

**High School for Recording Arts
Board of Directors Annual Meeting Minutes
Wednesday, December 14, 2016; 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, Wayne Jennings, and Darryl Young. Absent: Tonya Draughn; Carei Thomas. Ex Officio and others: Education Director Anthony Simmons; David Ellis and Bonita Hughes of Studio 4; Andrew Adelman of Designs for Learning; and Tom Hodnefield of Redpath and Company.

All votes were unanimous unless stated otherwise.

1. Call to order – by the Chair, Jennings, at 9:05, with Anderson and Young also in attendance.
2. Approve meeting Agenda – the auditor’s report was moved from Financial Updates to become item #3 on the Agenda; Agenda approved by common consent with this change.
3. Auditor’s report – audited Financial Statements for Fiscal 2016 were distributed, including Audit Management Letter from Redpath and Company, for both HSRA and its Building Company which is counted in the audit as a separate fund. Tom Hodnefield from Redpath and Company reviewed for the Board. Net position declined, largely due to added liability with the building purchase: Fund Balance in the HSRA General Fund declined by \$164,298 after significant debt forgiveness by Studio 4, from \$687,519 to \$523,221. There were three findings: Audit Adjustments/Year End Closing Process/Building Company; Cash Disbursement Process; and Prompt Payment of Local Government Bills. Only the first is considered a material weakness, and relates to commingling of school and Building Company activities. The Board and Ellis reviewed findings and discussed strategies to address the finding.

Anderson moved HSRA engage Redpath & Company to assist with clarification of bond covenants; seconded by Young, and carried. Jennings moved approval of audit report; seconded by Anderson, and carried.

4. Minutes: Young moved approval of the Minutes of HSRA’s October 19 regular Board meeting as presented; seconded by Anderson, and carried.
5. Annual Meeting items
 - Board election report (one Parent/Community, and one Teacher position) – Simmons reported, Paula Anderson received most votes; tie for second place, between Jennings and Sok Keo (parent). Jennings declined to stand for election. **Jennings moved to certify the election of Paula Anderson and Sok Keo to the HSRA Board; seconded by Young, and carried.**
 - Elect officers for the year – Chair, Vice Chair, Secretary and Treasurer
 - Young nominated Paula Anderson for Chair; there were no further nominations; Anderson accepted and was approved unanimously.
 - Anderson moved to nominate Darryl Young for Vice Chair; there were no further nominations; Young accepted and was approved unanimously.
 - Anderson moved to nominate Tonya Draughn for Secretary/Treasurer; there were no further nominations. The motion was approved unanimously.
 - Board training plan – board discussed. **Anderson moved HSRA ask Designs for Learning to carry out Board training to cover the three required areas, and other areas of particular concern to HSRA; seconded by Young, and carried.**
6. Financial Updates
 - Forgiveness of Studio 4 fees for FY16 – Hughes distributed letter forgiving \$700,000 in program and management fees, dated 11/17/16.

- 2016-17 financial status – Hughes distributed an October 2016 Financial Statement Packet, prepared by Lisa Hasledalen of Designs for Learning, including a Narrative Summary Report, Period Reporting Overview, Balance Sheet dated 10/31/16, Summary Income Statement, HSRA Budget including HAS program, Payment Register, Period Balance Report, and Bank Reconciliations; and reviewed contents for the Board. Board reviewed, and noted there will be a budget meeting after winter break, including Lisa Hasledalen of Designs for Learning. **Jennings moved receipt of the financial report; seconded by Anderson, and carried. Anderson moved acceptance of the Check Register; seconded by Young, and carried.**

Hughes reported, the HAS program has been awarded two grants from the MN Department of Health with additional revenue resulting in a change to the HAS budget, which now totals \$386,426. **Jennings moved approval of the amended budget for HAS; seconded by Anderson, and carried.**

7. Facility purchase financing and construction updates – Ellis reported, construction is very close to complete; has met with contractor Rochon recently regarding minor final items.
8. Director's Report (Simmons)
 - Enrollment updates – Simmons reported, current enrollment is 346; current ADM is 305.26. If enrollment remains above 340 through April, HSRA should complete the year with ADM of about 321. Overall percent-of-attendance is 57.81%.
 - Staffing updates – Simmons reported, there were three new hires: Rudolf Long, special ed. support specialist; Jen Hinds, special ed. administrative assistant; and Vicki Mack, Work Coordinator. Lead special ed. facilitator Dario Otero resigned and special ed. facilitator Tracy Richardson's employment was terminated; HSRA has ceased contracting with college counselor Katherine Beecham and is renegotiating the contract with her. **Anderson moved acceptance of Dario Otero's resignation, Tracy Richardson's termination of employment, the renegotiation of Katherine Beecham's contract, and the three new hires; seconded by Young, and carried.**
 - Development and grant updates – Simmons noted, there are no new grants, but proposals have been submitted since previous meeting (it was noted, the Board made a blanket approval for grant submissions previously).
9. Board Committee reports
 - School Improvement Committee / Academic and Non academic authorizer goals – Anderson reported, Schoolology is a significant change. Final versions of Academic and Non-academic authorizer goals are included in the Annual Report which was finalized Nov. 30.
 - Parent Advisory Committee – Young reported, HSRA had a good parent night in November. Board will follow up on committee issue.
10. HSRA Board elections update – addressed in Annual Meeting items.
11. New business
 - Approve HSRA 2015-16 Annual Report – report was distributed electronically prior to the meeting, and at the meeting in hard-copy. **Jennings moved approval of the report; seconded by Anderson, and carried.**
 - Approve HSRA World's Best Workforce plan (also distributed to the Board) – **Anderson moved approval of the Plan; seconded by Young, and carried.**
12. Public comment – there was none.
13. Other business – Simmons expressed appreciation on behalf of the school to Wayne Jennings, for his long-term leadership on the HSRA Board. It was announced that HSRA has been nominated for the NAACP Image Award for its Royalty project with Sounds of Blackness, in two categories, Best Song and Best Collaboration.

The meeting was adjourned at 11:25.

Respectfully submitted by Andrew Adelman