

**High School for Recording Arts  
Board of Directors Meeting Minutes  
Wednesday, April 12, 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*

All Board members in attendance: Paula Anderson, Tonya Draughn (left after item #8), Sok Keo, Carei Thomas, and Darryl Young. Ex Officio and others: Education Director Anthony Simmons; Development Director Todd Barnes; David Ellis and Bonita Hughes of Studio 4; Andrew Adelman of Designs for Learning; attorney John Cairns.

Note: All votes were unanimous unless otherwise stated.

1. Call to order – by the Chair, Anderson, at 9:25 with all members in attendance
2. Approve meeting Agenda – there were three additions: cash on hand requirements to be added to Financial Updates; scheduling Board training to be added under committee reports; event announcement after Minutes – Anderson moved approval of the Agenda with these additions; seconded by Young, and carried.
3. Minutes: Approve Minutes of the February 22, 2017 board meeting – Young moved approval of the Minutes as presented; seconded by Thomas, and carried.
4. Event announcement (added) – Anderson advised the Board, there is an event at the school tomorrow night: a Community Forum which is to be attended by City Council members, St. Paul Mayor, chief of police. An announcement was distributed to the Board. A Pioneer Press article incorrectly implied HSRA sponsoring the event (HSRA is hosting the event but is neutral on the issues to be addressed).
5. Financial Updates – Hughes distributed a February 2017 Financial Statement Packet including a Narrative Summary Report dated February, Reporting Period Overview, Balance Sheet dated 2/28, HSRA FY17 budget, February Summary Income Statement, Payment Register, Period Balance Report, and Reconciliation Worksheet Report dated 2/28; she reviewed Packet items for the Board. **Young approved acceptance of the Financial Statement as presented; seconded by Thomas, and carried.** Hughes noted, there are a number of items to be corrected in the Payment Register (will be corrected in the April statement). **Anderson moved acceptance of the check and payment register pending corrections; seconded by Thomas, and carried. Young moved acceptance of the Period Balance report; seconded by Thomas, and carried.**

Cash on Hand – Anderson advised, part of bonding covenant requires HSRA to have 45 days' cash on hand 6/30/17, last day of the school's fiscal year. HSRA fell slightly short of meeting this requirement on 6/30/16; has consulted with accountants as required Cairns reported, he investigated this with Tom Hodnefield from Redpath, HSRA's audit firm; and suggested options to ensure the cash-on-hand requirement can be met. This item will be revisited at the next meeting.

Cairns also addressed the board re property tax issue – options for challenging the additional property tax due to the one-year delay in re-categorizing HSRA's site as non-profit. Board discussed, and created a committee made up of Anderson, Hughes, Ellis, Young, and Simmons to address this. The HSRA Building Tax Committee will meet Wednesday April 19, at 2:00 pm.

6. Facility purchase financing and construction updates (include update on cash-on-hand requirement for bond covenants) – addressed in the above
7. Director's Report

- Enrollment updates – Simmons reported, HSRA currently has 359 students enrolled; current ADM = 327. ADM for the year has been conservatively projected as 330.
- Staffing updates – Simmons reported, there was one resignation, social worker Ed Morales. Position may not be replaced by year's end.
- Development and grant updates – Anderson reported, has submitted 2 proposals: to MN State Arts Board, \$148,000 request for a collaborative project with local artists, focusing on “intergenerational inclusiveness”; also applied to be Best Buy Tech Center. Simmons reported, HSRA has received three grants: \$54,500 from the St. Paul Foundation: African-American Futures Initiative, support a feasibility study around the St. Paul Youth Village concept; \$50,000 from the New School Venture Fund, to explore replication opportunities in Los Angeles; and \$15,000 from State Farm, to support a student project to create a song and video focusing on distracted driving. Also, HSRA has applied for support from the ECMC Foundation to replicate the EdVisions model; grant of \$500,000 over four years would help HSRA strengthen its project-based model, and build capacity to support replication. Simmons also reported, HSRA did not get a proposed Shavlik Foundation grant which would have supported technology for HSRA's maker-space. Young reported, HSRA received a \$5,000 grant from Allina to support HSRA's athletic program. **Anderson moved acceptance of all grants that have been approved; seconded by Thomas, and carried.**

Barnes reminded the Board, HSRA's third annual gala will be June 3. The event will honor Carei Thomas for his contributions to the school; also Randy Jenson of Lubrication Technologies and his wife Rosie for their support of HSRA over many years.

8. Board Committee reports

- School Improvement Committee / Updated Targets / Measures for school goals for the Authorizer – Anderson reported, committee had a good meeting with Lexi Prahll and Larry Mackenzie from Pillsbury United Communities. Anderson reported, meeting verified that HSRA's school-specific goals and measures will continue to be primary, though the school also needs to report data on measures for PUC's Performance Framework which are the same for all PUC-authorized charter schools. PUC will welcome a proposal of revised Goals and Measures for 2017-19, the last two years of the five-year charter contract.
- Parent Advisory Committee – Parent Night will be next Thursday, April 20.
- Board training – will be provided by Designs for Learning, either May 2 or 3.

9. New Business: HSRA Strategic Plan Status Update (document sent to the Board in advance, and distributed at the meeting) – Adelman reviewed strategic plan status. HSRA's goals and measures for its authorizer call for an annual review and updating of the strategic plan. Anderson requested an updated status report; then will ensure appropriate stakeholders meet to review and update the strategic plan before 6/30.

10. Old business: Finalize Purchase of Group Health Insurance Policy (addressed prior to item #9, before Draughn left the meeting). Anderson distributed an updated Purchase of Group Health Insurance policy. Changes have been made per discussion at the February board meeting, including provision for consultation with stakeholders regarding health insurance plans; and that coverage will be available for individuals employed at least 24 hours per week or 0.6 of full time. **Young moved approval of the amended policy; seconded by Thomas, and carried.**

11. Public comment – there were none.

12. Other business – there was none.

The meeting was adjourned at 11:30 am.

Respectfully submitted by Andrew Adelman