

**High School for Recording Arts
Board of Directors Meeting Minutes
Wednesday, February 17, 2016; 9:00 am**

Board Members in attendance: Paula Anderson, Tonya Draughn (arrived during item #5, before any motions were made), Carei Thomas, and Darryl Young. Absent: Wayne Jennings. Ex Officio and others: Education Director Anthony Simmons; Development Director Todd Barnes; David Ellis and Bonita Hughes of Studio 4; Lisa Hasledalen and Andrew Adelman of Designs for Learning; attorney John Cairns.

Note: All votes were unanimous unless otherwise stated.

1. Call to order – the meeting was called to order by the Vice Chair, Anderson at 9:15 with Thomas and Young also in attendance.
2. Approve meeting Agenda – it was noted that a revised FY '16 HSRA budget including the HAS program would be presented in the Financial Updates; property tax update from Cairns in the Facility purchase item; Todd Barnes to address fundraising process / policy under Development & grant updates; and John Cairns to provide an update on state desegregation lawsuit, under Other business. Anderson moved approval of the Agenda with these adjustments; seconded by Thomas, and carried.
3. Minutes: Approve Minutes of December 9, 2015 annual board meeting – Anderson moved approval of the Minutes as presented; seconded by Thomas, and carried.
4. Set date for special meeting to consider expulsion – Anderson reported, a hearing has been set for Monday, Feb. 22 to consider an expulsion. This may not move forward but if it does, the Board will need to schedule a special meeting to make the final decision. Meeting was tentatively scheduled for Wednesday Feb. 22, at 9:00 am.
5. Financial Updates for FY2016 – a December 2015 Financial Statement Packet was distributed including: Narrative Summary Report; Period Reporting Overview dashboard; Balance Sheet; Summary Income Statement; Payment Register; Journal Entry Listing; Period Balance Report; and Bank Reconciliations. Other financial documents distributed: HSRA budget for FY16, approved by the Board 7/28/15; HAS budget consisting of four grant budgets (TANF, YMSM, Promise Grant and Prep Grant). Hasledalen reviewed the Financial Statement documents for the Board. Board discussed. It was noted, no payments have been received by HSRA from the Building Company yet. After Board discussion, there were three motions:
 - **Anderson moved acceptance of December financials; seconded by Young, and carried.**
 - **Anderson moved to increase HSRA revenues and expenditures of \$325,640 to reflect the HAS program for Fiscal '16; Draughn seconded, and carried.**
 - **Anderson moved to amend HSRA's Fiscal 2016 budget adding \$122,000 to reflect property taxes; seconded by Young, and carried.**
6. Facility purchase financing and construction updates
 - Property tax update (addressed under item #5) – Cairns advised the Board, charter schools are exempt from real estate taxes. He reported the Ramsey County Assessor is taking the position that the exemption does not become effective until January 1, 2017 thus HSRA Building Company must pay real estate taxes due for the ownership period in 2015 and for all of 2016 (half due in May; the other half due in October). Cairns advised that a change in MN law adopted in 2010 suggests that the Assessor is mistaken. In order to challenge the Assessor's position it would be necessary to begin a Tax Court proceeding. He distributed a memo re HRA Building Company Property Tax Appeal. HSRA should be exempt from the day property was acquired (10/9/2015) but will need to be taken to MN Tax Court to clarify. Board discussed. **Anderson moved to authorize Cairns to file the appropriate tax form and investigate options to pursue the property tax case; seconded by Thomas, and carried.**
 - Ellis reported (also during item #5), construction on the gym is behind, by 3-4 weeks; Board discussed.

7. Director's Report
 - Enrollment updates – Simmons reported, current enrollment is at 312 students with ADM of 310.68 for the year so far. If HSRA retains at least 315 students, we will meet goal for the year of 300 ADM.
 - Staffing updates – Simmons reported: HSRA has hired Charles Davis for Security; Khuluna Pringles as part time Social Studies teacher; Jeffrey Reeves as general ed. para; and have signed a contract for replacement health assistant Angel Adams. Interviewing for special ed dept. positions, teachers and para's. Special ed para Damon Trent has left employment at HSRA.
 - Development and grant updates, including the Homes for HSRA initiative and fundraising process / policy – Development Director Todd Barnes distributed documents to the Board: Development Report, Gateway to Home Student/Family Housing Options Meeting notice including options for funding proposed Hip Hop House; and Proposed Fundraising Policies and Procedures. Barnes reported on development activities referencing these documents. Gateway to Home project as envisioned, with 24-hour staffing on site, has revenue shortfall; meeting to consider options for addressing this is to be held later today. The St. Paul Chamber of Commerce will meet at HSRA 3/31/16; and second annual Spring Gala fundraiser will be held in new HSRA gym 6/18/16. Barnes also reviewed the proposed Fundraising Policies and Procedures for the Board.
8. Board Committee reports
 - School Improvement Committee – Simmons reported, there was a meeting of HSRA directors and other key staff at Wilder Feb. 5 during which staff reviewed HSRA Vision Statement, statement of culture and strategic plan. Committees were identified to update language for these documents; finalized versions will be brought to the Board for final approval. Anderson reported, we are starting to gather data on the first semester including credits earned by students continuously-enrolled for the fall first semester. Also, early indications suggest retention rate, for October 1 to February, is worse this year than last, for Oct. 1 to this point in the year. Board discussed. A Promise Fellow grant has been submitted, requesting five positions for next year; also underway is an Arts Access and festival grant (MN State Arts Board).
 - Parent Advisory Committee – Anderson reported, HSRA social worker Tabitha Wheeler setting date for parent meeting.
9. Public comment – there was none.
10. Board training plan and survey – Adelman reminded the Board, training needs to be scheduled; Simmons will work with Cairns on this. Also, PUC accountability measures call for HSRA board members to annually complete a survey to identify areas for improvement. This will be taken up at the April meeting.
11. Board background checks – PUC now requires its authorized schools to certify that there have been criminal background checks of Board members as well as staff. Draughn and Thomas filled out forms authorizing the checks; Hughes will send one to Jennings (checks have already been done on Anderson and Young who are HSRA staff).
12. Other business – Cairns updated the Board re progress of the lawsuit challenging MDE's proposed desegregation rule which would adversely impact charter schools. Simmons reported, HSRA will be featured next month at the Deeper Learning conference sponsored by the Hewlett Foundation. Also, he and David Ellis will travel next month to Harvard University to present there about HSRA; and Ellis will present at New York University in May.

Meeting was adjourned at 11:10am. The next regularly scheduled meeting of the HSRA Board is April 13, 2016.

Respectfully submitted by Andrew Adelman