Hughes distributed a financial report including: HSRA FY13 budget and actual through September (paid based on 200 students, though budget is built on 210); Payment Register; Detail Payment by Vendor; and Monthly Electronic Transactions for August and September. **Board reviewed, after which Jennings moved receipt of the financial reports; seconded by Anderson, and carried. Anderson moved approval of the payment register through September; seconded by Thomas, and carried.**

Hughes advised the Board, action is required to move funds from the General Fund to Food Service to keep the Food Service fund from ending the year in the red. **Anderson moved to transfer \$4200 from Fund 1 to Fund 2 to cover negative Fiscal 2012 balance in Fund 2; seconded by Jennings, and carried.**

Hughes reported, the 2011-12 audit has been completed; paper report will be completed before Dec. 31. A Compliance Report for Audited UFARS Data submitted 11/30/12 was shared with the Board, showing total Fund 1 revenue of \$3,403,248 and expenses of \$3,395,967; Fund 2 revenue of \$54,299 and expenses of \$61,074; Fund Balance 6/30/12 of \$401,050. **After discussion, Jennings moved approval of the audit; seconded by Anderson, and carried.** Audit will be distributed to the Board, and the auditors will be invited to the next meeting to present it to the Board.

Ellis requested authorization to spend funds for facility renovation; Board discussed. **Jennings moved to approve up to \$200,000 of the fund balance to be spent for facility improvement if needed; seconded by Anderson, and carried.**

5. Check Yo’ Self Health and Wellness Center updates to the Board (Center staff) – no report.
6. Director’s Report

- Enrollment updates – Anderson reported, there were 215 students enrolled as of yesterday.
 - Staffing updates – Ellis reported, there have been no changes since previous meeting.
 - Facility/property acquisition and lease updates – Ellis reported on progress planning facility renovations for HSRA for next year. The Board also discussed the benefits of having an advisory group to address financial/fundraising aspects. **Anderson moved establishment of an advisory board for purposes of community relations and fundraising as a subcommittee of this board, to include one HSRA board member; seconded by Jennings, and carried.** Anderson will be the HSRA member who will fill this role.
 - Development and grant updates – no updates.
 - Director and staff evaluations; review job descriptions – Anderson reported, she and Tony Simmons are meeting with each staff member to review job descriptions and establish goals. There will be a professional development plan for each staff member.
 - Bullying Prohibition policy – Anderson reported that per attorney’s review, HSRA’s policy on bullying needed to be revised; a new policy was distributed. Board reviewed this policy which was provided by HSRA attorney Paula Forbes. **Thomas moved approval of the policy as presented; seconded by Wells, and carried.** Policy requires identification of internal and external contacts for reporting bullying incidents.
7. Board Committee reports
- School Improvement Committee; AYP updates – no updates.
 - Parent Advisory Committee – Anderson reported, HSRA had an excellent parent / presentation night Nov. 15, well attended and student presentations went well.
8. HSRA Student Transportation Safety Policy: consider revisions – not addressed.
9. Board governance items
- Board training – Jennings reminded Board members of the state requirement for all board members to have an initial training in board governance, finance, and personnel responsibilities, and for ongoing training. Board members discussed. New member Theresa Wells will attend training provided by Brian Rossi to cover the three topics, at the Kelly Inn Dec. 15. Ongoing training will be done through strategic planning.
 - Strategic planning; schedule for Jan. 3 Board retreat – Board discussed date for the retreat, and rescheduled for Feb. 8, at the Wright Building, 2233 University Avenue W. Adelman will facilitate the training, and will send a draft retreat Agenda to members in advance.
10. Other business – there was none, and the meeting was adjourned at 11:00 am.

Respectfully submitted by Andrew Adelman