

**High School for Recording Arts  
Board of Directors Meeting Minutes  
December 13, 2017; 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: Paula Anderson, Tonya Draughn (present during items #4-8), Carei Thomas, and Darryl Young. Absent: Alicia Sullivan. Ex Officio and others: Education Director Anthony Simmons; Director of Operations Matt Brown (joined meeting during item #5); David Ellis and Bonita Hughes of Studio 4; Lisa Hasledalen and Andrew Adelman of Designs for Learning; Tom Hodnefield of Redpath and Company

Note: All votes were unanimous unless otherwise stated.

1. The meeting was called to order by the Chair, Anderson, at 9:15 with Thomas and Young also in attendance.
2. Approve meeting Agenda – Anderson noted an item to be added under Old Business, update on fundraising item from previous meeting. Young moved acceptance of Agenda with this addition; seconded by Thomas, and carried.
3. Minutes – Young moved acceptance of the Minutes of the November 8, 2017 regular board meeting as presented; seconded by Anderson, and carried.
4. Financial Updates – Anderson welcomed Tom Hodnefield, to present the audit report
  - Auditor’s report for 2016-17 – Hodnefield distributed HSRA’s Fiscal 2017 audit report, and reviewed for the Board, beginning with the debt covenant related to the building (this requirement has been met). Auditor’s report represents a clean opinion. Net pension liability, a new requirement, drives a negative change in HSRA’s net position; however, balance in the General Fund increased by \$81,482, to \$604,703 as of June 30, 2017. There are three audit findings, minor ones which are common in charter schools: Audit Adjustments/Year End Closing Process; Expense Coding Process; and Prompt Payment of Local Government Bills. Also distributed to the Board, and reviewed in the meeting, was the Audit Management Letter. **Anderson moved acceptance of the auditor’s report; seconded by Thomas, and carried.**
  - 2017-18 financial updates – Hughes distributed a November 2017 Financial Statement Packet including a Narrative Summary Report; Reporting Period Overview for Nov.; Balance Sheet dated 11/30/17; Nov. 2017 Summary Income Statement; HSRA year-to-date budget; Payment Register; Period Balance Report; and Reconciliation Worksheet Report dated 11/30/17. Hasledalen reviewed these documents for the Board. Hughes advised the Board, the HAS program budget is ready for approval (this was not done previously). **Anderson moved approval of the HAS Program budget as presented; seconded by Young, and carried. Young moved acceptance of the Payment Register and Period Balance Report; seconded by Draughn, and carried.**
5. Board membership / election update – Matt Brown reported, HSRA needs to form a committee to carry out the Board election; there will be 30 days’ notice and 30 days for the election. **Anderson nominated Young to serve as a Board member on the election committee; this was seconded by Draughn and there were no further nominees; motion carried.** Election is for community member Alicia Sullivan’s position as she was appointed to the Board to serve until an election could be held. Annual meeting will take place after the election.
6. Director’s Report
  - Enrollment updates – Simmons reported, enrollment as of yesterday is 341; ADM for the year so far is 311.41.

- Staffing updates – Matt Brown reported, three staff have left employment at HSRA since the November board meeting: Savannah Lewis; Aeesha Gosa; and Tranecia Sylvester, all program facilitators in HAS – they are seeking to hire staff to replace them.
  - Development and grant updates – Simmons reported, HSRA has submitted another grant to State Farm, relating to distracted driving. Board also discussed several potential future grants HSRA may apply for.
7. Board Committee reports
- School Improvement Committee – no report. Board discussed options for addressing school improvement committee responsibilities through the monthly directors’ meetings.
  - Parent Advisory Committee – no report. Simmons will determine responsibility for parent involvement.
8. New Business:
- HSRA Annual Report – report was completed by Designs for Learning and turned in to the authorizer Nov. 30. It has been distributed to the Board and is posted on the school website. **Anderson moved approval of the annual report; seconded by Young, and carried.**
  - HSRA World’s Best Workforce plan – Adelman advised the Board of the state’s requirements for this plan which is due Dec. 15; Board discussed data gathering processes. **Thomas moved approval of the WBWF Plan; seconded by Young; and carried.**
  - Board training plan (required by Authorizer); Board Self-Assessment – Adelman advised the Board of authorizer’s training requirement. Anderson will identify a plan, by next meeting, for training to include the new member who will be elected in January (all currently serving members were trained in the three statutorily required categories in May 2017). A Board Self-Assessment survey was distributed to members. This item is part of HSRA’s goals and measures for the authorizer, in the category of Governance.
  - Executive Director Job Description – this was distributed to the Board in advance, and in hard-copy at the meeting. Adelman summarized the proposed process for ED performance review based on the job description. **Anderson moved approval of summary job description; seconded by Thomas; and carried.** A director review committee will be appointed at the next meeting.
9. Old business: update on fundraising opportunity – Anderson reported, having investigated LINX2Funds, regarding which the board heard a presentation at the November meeting, administration concluded it would be more work for HSRA than justified,
10. Public comment – there was none.
11. Other business – there was none.

The meeting was adjourned at 11:20 am.

Respectfully submitted by Andrew Adelman