

**High School for Recording Arts  
Board of Directors Meeting Minutes  
June 12, 2019; 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, Pamela Weems, Dennis Welch, and Darryl Young. Absent: Alicia Sullivan. Ex Officio and others: Executive Director Anthony Simmons; Operations Director Matt Brown; David Ellis and Bonita Hughes of Studio 4; Samantha Diaz of Pillsbury United Communities; Lisa Hasledalen and Andrew Adelman of Designs for Learning

Note: All votes were unanimous unless otherwise stated.

1. Call to order – by the Chair, Anderson, at 9:15 with Sullivan, Welch and Young also in attendance.
2. Approve meeting Agenda – Anderson moved approval of the Agenda as presented; seconded by Young, and carried.
3. Minutes: Approve Minutes of the May 9 special board meeting – one change was identified, to wording regarding HSRA’s fiscal relationship with the LIFT organization. Welch moved approval of the Minutes as amended; seconded by Young, and carried.
4. Financial Updates
  - FY19 Updates – Hughes distributed a Financial Statement Packet including a Narrative Summary Report dated April 2019, Reporting Period Overview for April, Balance Sheet dated 4/30/19, April Summary Income Statement, FY19 budget with April year-to-date, Payment Register, Journal Entry Listing, and Period Balance Report. Hasledalen reviewed the packet for the Board; Board discussed. **Acceptance of April financials including May invoices moved by Welch; seconded by Young, and carried.**

Hughes distributed a revised FY19 budget and proposed FY20 budget for HSRA. The FY19 budget shows total revenue of \$5,653,826 and expenses of \$5,626,025 for a small loss of \$27,801 (projected Ending Fund Balance is \$676,620). Proposed FY20 budget is based on 325 students and shows \$5,640,869 and expenses of \$5,542,492 for an increase in Fund Balance of \$98,377. Hughes reviewed for the Board. **Young moved approval of revised FY19 budget; seconded by Anderson, and carried. Welch moved approval of the proposed FY20 budget; seconded by Young, and carried.** Hughes also distributed a Charter School Lease Aid Certification Form to Board members to sign and return (required for charter school finances / audits).

- Recruiting Committee report (addressed later in meeting) – Brown reported – events have been scheduled involving staff attending community events to represent and promote HSRA with the intent of recruiting new students; advertising is also being considered (LRT and bus media; potentially also billboards and local radio). All non-essential staff will be involved in home visits, phone calls, and in the community during the last week of August.

5. Director's Report (Simmons)

- Enrollment updates – Simmons reported, as of 6/5/19 (last day of school), ADM was 302.32 which should be close to final. Attendance was approximately 52.8%.
- Staffing updates – there were three layoffs: Charles Davis (student support), Vicki Mack (transitions), Ricardo Box (transitions); and teachers Michael Padgett and Cynthia Simpson will not be returning in the fall. Juan Jackson was re-hired to the HAS program.
- Development and grant updates – Simmons reported, there is one potential grant which looks likely to be approved, from the Hewlett Foundation, for \$300,000 for general operating support. In addition to the Bush Foundation's Community Creativity Cohort grant in which HSRA continues to participate, HSRA hopes to also be part of another Bush Foundation program that supports personalized learning, partnering with the 2Revolutions organization.

6. Board Committee reports

- School Improvement Committee / Directors' meeting – Anderson reported, directors have continued to meet; student data from 2018-19 will be available soon
- Parent Advisory Board – no update.
- Strategic Planning committee – Anderson advised the Board, HSRA is to revisit its strategic plan as originally developed in 2013, shortly before HSRA moved to its new building. This is a Board initiative. Board and HSRA administration discussed potential dates for strategic planning, and tentatively decided to retain August 6-7 for this.

7. New Business

- HSRA budget for 2019-20 – addressed under Financial Updates
- Board meeting schedule for 2019-20 – meeting dates were set for: August 14; Sept. 25; Nov. 6; Dec. 18; Jan. 29; March 11; April 22; June 3; and June 24. All meetings are on Wednesday, and time will continue to be 9:00 am. **Anderson moved approval of these Board dates; seconded by Weems, and carried.**

8. Old business:

- Revised HSRA 2019-20 Calendar – Anderson distributed a revised calendar, with school to start on Sept. 3, after Labor Day (changed from Aug. 26 which was first day of school in the preliminary calendar approved April 24); and last day of school to be June 11, 2020. Anderson reviewed calendar for the Board. **Anderson moved approval of the revised 2019-20 Calendar; seconded by Young, and carried.**
- Charter contract renewal – Samantha Diaz, Authorizer Liaison from Pillsbury United Communities, distributed three items: School-PUC Contract Review; list of items needed from the school by June 28; and Board Member Affidavit of Assurances. Diaz introduced herself and reported to the Board on PUC's Quality School Review. HSRA is receiving another 5-year contract, through 2024. Diaz also reviewed deficiencies identified in the Contract Review, and items needed from the school. HSRA should have full contract by June 21. Ellis and Simmons thanked Diaz for PUC's partnership and support of HSRA.
- Fiscal Sponsor Agreement Model final version – there were no changes to the version presented at the May meeting.

9. Public comment – there were none.

10. Other business – there was none, and the meeting adjourned at 10:50 am.

Respectfully submitted by Andrew Adelman