

**High School for Recording Arts
Board of Directors Meeting Minutes – DRAFT
Wednesday, February 22, 2017; 9:00 am**

The mission of the High School for Recording Arts is to provide youth the opportunity to achieve a high school diploma through the exploration and operation of the music business and other creative endeavors

Board Members in attendance: Paula Anderson, Sok Keo, Carei Thomas, and Darryl Young. Ex Officio and others: Operations Director, Matt Brown; David Ellis and Bonita Hughes of Studio 4; Lisa Hasledalen and Andrea Krause of Designs for Learning. Tonya Draughn arrived during item #6.

All votes were unanimous unless stated otherwise.

1. Call to order – by the Board Chair, Anderson, at 9:05 am with Young, Keo, and Thomas, also in attendance.
2. Approve meeting Agenda: Anderson called to review the agenda. Young moved to approve agenda as presented; seconded by Thomas, and carried.
3. Minutes: Young moved to approve the December 2016 minutes with the correction of a typo on page one; seconded by Thomas and the Minutes were approved as amended.
4. Financial Updates: Lisa H started 9:30, need to approve November, December, January: Payment registers in packets.
 - Update on clarification of bond covenants – addressed under Facility Purchase below.
 - 2016-17 Financial report: Hasledalen distributed payment registers for November 2016, December 2016, and January 2017 for review and approval. As of January, 2017 HSRA has received in Fund 01 a total of \$2,583,467 or 50% of its current budgeted amount. The school has expended in Fund 01 \$2,784,334 or 54% of the current budgeted expense, leaving a deficit balance of \$200,867. In Fund 02 the school has expended 61% of budgeted funds and has a deficit of \$33,379. HSRA has a total cash balance of \$1,759,067 at the end of January across all funds. The HAS program budget is now included in the overall HSRA budget. Board reviewed. **Young moved approval of the November payment register; seconded by Thomas and carried. Thomas moved approval of the December payment register; seconded by Anderson, and carried. Young moved to accept January Financials; seconded by Thomas, and carried.**
5. Facility purchase financing and construction updates: Hughes, Ellis, and Anderson have a call scheduled with the representative from Wells Fargo on 2/23/2017 to isolate a discrepancy in how cash on hand is calculated. Via Wells Fargo's calculations HSRA did not meet the cash on hand requirement for bonding, but based on the calculations of HSRA the school has. The penalty for not meeting the cash on hand requirement is to hire the suggested consultant from Redpath to ensure the school meets this requirement. HSRA retained the services of the suggested consultant, per decision at the December meeting.
6. Director's Report: Director Simmons is at a conference. Matt Brown, Operations Director, gave the directors report in his absence.
 - Enrollment updates: 55.65% attendance, current ADM is 318; current enrollment is 353. If enrollment continues to stay above 340, projected ADM through April is 324. Budget was done on an ADM of 310.
 - Staffing updates: No staffing losses. One hire, Phil O'Neill as a Special Education Paraprofessional. HSRA has submitted limited license application for Mr. O'Neill.
 - Development and grant updates: Anderson reported on two grants:

- ECMC Foundation New Schools Venture Fund application has been submitted. The grant would provide the school with \$200,000 for replication, building capacity, and professional development.
 - HSRA was awarded a grant from the St. Paul Foundation to pursue work on the St. Paul Youth Village. \$56,000 of \$100,000 will be released to the school by 3/8/2017, with the remainder released in September.
7. Board Committee reports
- School Improvement Committee / Academic and Nonacademic authorizer goals (sent to members in advance of the meeting, and also distributed in hard copy at the meeting) – the Authorizer goals were written three years ago, and are in effect for five years. Before finalizing, the school team is meeting with the Authorizer to revise some of the goals to better reflect the mission and vision of HSRA with current resources and interventions. **Thomas moved approval of the targets and measures pending adjustments made after meeting with Pillsbury; seconded by Draughn and carried.**
 - Parent Advisory Committee: Positive feedback from the most recent Parent Night. HSRA changed the way Parent surveys were collected and received significantly more back than last year. Surveys are in the process of being tallied. Staff received positive feedback from parents on the implementation of separate Advising and Teaching staff this school year.
8. New business
- Conflict of Interest forms/Board background checks: Board members completed an updated “Affidavit of Assurance” from PUC. The signed forms were collected by Anderson to be sent to PUC.
 - Health Insurance: Board members reviewed the draft Purchase of Group Health Insurance Policy (sent to members in advance of the meeting, and also distributed in hard copy at the meeting). The purpose of the policy is to ensure accountability and transparency in purchasing health insurance for the school. The board would like to revise the form to include Stakeholders in the review and selection of the health insurance plan. HSRA also needs to clarify number of hours to be considered full time for an employee (24 vs. 30). **Anderson moved to approve the current form pending clarification regarding stakeholders from the school, and the number of hours required to be a full time employee; seconded by Thomas, and carried.** The form will be finalized at the next meeting.
9. Public comment – Board offered formal condolences issued to Bonnie and Tony on the loss of family members.
10. Other business: update on NAACP Image Awards: HSRA students were nominated for two awards, for the “Royalty” single in collaboration with Sounds of Blackness. Beyoncé won both awards. Students enjoyed attending the Red Carpet event and awards ceremony. **Formal congratulations to the students and families moved by Young; seconded by Anderson, and carried.**

The meeting was adjourned at 10:50 am.