

**High School for Recording Arts
Board of Directors Meeting Minutes
Wednesday, February 20, 2013; 9:00 am**

Board Members in attendance: Paula Anderson, Wayne Jennings, Carei Thomas, and Theresa Wells. Absent: Darryl Young. 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; Tom Hodnefield of Tautges Redpath LLC.

Note: All votes were unanimous unless otherwise stated.

1. Call to order – the Chair, Jennings, called the meeting to order at 9:05 am.
2. Approve meeting Agenda – the Agenda was approved as presented, without objection.
3. Minutes
 - Approve Minutes of December 12, 2012 regular board meeting – Anderson moved approval of the Minutes as presented; seconded by Thomas, and carried.
 - Approve Minutes of January 11, 2013 emergency board meeting – Jennings moved approval of the Minutes as presented; seconded by Thomas, and carried.
4. Financial Updates – Pam Young distributed financial documents for HSRA through November 30, 2012: Financial Report Summary; Summary Income Statement; Balance Sheet; Check Register; Payment Register; Electronic Transactions for October and November; and a Period Balance Report.
 - Financial updates on FY2013 – Pam Young reviewed the financial documents for the Board. There is an operating deficit of approximately \$56,000; this should be covered by holdback revenues. Budget should be balanced if ADM's remain as budgeted or higher. **Anderson moved receipt of financial reports for Nov. 30; seconded by Jennings, and carried.** Next, board reviewed check, payment and electronic transactions registers (include credit card details). **Jennings moved approval of the check register and electronic transactions; seconded by Anderson, and carried.** Financial documents through December will be shared with the Board by next week.
 - Auditor's report on FY2012 – Tom Hodnefield of HLB Tautges, Redpath, Ltd. distributed copies of audited Financial Statements for the year ended 6/30/12, and summarized for the Board, including the eight audit findings. The auditor is offering a clean or unqualified opinion of HSRA finances. Board discussed findings. Finding six referenced loss of state special education aid, of approximately \$117,600. Anderson reported, this had to do with the date of submission of MARSS data which MDE claims was late but the school believes was done on time. HSRA is seeking to recover these funds (the issue remains in dispute with MDE). It was noted that Studio 4 reduced its management fee for FY12 by \$76,000 in response to this loss of revenue; if these funds are recovered, these funds will be reimbursed by HSRA to Studio 4.
5. Director's Report (Simmons)
 - Enrollment updates – Simmons reported, current ADM is 197. Enrollment at present is 209 (budget is based on ADM of 200). Anderson reported on staff's efforts to increase

student retention; Simmons reported on recruiting efforts. Percent-of-attendance average for the year so far is 58.08%.

- Staffing updates – no changes since previous meeting
- Facility/property acquisition and lease updates – Ellis reported, HSRA administration has been moving forward on facility, seeking the permits that will be required for HSRA to move into its new facility by summer.
- Development and grant updates – Ellis reported, there will be a fund-raising gathering at the school March 21, with a presentation on the new facility, asking for donations and also asking supporters to hold similar events to support the school. This will be the kick-off of a new capital campaign for HSRA. Anderson reported, HSRA has been approved by the Laura Jane Musser fund for a grant to support a cooperative project between HSRA and a similar program in Hilo, Hawaii. This will support student exchanges leading to a joint recording. Grant application was for \$30,000 but has been approved for \$20,000. Simmons reported, HSRA has been approved by State Farm Insurance for another community grant for next year: this will support environmental learning and urban cycling in particular.

6. Board Committee reports

- School Improvement Committee – Anderson reported, the committee met last week, and reviewed progress toward school goals
- Parent Advisory Committee – no report.
- Community Relations and Fundraising Subcommittee (established 12/12/12) – has not yet met, but HSRA staff/administration are taking steps in this direction.

7. HSRA Student Transportation Safety Policy: consider revisions. Jennings requested a recommendation from administration regarding what the Board should act on to revise the policy. Item will be addressed at the next meeting.

8. Board governance items

- Board training – no updates.
- Strategic planning; reschedule Board retreat – Adelman distributed a suggested agenda for the strategic planning retreat. This was rescheduled for Saturday, March 9 from 9:00 am to 4:00 pm, at HSRA.

9. Other business – there was none.

The meeting was adjourned at 10:45 pm.

Respectfully submitted by Andrew Adelman