

**High School for Recording Arts  
Board of Directors Meeting Minutes  
February 7, 2018; 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, Tonya Draughn (arrived at beginning of item #5), Carei Thomas, and Darryl Young. Absent: Alicia Sullivan. Ex Officio and others: David Ellis, Bonita Hughes and Matthew Brown of Studio 4; Lisa Hasledalen and Andrew Adelman of Designs for Learning

Note: All votes were unanimous unless otherwise stated.

1. Call to order – the meeting was called to order by the Chair, Anderson at 9:20 with Thomas and Young also in attendance.
2. Approve meeting Agenda – Anderson moved approval of the Agenda as presented; seconded by Thomas, and carried.
3. Minutes: Approve Minutes of the December 13, 2017 regular board meeting – Young moved approval of the Minutes as presented; seconded by Thomas, and carried.
4. Board membership / election update – Brown reported, nomination process is concluding for the one open position on the Board; ballots will be sent out at the beginning of next week after which the election will be completed in two weeks.
5. Financial Updates – Financial Statement Packet distributed including Narrative Summary Report; Reporting Period Overview for Dec. 2017; Balance Sheet dated 12/31/17; Summary Income Statement; HSRA & HAS Program budget with December Actuals; Payment Register; Period Balance Report; and Reconciliation Worksheet Report dated 12/31/17. Hasledalen reviewed the reporting documents for the Board. **Thomas moved acceptance of the financial report; seconded by Young, and carried.**
6. Director's Report – provided by HSRA Director of Operations Matthew Brown
  - Enrollment updates – current enrollment is 347 students with current ADM of 314. Budget is based on 315 students; ADM will be above 315 if the school maintains enrollment above 340 to the end of February.
  - Staffing updates – four staff members have left HSRA employment – Courtney Farlow, sped. teacher; Jeffrey Reeves, sped para/advisor; Marissa Tejada, Promise Fellow); and Ilandrea Nichols, general ed. advisor. There was one new hire, Nicole Belle-Isle, sped. case manager.
  - Development and grant updates – HSRA has received a grant for \$215,000 from the New School Venture Fund for replication efforts and has applied for a grant from the Charter Growth Fund, for \$250,000.

7. Board Committee reports
  - School Improvement Committee – Anderson reported, strategic plan reviewed at last week’s HSRA Directors’ meeting and one minor change identified; Adelman is to facilitate focus groups regarding school culture. Directors’ meeting went over a number of data items including graduation rate. It was noted that one of HSRA’s two monthly directors’ meetings fills the School Improvement Committee function, while the other addresses operational matters.
  - Parent Advisory Committee – no report. There is a parent meeting tomorrow evening.
8. New Business: Executive Director review committee. Adelman distributed a draft survey document, showing a survey for comment on the Executive Director’s performance, based on the job description approved at the December meeting. Survey is based on the summary job description which was approved at the December meeting. Board discussed; survey will be completed by Tony Simmons himself, the Board members, and his direct-reports. Matt Brown and Paula Anderson will coordinate the survey effort.
9. Old business: Board training plan – it was clarified that the current board including the newest member, Alicia Sullivan, was trained in May 2017. Training for 2017-18 will need to be completed by the end of the year, with any new member starting training right away.
10. Public comment – there were none.
11. Other business – there was none.

The meeting was adjourned at 10:00 am.

Respectfully submitted by Andrew Adelman