

**High School for Recording Arts
Board of Directors Annual Meeting Minutes
Wednesday, February 12, 2014; 9:00 am**

Board Members in attendance: Paula Anderson, Wayne Jennings, Pamela Weems, and Darryl Young. Absent: Carei Thomas. Ex Officio and others: Education Director Anthony Simmons; David Ellis and Bonita Hughes of Studio 4; Pam Young, Lisa Hasledalen and Andrew Adelman of Designs for Learning; Tom Hodnefield of HLB Tautges Redpath, Ltd.

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 with Anderson, Weems and Young also in attendance
2. Approve meeting Agenda –approved by common consent with 2 items added – school lunch update under Director’s Report, and legislative updates under other business.
3. Minutes: Approve Minutes of December 18, 2013 regular board meeting – Young moved approval of the Minutes as presented; seconded by Anderson, and carried.
4. Annual Meeting items
 - Election Report Simmons reported – 2 people nominated, Paula Anderson and Wayne Jennings, and they were elected.
 - Seating of new members – the two new members were seated for another term, to run through fall 2016.
 - Elect officers for the remainder of 2013-14 – Chair, Vice Chair, Secretary and Treasurer
 - Anderson nominated Jennings as Chair
 - Young nominated Anderson as Vice Chair
 - Anderson nominated Young as Secretary/TreasurerThere were no further nominations, and this slate of Officers was elected unanimously.
 - Board training plan – board members’ mandatory training to be provided by Designs for Learning, which was scheduled for Feb. 13, was moved ahead to March 5 (from 9:00 am-noon).
5. Financial Updates (Hughes)
 - 2012-13 audit report – copies of the audit report were distributed and Tom Hodnefield from HLB Tautges Redpath. Hodnefield summarized the report for the Board, including the eight audit findings. The auditor is offering a clean or unqualified opinion of HSRA finances. Board discussed. Hodnefield also advised the Board that a corporate filing for HSRA’s building company is overdue; Hughes will take care of filing this with the Secretary of State’s office. **Anderson moved acceptance of HSRA’s Fiscal 2013 audit; seconded by Young, and carried.**
 - 2013-14 status; consider revised FY14 budget – Hughes distributed documents: Financial Report Summary dated 12/31/13; Dec. 2013 Summary Income Statement; Balance Sheet dated 12/31/13; Payment Register; Monthly Electronic Transactions for November and December; a Period Balance Report; Reconciliation Worksheet dated 12/31/13; and budget for HAS. Pam Young introduced Lisa Hasledalen who will be taking over as DL’s finance person working with HSRA. Hughes and Young reviewed the financial report, which shows HSRA with an operating deficit of \$482,981 as of Dec. 31; 57% of budgeted expenses have been recorded and 47% of budgeted revenue as been received. Board reviewed. It was also reported that HSRA received previous-year unpaid Special Ed. funds owed from MDE, of \$116,000. **Acceptance of the finance report**

was moved by Jennings, seconded by Young, and carried. Approval of the payment register was moved by Jennings, seconded by Anderson, and carried.

6. Director's Report (Simmons)
 - Enrollment updates – Simmons reported, HSRA currently has 245 students; projected ADM for the year is 221 for the year. Ellis reported, HSRA is still recruiting students.
 - Staffing updates – Simmons reported that Melissa Ho, school nurse, was hired (contractor, part time).
 - Facility/property acquisition and lease updates – recording studios are now open and being used; HSRA's kitchen awaits final inspection approval. Ellis reported, HSRA has a four-year option for the building company to purchase the building; planning is beginning for a capital campaign to raise funds for this purpose.
 - Development and grant updates – Anderson reported, HSRA is applying for a Promise Fellow grant, which would provide more staff to work on the Check & Connect program; also plan to apply for an AT&T Aspire grant which would provide \$100,000 per year for 2 years. HSRA hasn't heard on the Shavlik Family Foundation technology grant (noted at December meeting).
 - Charter authorization renewal updates – Simmons reported, the authorizer renewal application was submitted; PUC is scheduling site visits at HSRA to address governance/operations, and the learning program.
 - Update on MARSS audit – Anderson reported, this audit of attendance data from the 2011-12 school year, has been completed but HSRA is still awaiting word on the outcome of the audit.
 - School lunch update – HSRA kitchens are still awaiting approval from city inspectors.
7. Board Committee reports
 - School Improvement Committee; consider draft goals/measures for 2013-14, and Continuous Improvement School Plan – Adelman distributed draft Targets/Measures for 2013-14. **Jennings moved approval of the Targets/Measures with the stipulation that they may be adjusted if needed per meeting with the authorizer; seconded by Young, and carried.** Adelman reported that the improvement plan, required for HSRA's Title I application, has been developed with input from Anderson and lead teachers, and is close to ready for approval.
 - Parent Advisory Committee – no report.
 - HAS program report – no report. HAS budget will be reported to the board for approval at the next meeting.
8. Strategic Planning updates – Adelman reminded the board about the authorizer's expectation for the strategic plan, which was generated last spring, to be reviewed as to status of the elements of the plan. Jennings requested administration do this, and have a report ready to be presented at the board training session March 5.
9. HSRA Student Handbook – Simmons and Adelman reported, the Handbook as been updated, though further updates may be done as policies are updated. Copies were distributed, in advance and at the meeting. **Young moved approval of the handbook as presented; seconded by Anderson, and carried.**
10. Other business – Board discussed proposed state legislation that would affect charter schools if approved. Also, Simmons announced the release of HSRA's latest student recording, *The Next Move*.

The meeting was adjourned at 11:05 am.

Respectfully submitted by Andrew Adelman