

**High School for Recording Arts  
Board of Directors Meeting Minutes  
Wednesday, December 17, 2014, 10:30 am**

Board Members in attendance: Paula Anderson, Wayne Jennings, Carei Thomas, and Darryl Young. Absent: Tonya Draughn. Ex Officio and others: Education Director Anthony Simmons; David Ellis and Bonita Hughes of Studio 4; Lisa Hasledalen and Andrew Adelman of Designs for Learning; and attorney John Cairns.

NOTE – all votes were unanimous unless otherwise stated. This meeting was preceded by training on Governance, delivered by John Cairns.

1. Call to order – meeting was called to order by the Chair, Jennings, at 10:35, with Anderson, Thomas and Young also in attendance.
2. Approve meeting Agenda – the Agenda was approved as presented by common consent with one change, deletion of item #8 re Strategic Planning which was repetitive..
3. Minutes:
  - Approve Minutes of October 29, 2014 regular board meeting – Anderson moved approval of the Minutes as presented; seconded by Thomas, and carried.
  - Approve Minutes of November 12, 2014 special board meeting – Anderson moved approval of the Minutes as presented; seconded by Thomas, and carried.
4. Strategic plan status report – Adelman updated Board on revisions HSRA administration recommends to the strategic plan (also sent out in advance of the meeting), to update the plan for 2014-2017. Board discussed, and identified a few additional revisions. **Young moved approval of the strategic plan with changes discussed by the Board; seconded by Anderson, and carried.**
5. Financial Updates – materials were distributed: Financial Report Summary as of 11/30/14; HSRA FY15 budget with November year-to-date; Nov. 2014 Summary Income Statement; Balance Sheet as of 11/30; Monthly Electronic Transactions for Oct. and Nov. 2014; Payment Register for Oct. and Nov.; Period Balance Report; SHR and SF Outstanding Payments; Journal Entry Listing; Reconciliation Worksheet dated 11/30; HAS Program budget with November year-to-date and Budget Justification.
  - 2013-14 update on audit – Hughes reported, she attended an exit meeting on the audit Dec. 15; Fund Balance declined by \$261,000 but the school retains a positive fund balance, and the number of audit findings was reduced. The auditor will be asked to report to the Board at the next regular meeting in February.
  - 2014-15 status – Hasledalen and Hughes reviewed financial documents for the Board. **Jennings moved receipt of the financial reports; seconded by Anderson, and carried.** Next the board reviewed the Payment Register. **Jennings moved approval of the Payment Register for October and November; seconded by Young, and carried.**

Next, board reviewed the HAS program budget which has changed with inclusion of new grants. **Jennings moved approval of HAS grants and FY15 budget revisions; seconded by Anderson, and carried.**

6. Director's Report

- Enrollment updates – Simmons reported, as of today there are 296 students enrolled; ADM for the year so far is 260.35. The budget is built on 250 students. Average percent-of-attendance is 56.24%; HSRA staff continue to work on how to fully engage all students.
- Staffing updates – Simmons reported, HSRA has hired three part time general-ed. paraprofessionals to assist advisors: DaNie Willsun; Michael Padgett; and Adrian Gorder. **Anderson moved approval of the three new advisor-assistants; seconded by Thomas, and carried.**
- Facility/property acquisition and lease updates; consider bondholder contract provisions – Ellis updated the Board on wrap-up of work on the facility. John Cairns continues to work on process for bonding for facility purchase by the HSRA Building Company.
- Development and grant updates – Ellis reported to the board on new partnerships working to establish homeless and highly-mobile students in housing. Anderson advised the Board, HSRA did not receive the applied-for State Arts Board grant. An expected partner pulled out of the project; Simmons will continue to investigate. Later in the meeting, development director Todd Barnes provided an update to the Board on development, fundraising and social media efforts which are ongoing.

7. Board Committee reports

- School Improvement Committee – has not met; Adelman recommended they meet in January.
- Parent Advisory Committee – have not met.

8. Legal / policy updates

- Legal update re social media / email – Board discussed, with reference to material in the MACS member newsletter from November newsletter. Board's intent not to communicate regarding board business via social media was affirmed.
- Update on bank account security – no action was required on this.
- Update on policy re pay advances to staff – Jennings advised the board, public bodies are not allowed to do this. HSRA's intent not to do this was affirmed. Also, Jennings advised the Board, MDE has generated an updated Bullying Policy which is aligned with revised state statute. HSRA's anti-bullying policy will be reviewed for comparison with the model policy.

9. Other business – The need for a special board meeting was noted, for purpose of considering a revised Studio 4 contract. This meeting was set for Wednesday, January 21, at 9:00; it will be followed by training on Personnel, to be delivered by John Cairns.

The meeting was adjourned at 12:15 pm.

Respectfully submitted by Andrew Adelman.