

**High School for Recording Arts
Board of Directors Meeting Minutes
Wednesday, April 16, 2014; 9:00 am**

Board Members in attendance: Paula Anderson, Wayne Jennings, Pamela Weems, and Darryl Young. Absent: Carei Thomas. 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

Note: All votes were unanimous unless otherwise stated.

1. The meeting was called to order by the Chair, Jennings, at 9:10, with Anderson, Weems and Young also in attendance.
2. Agenda – the Agenda was approved as presented by common consent with two additions: Board assessment, under Board planning; staff and director assessment, under Director’s Update.
3. Minutes – Young moved approval of the February 12 regular board meeting Minutes as presented; seconded by Anderson, and carried.
4. Board planning/training items
 - Board training plan – training which was set for March 3 but had to be changed, was rescheduled for May 5, from 9:00 am – 1:00 pm.
 - Strategic planning update – Adelman distributed a status report on HSRA’s strategic plan from spring 2013; Board reviewed for updates.
 - Board assessment – Jennings distributed a Board of Directors Self-Assessment, which members in attendance filled out.
5. Financial Updates – Lisa Hasledalen distributed documents including Financial Report Summary as of 3/31/14; State Aids Payment Report as of 3/30; Annual budget/actual through March with HAS program broken out; March 2014 Summary Income Statement; Balance Sheet as of 3/31/14; February and March Electronic Transactions; Payment Register; Period Balance Report; SHR and Outstanding Payments; Journal Entry Listing; and Reconciliation worksheet as of 3/31/14.
 - HSRA budget updates – Lisa Hasledalen and Bonnie Hughes reviewed documents for the Board; board and administration discussed. HSRA’s 2013-14 budget needs to be revised; a special meeting was set for May 5, immediately preceding the Board training, to address this. **Receipt of the Financial Report for March was moved by Jennings; seconded by Young, and carried.** Next, the Board reviewed the Payment Register. **Jennings moved approval of the Payment Register for February and March; seconded by Anderson, and carried.**
 - HAS budget approval – Hughes reported, she will get more detail on the HAS budget, to present at the May 5 special Board meeting.
6. Director’s Report (Simmons)
 - Enrollment updates – Simmons reported, enrollment is 261 students now; ADM is 230. Percent-of-attendance is about 51%.
 - Staffing updates – new college placement specialist (part time) was hired, Jodi Burke.
 - Facility/property acquisition and lease updates – Ellis summarized status of HSRA’s exploration of options for acquiring the building via its Building Company; Board discussed. **Jennings moved to authorize administration to investigate options for ownership of the building; seconded by Young, and carried.** Also discussed was Studio 4’s no-interest loan to HSRA, made last year, and funds owed from the state for special education students, which have finally

been paid to the school. **Jennings moved to approve a promissory note effective April 16, 2014 to repay Studio 4 \$50,000 within five years in consideration of funds loaned to the school; seconded by Anderson, and carried.**

- Development and grant updates – Anderson reported, HSRA has received a Promise Fellow grant for at least two Promise Fellows for 2014-15, full time (HSRA pays partial expenses); and have asked for more. Also, HSRA has applied for an AT&T Aspire grant, to support more Promise Fellows as well as after-school activities; and applied to Finish Line for \$33,000 for completing the gym as well and other items to support HSRA's athletic program. HSRA is working on a MN State Arts Board grant as well. HSRA is now one of three applicants being considered for a Social Ventures partners grant for \$25,000/year over three years, which would support forming a business made up of HSRA students and alumni.
- Charter authorization renewal updates – Simmons reported, HSRA is waiting to hear from PUC on this; Board discussed authorizer renewal as well.
- Update on MARSS audit – Anderson reported, audit finally completed, with no major changes – after auditing all records, HSRA's ADM was reduced only 0.59. Anderson reported, MDE did a very thorough and fair job with the audit.
- School kitchen / lunch program status – Simmons reported, the kitchen passed inspection and is now open. Hot lunches are being served by Dunrite Foods.
- Staff and Director assessment – Jennings advised the Board, the state now requires assessment of all staff members, and distributed a sample director review form providing for School Goals, Professional Goals, and Recommendations. Anderson also reported, staff performance reviews are being done and there will be a report on these reviews by June 25. **Anderson moved using the form distributed by Jennings, with the Board as a whole acting as the reviewer; seconded by Weems, and carried.**

7. Board Committee reports

- School Improvement Committee; consider draft goals/measures for 2013-14, and Continuous Improvement School Plan – Anderson reported, planning is continuing regarding use of funds for professional development for instructional staff across all content areas. Goals/measures were approved at the February meeting. A School Improvement Committee meeting will be scheduled to review data pertaining to the goals.
- Parent Advisory Committee –Anderson reported, a Family Advisory Board has been established, and had its first meeting March 27. It will meet again April 24. The committee also includes student representation.
- HAS program report – there was no report.

8. Other business – there was none.

The meeting was adjourned at 11:10.

Respectfully submitted by Andrew Adelman