

**High School for Recording Arts  
Board of Directors Meeting Minutes – DRAFT  
Wednesday, April 24, 2013; 9:00 am**

Board Members in attendance: Paula Anderson, Wayne Jennings, Carei Thomas, and Darryl Young. Absent: Theresa Wells. Ex Officio and others: Education Director Anthony Simmons; David Ellis and Bonita Hughes of Studio 4; Pam Young 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, Jennings, at 9:10 am.
2. Approve meeting Agenda – the Agenda was approved as presented, without objection.
3. Approve Minutes of February 20, 2013 regular board meeting – Thomas moved approval of the Minutes as presented; seconded by Anderson, and carried.
4. Financial Updates – Hughes distributed HSRA financial documents: Financial Report Summary as of 3/31/13; March 2013 Summary Income Statement; Balance Sheet for the month ended 3/31; payment registers, Monthly Electronic Transactions for January through March; Journal Entry Listing; Period Balance Report; and Reconciliation Worksheet as of 3/31/13. Pam Young and Bonnie Hughes reviewed these documents for the Board. Ellis reported, HSRA was shorted \$117,600 in state special education funds from 2011-12; MDE has acknowledged that these funds are owed to HSRA, but they have not yet been received. HSRA administration will continue to follow up to ensure HSRA receives these funds. Board discussed potential need for additional revenues to bridge the gap caused by state hold-back of funds. HSRA administration will meet with bank tomorrow re the school's line of credit. **Jennings moved HSRA ask the bank for a line of credit up to \$250,000; seconded by Anderson, and carried. Young moved receipt of financial reports; seconded by Jennings, and carried.**

Board reviewed the Payment Register. Jennings noted, the 2012-13 budget will need to be revised to include a line-item for facility move-related expenditures. **Jennings moved approval of the Payment Register for January through March; seconded by Young, and carried.**

5. Director's Report
  - Enrollment updates – Simmons reported, current ADM is 199.79. HSRA is being paid based on 210, which will be revised to 200. HSRA continues to recruit and accept students. Student recruitment and retention strategies were discussed, as was competition from the nearby Gordon Parks ALC.
  - Staffing updates – there have been no changes to HSRA staffing since the February meeting.
  - Facility/property acquisition and lease updates – the meeting was closed for purposes of discussing details of HSRA's real estate management plans. When the meeting was reopened, Jennings requested a Memorandum of Understanding addressing how HSRA and Studio 4 will cooperate to ensure the school's success in its new facility. The Memo

should be reviewed by HSRA's audit firm, Tautges Redpath LLC. A special meeting may be called prior to the next regularly scheduled meeting, to consider actions related to the move.

- Development and grant updates – Simmons reported, HSRA has started its campaign to raise funds for the new building. Funds will be sought from a number of sources. Anderson reported, HSRA is applying to the Shakopee Mdwakanton donation committee, for additional funds to support collaboration with school in Hawaii (already funded by Laura J. Musser fund at \$20,000).
6. Board Committee reports
    - School Improvement Committee – Anderson reported, the committee met and approved an updated Schoolwide Plan for HSRA. There will be another MAP testing window this spring.
    - Parent Advisory Committee – no report.
    - Community Relations and Fundraising Subcommittee (established 12/12/12) – no report, but fundraising activities are underway as reported under item #5.
  7. HSRA Student Transportation Safety Policy: consider revisions – Board discussed implications of staff driving students in personal vehicles. Policy revision item will be retained on the Agenda for the next meeting.
  8. Strategic Planning items
    - Revised Vision statement – Adelman distributed language for the proposed new HSRA Vision statement, from the March 20 strategic planning session. Board reviewed language and decided to defer action pending more thorough review.
    - Review Aspirations statements from March 20 planning session – statements (shared previously by email) were distributed to the Board.
    - Next steps to finalize HSRA Strategic Plan – a planning session was set to finalize the Strategic Plan, on Wednesday May 22, at 9:00 am. Board members are requested to prepare for this session by reviewing the Vision statement and Aspirations statements; considering ways to measure attainment of the Aspirations; and considering action steps to accomplish what the Plan calls for.
  9. HSRA Board membership / elections – the HSRA Board will appoint a parent member to serve out the term of Theresa Wells who is no longer available to serve; elections for the seats of two members whose terms are expiring (Anderson and Jennings) will be held in the fall.
  10. Other business – there was none.

The meeting was adjourned at 11:10.

Respectfully submitted by Andrew Adelman