

**High School for Recording Arts  
Board of Directors Annual Meeting Minutes  
March 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, and Darryl Young. Absent: Alicia Sullivan and Carei Thomas. Ex Officio and others: Business Manager Bonita Hughes and Director of Operations 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 9:35 with Draughn and Young also in attendance.
2. Approve meeting Agenda – Anderson noted one item to add to the agenda: preliminary discussion of Diverse Media Institute (DMI) under New Business. Young moved approval of the Agenda as amended; seconded by Draughn, and carried.
3. Minutes: Approve Minutes of the February 7, 2018 regular board meeting – Anderson moved approval of the Minutes as presented; seconded by Young, and carried.
4. Annual Meeting Items
  - Board election report (one Parent/Community position) – Brown reported, there was just one nominee for the Parent / Community position, Alicia Sullivan; there were no write-in votes. **Board accepted Sullivan’s election.** This is a three-year term running from Fall 2017 to Fall 2020.
  - Elect officers for the year – Chair, Vice Chair, Secretary and Treasurer – Young nominated Anderson for Chair; there were no further nominations. Young nominated Draughn for Secretary/Treasurer; there were no further nominations. Anderson nominated Young as Vice Chair; there were no further nominations. **Board approved this slate of officers, unanimously.**
  - Board training plan – all members have been trained in the three mandated areas (Governance, Personnel, and Finance); Board discussed needs for future training. **Anderson moved carrying out training in the required areas with additional emphasis on procedural elements to be done by Designs for Learning; and with additional training regarding aligning board activities and subject matter with school academic goals; seconded by Draughn, and carried.**
5. Financial Updates – a Financial Statement Packet was distributed including a Narrative Summary Report as of January 2018; Reporting Period Overview for Jan.; Balance Sheet as of 1/31/18; Jan. 2018 Summary Income Statement; HSRA Budget with Jan. actuals, Payment Register, Period Balance Report, and Reconciliation Worksheet Report. Hughes reviewed for the Board. Board discussed a number of budget items. Apparently over-budget Salaries and Wages item under Administration will be revisited at the next meeting. **Young moved acceptance of the Financial Report; seconded by Anderson, and carried.**
6. Director’s Report – Director of Operations Matt Brown reported to the Board.

- Enrollment updates – current student enrollment is 350; current attendance rate for the year so far is 54.74%; and Average Daily Membership for the year is projected at 319 (budget is based on 315).
- Staffing updates – there were four new hires: Jewellyn McLaurin, cultural liaison; Philip Espinoza Day, special ed. para / advisor; Brieana Peery, Promise Fellow / Advisor; and Winford Morrisey, Promise Fellow.
- Development and grant updates – Brown reported, no new updates but HSRA has gotten payment for New Schools Venture Fund grant (announced at February meeting).

7. Board Committee reports

- School Improvement Committee – Adelman noted, HSRA is ready to begin spring Measures of Academic Progress (MAP) testing. It was noted that HSRA Directors’ data meetings fill the function of a School Improvement Committee. Anderson reported, the most-recent directors’ data meeting focused on grad rate which is an area of concern; the Directors will continue discussing, and involving teachers and advisors in identifying strategies to support students in moving toward graduation.
- Parent Advisory Committee – Adelman reported meeting with Director of Student Support and Engagement Dan Frey and HSRA parent Patricia James who has agreed to assist in coordinating parent involvement. HSRA family group will meet Thursday, March 22.

8. New Business:

- Succession plan – Adelman advised the Board, this is a new requirement from the authorizer. HSRA administration will generate a draft plan by March 14.
- Diverse Media Institute (DMI) – Anderson reported, HSRA Founder David Ellis asked her to mention this new initiative to the Board – HSRA is exploring the possibility of involvement in starting a two-year nonprofit college, to be located at HSRA, which would target HSRA students and students of similar background. Ellis requested Board support for further exploration of this possibility, in the interest of benefitting students and helping to build an ongoing connection for students to postsecondary endeavors.  
**Young moved authorizing HSRA administration to explore the development of a “Diverse Media Institute” nonprofit postsecondary program at HSRA; Draughn seconded, and the motion carried.**

9. Old business: Director review process – survey regarding Executive Director’s performance has been posted; Brown reported, four direct-reports and four Board members have now completed the survey. Board discussed the process. Once survey responses are all in, Designs for Learning will generate a report to the review committee, then schedule a director review meeting with the ED. A report of survey results will be released to the Board after the meeting.

10. Public comment – there was none.

11. Other business – Draughn advised the Board on efforts to bring the St. Paul and Minneapolis mayors to the building in April, as part of voter-engagement efforts, and in support of the St. Paul Youth Village.

The meeting was adjourned at 10:45.

Respectfully submitted by Andrew Adelman