

**High School for Recording Arts
Board of Directors Meeting Minutes
April 18, 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, Carei Thomas, and Darryl Young. Absent: Alicia Sullivan. Ex Officio and others: Education Director Anthony Simmons; Founder David Ellis, 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 noted.

1. Call to order – the meeting was called to order by the Chair, Anderson, at 9:25 with Draughn, Thomas and Young also in attendance.
2. Approve meeting Agenda – Thomas moved approval of the Agenda as presented; seconded by Young, and carried.
3. Minutes: Approve Minutes of the March 7, 2018 Annual Meeting – approved as presented, by common consent.
4. Financial Updates including over-budget Salaries and Wages item under Administration in FY18 budget – Hughes distributed a financial report with data through February, including a Narrative Summary Report; Reporting Period Overview for Feb. 2018; Balance Sheet; Summary Income Statement; FY18 Budget with February 2018 year-to-date actuals; Payment Register; and Period Balance Report. Hasledalen and Hughes reviewed for the Board. **The financial statements were approved by common consent.** Hughes reported, the over-budget Salaries and Wages item has been reviewed but changes are awaiting review by Simmons and Ellis which will be done by next Board meeting.
5. Director's Report
 - Enrollment updates – Simmons reported, currently there are 341 students enrolled; ADM is 327.77 and administration projects 326 for year's end. Brown noted, enrollment is remaining higher through the spring than has typically been the case. Simmons commended Assistant Director for Student Support Dan Fry for his efforts overseeing the Check & Connect program which strives to keep students engaged.
 - Staffing updates – Program Manager Juan Jackson from the HAS program has left HSRA's employment. Tesha Johnson hired as Program Facilitator for HAS. Anderson reported, science teacher Renee Swanson is one of 12 finalists for MN Teacher of the Year award (and the only charter school teacher).
 - Development and grant updates – Simmons reported, HSRA has received a second allocation of funding from the St. Paul Foundation, of \$44,000. HSRA is exploring a potential joint venture between the St. Paul Foundation and Kellogg Foundation, which may allow HSRA to apply for a "New Narrative Multi-media Campaign" grant. Another possible opportunity being explored is the Bush Foundation's "intermediary" program which could support HSRA in working with schools serving younger students.
6. Board Committee reports

- School Improvement Committee – Anderson noted, in consideration of school data at Directors’ meetings, graduation rates had been flagged for review; credits earned is of concern now and being looked at. Simmons reported on meeting with PUC yesterday – they discussed goals HSRA did not meet including credits earned. HSRA will be in its contract-renewal year next year (contract runs through 6/30/19) and PUC is open to conversation about amending some of the goals.
 - Parent advisory board – Young reported, there was a meeting in March, led by HSRA grandparent Patricia James with several parents and other community supporters. There is a Parent Night this Thursday from 2:30-6:30.
7. New Business: HSRA school calendar for 2018-19 – Anderson distributed a draft calendar; Board reviewed. Calendar remains generally similar to last year; Board discussed. It was noted that there have been five snow-days so far this year, and that HSRA has a policy of being closed when SPPS is closed. **The 2017-18 – calendar was approved by common consent pending minor additions / amendments to be made by administration.**
8. Old business
- Director review process next steps – Adelman distributed a report of HSRA Executive Director Performance Survey Results. Review committee met with ED Tony Simmons and completed the process. Simmons spoke of his work coaching/mentoring HSRA’s emerging leaders; Board discussed challenges HSRA faces as a school that’s serving disadvantaged youth.
 - Succession Plan – Adelman distributed copies of the plan which HSRA administration produced per discussion at the March meeting. Board reviewed. In the absence of either the Executive Director or Founder, Operations Manager Matt Brown would take over leadership, with the next in line being Education Director Paula Anderson.
9. Public comment – there was none.
10. Other business – David Ellis announced that Carei Thomas is resigning from the HSRA Board. Ellis thanked Carei for his work on behalf of HSRA over the past 15 years and more.

The meeting was adjourned at 10:45.