

**High School for Recording Arts
Board of Directors Meeting Minutes
Wednesday, December 18, 2013; 9:00 am**

Board Members in attendance: Paula Anderson, Wayne Jennings, Carei Thomas, and Darryl Young. Absent: Melody Miller. Ex Officio and others: Education Director Anthony Simmons; David Ellis and Bonita Hughes of Studio 4; Pam Young and Andrew Adelman of Designs for Learning

Note: All votes were unanimous unless otherwise stated.

1. Call to order – the meeting was called to order by the Chair, Jennings, at 9:10 am.
2. Approve meeting Agenda – approved as presented, by common consent.
3. Minutes: Approve Minutes of October 23, 2013 regular board meeting – Thomas moved approval of the Minutes as presented; seconded by Young, and carried.
4. Annual Meeting items
 - Election Report – Simmons reported, just started the election cycle process; letter will be mailed this Friday to start the election cycle which will elect new members by the Feb. 12 meeting. Previously-elected parent member Melody Miller is off the Board due to her son's withdrawal from the school. Board discussed options for filling the balance of the current parent member's term, which runs until October 2015. **Anderson moved appointing Pamela Weems to serve out the remainder of the parent member's term; seconded by Young, and carried.**
 - Board training plan – Jennings reminded the Board, this is an annual requirement for all board members, with more-detailed requirements for new members. **Anderson moved contracting with Designs for Learning for board training, with emphasis on HSRA specific financial practices; seconded by Thomas, and carried.** Date for Board training was set for Thursday, Feb. 13, starting at 9:00 am.
5. Financial Updates – Hughes distributed financial documents: Financial Report Summary dated Oct. 31; Oct. 2013 Summary Income Statement; FY14 budget through 10/31; HAS program budget; Balance Sheet dated 10/31/13; Payment Register; October 2013 Electronic Transactions; Period Balance Report through October; Journal Entry Listing; and a Reconciliation Worksheet dated 10/31/13.
 - 2012-13 audit updates – Hughes reported, audit has been uploaded; preliminary exit-interview done with auditors last week. Fund balance was reduced by \$102,000. HSRA's ADM for last year was 200. Board discussed. Auditors will be invited to report to the Board at the February meeting. Ellis cautioned the Board, substantial deficit spending relating to the facility occurred after 6/30/13.
 - 2013-14 status; consider revised FY14 budget – Pam Young reviewed current Financial data for the board. There is a General Fund operating deficit of \$359,490 as of October 31. HSRA has received 28% of budgeted revenue and recorded 37% of budgeted expenses. Board reviewed and discussed. **Jennings moved receipt of financial reports; seconded by Young, and carried. Jennings moved approval of the Payment Register; seconded by Thomas, and carried.**
6. Director's Report
 - Enrollment updates – Simmons reported, ADM as of today is 217.84; current enrollment is 218. Enrollment has been holding steady at about 220. Studios are still not available, but HSRA expects to have construction done by the end of the holiday break. Simmons also noted that having an off-duty police officer at the front desk has helped ensure security. **Jennings moved**

approval of use of police officers at administration's discretion to provide security; seconded by Anderson, and carried. Finally, Simmons reported on HSRA's upcoming student recruitment campaign, which will begin over the holiday break and will include ads in several media.

- Staffing updates
 - One termination: Special Ed. paraprofessional Candace Stewart left employment at HSRA
 - New hires: Special Ed. para's Nick Phillips and Regina Jackson; studio special ed. para Danny Faring; and front desk staff person Malik Hallon. **Jennings moved approval of the newly hired staff; seconded by Young, and carried.**
 - Restructuring – David Anderson was moved from front-desk to become a Special Ed. para; Teacher-advisor Dan Frey will replace Kowanna Powell-Anderson who was assistant director of student support and engagement; teacher/advisors Joey Cienian and Lael Booth will be new lead advisors (Lael the lead advisor for Special Ed.)
 - Facility/property acquisition and lease updates – Simmons reported, the kitchen is very close to ready to be turned over the vendor, Done Right Food. Should result in a profit to the school, as the vendor will also be able to do other food prep in the kitchen. Studio spaces and front desk reception area are being finalized. HSRA is seeking outside funds to support finalizing the gym space.
 - Development and grant updates – Simmons reported, HSRA did not get Social Venture Partners grant reported on at last meeting. HSRA is applying to the Shavlik Family Foundation for a technology grant for which advisor Joey Cienian took the lead (would support purchase of technology equipment).
 - Charter authorization renewal updates – Anderson reported, this was submitted to Pillsbury United Communities.
 - Update on MARSS audit – Anderson reported, this is still in process with MDE but initial exit interview went well. HSRA has been able to provide all the information requested.
7. Board Committee reports
- School Improvement Committee; consider draft goals/measures for 2013-14 – Anderson reported, HSRA has been identified as a Continuous Improvement school which requires generating an improvement plan. School improvement team will meet to address. The Title I budget will be revised as required to set aside 20% of Title funds for professional development related to the improvement plan.
 - Parent Advisory Committee – Anderson reported, a number of parents have expressed interest in serving.
 - HAS program report – Simmons reported, they have gotten good publicity recently and visited Washington DC for an event at the White House.
8. Strategic Planning updates – administration will schedule a meeting to review the strategic plan, which is to be done by January.
9. Other business – there was none, and the meeting was adjourned at 10:55.

Respectfully submitted by Andrew J. Adelman