

**High School for Recording Arts
Board of Directors Meeting Minutes
Wednesday, February 25; 9:00 am**

Board Members in attendance: Paula Anderson, Tonya Draughn, Wayne Jennings, and Carei Thomas. Absent: Darryl Young. Ex Officio and others: Education Director Anthony Simmons; David Ellis and Bonita Hughes of Studio 4; Lisa Hasledalen and Andrew Adelman of Designs for Learning; attorney John Cairns; auditor Tom Hodnefield of Redpath and Company, Ltd.

Note: All votes were unanimous unless otherwise stated.

1. The meeting was called to order Call to order by the Chair, Jennings, at 9:05 with all members but Darryl Young in attendance.
2. Approve meeting Agenda – the Agenda was approved by common consent with the addition of Employment Law Training to be provided by John Cairns, at the end of the meeting.
3. Approve Minutes of December 17, 2014 regular board meeting – Anderson moved approval of the Minutes as presented; seconded by Thomas, and carried.
4. Financial Updates (Hughes, Hasledalen)
 - 2013-14 audit report – Tom Hodnefield of Redpath & Company reported to the Board on the audit (management was updated previously). This was a clean audit report, with three minor findings which Hodnefield discussed for the Board.
 - 2014-15 status updates – Hughes distributed financial documents: Financial Report Summary as of 12/31/14; State Aids Report run 12/26/14; FY15 Budget with Dec. 2014 to-date (revenue based on 250 students); Dec. 2014 Summary Income Statement; Balance Sheet as of 12/31/14; Monthly Electronic Transactions for Dec. 2014; Payment Register with Dec. 2014 data; Period Balance Report; Outstanding Payments report; Journal Entry Listing; and Reconciliation Worksheet as of 12/31/14. Hasledalen and Hughes reviewed for the Board. **Jennings moved receipt of financial reports; seconded by Anderson, and carried. Jennings moved approval of the Payment Register; seconded by Anderson, and carried.**
5. Director's Report (Simmons)
 - Enrollment updates – Simmons reported, enrollment today is 300 students; ADM of 273.46. Overall percent-of-attendance for year to date is just below 55%. Board discussed enrollment and attendance; also the tracking of graduation data.
 - Staffing updates – paraprofessional Edward Scott resigned to accept other employment; HSRA is in the process of hiring a replacement.
 - Facility/property acquisition and lease updates; consider bondholder contract provisions – Ellis updated the Board on current status of the HSRA facility; Cairns reported on progress planning to purchase the facility via the HSRA building company. A special board meeting was set for March 25 to consider facility financing matters.

- Development and grant updates – no update
 - Stages software presentation – provide by HSRA technology manager Matt Brown. Brown provided a demonstration of this software which is being used to track the evaluation of all staff. There will be semi-annual evaluations of all staff, with staff goals and other documentation tracked in Stages.
6. Board Committee reports
 - School Improvement Committee – a meeting will be scheduled
 - Parent Advisory Committee – Anderson reported, they are to meet this evening
 7. Strategic plan updates; consider HSRA Statement of Culture (documents distributed in advance and in hardcopy at the meeting) – Statement was reviewed by Board and minor edits identified.
 8. Contract update: consider revised HSRA-Studio 4 contract – Cairns advised the Board, a revised contract is being developed which will state which employees are hired by Studio 4 vs. the school, and provide more detail on programmatic aspects delivered by Studio 4.
 9. Policy update: consider revised Bullying Policy (document distributed in advance and in hardcopy at the meeting) – Adelman reported, this was undertaken in response to new state requirements for bullying policies; the revised policy was generated by editing HSRA's existing policy to incorporate new state requirements, included in a model policy released by MDE. **Anderson moved approval of the revised Bullying Policy; seconded by Jennings, and carried.**
 10. Other business – there was none.
 11. Employment Law Training – John Cairns provided this training for Board members in attendance, and Tony Simmons and Bonita Hughes.

The meeting was adjourned at 11:40.

Respectfully submitted by Andrew Adelman

NOTE: John Cairns provided governance training to Tonya Draughn, who missed previous training, after the end of the meeting.