

**High School for Recording Arts
Board of Directors Meeting Minutes
Wednesday, June 13, 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, Alicia Sullivan, Darryl Young, and new member Pamela Weems. Absent: Tonya Draughn. Ex Officio and others: Exec. Director Anthony Simmons; Director of Operations Matthew Brown; 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, Anderson at 9:10 with Sullivan and Young also in attendance
2. Approve meeting Agenda – approval of FY19 budget and FY18 final-revised need to be added under Financial Updates; contracts with Redpath and with Designs for Learning under New Business – Young moved approval of the Agenda as amended; seconded by Sullivan, and carried.
3. Minutes: Approve Minutes of the April 18, 2018 board meeting – Young moved approval of the Minutes as presented; seconded by Sullivan, and carried.
4. Board items
 - New Community member – Anderson reminded the Board of Carei Thomas’s resignation, which leaves a community-member spot on the board to be filled until an election can be held; Board is nominating Pamela Weems, a former HSRA parent member. Weems introduced herself and described her background as a supporter of HSRA and a promoter in the music industry. Weems left the meeting; Board discussed asking her to serve on the Board until elections in the fall. **Sullivan moved appointing Pamela Weems to the Board to serve until fall elections; seconded by Young, and carried.** Weems returned to the meeting and joined the HSRA board.
 - Board assessment and training plan – Board assessment deferred to next meeting since not all members were present. Board discussed scheduling training, which was last done June 2017. **Anderson moved requesting Designs for Learning to provide training in the three required areas on Thursday June 28, from 10:00 to noon, at HSRA; seconded by Sullivan and carried.**
5. Financial Updates including over-budget Salaries and Wages item under Administration in FY18 budget – May 2018 Financial Statement Packet was distributed including an Overview-Income Statement; Reporting Period Overview for May 2018; Balance Sheet as of 5/31/18; May 2018 Summary Income Statement; HSRA FY18 budget with May to-date Budget and May to-date Actual; Payment Register; Journal Entry Listing; Period Balance Report; and Reconciliation Worksheet Report dated 5/31/18; also HSRA Revised FY18 budget and proposed FY19 budget.
 - FY 18 budget updates – Hasledalen reviewed the Financial Statement Packet for the Board. **Young moved acceptance of the Financial Statement; seconded by Anderson, and carried.** Hughes reported, the final-revised FY18 budget is based on ADM of 315 though this is expected to be closer to 325; budget shows a small surplus, of \$8256. Anderson expressed concern regarding adequacy of funds for staffing, which has been increased significantly due in part to the revised staffing model with teacher and advisor roles separated. This will be revisited in the fall, and the Board will review options as needed to ensure sustainability. **Anderson moved approval of the revised 2017-18 budget; seconded by Sullivan, and carried.**
 - FY 19 budget – Hughes reviewed for the Board – the proposed budget is based on 320 students, a conservative projection. Budget shows total projected revenue of \$5,466,172 and expenses of \$5,383,481; however review discovered an error. **Anderson moved reviewing revised budget at a special meeting on June 28, immediately before the Board training; seconded by Young, and carried.**
6. Director’s Report
 - Enrollment updates – Simmons reported, ending ADM estimated at 329.12. Percent-of-attendance projected at 52.66% which is of concern (Simmons noted, this lower-than-hoped-for attendance rate could be due to greater retention of students, including those who are attending sporadically).

- Staffing updates – Simmons reported, there were two new hires: math teacher Cynthia Rowell, and STEM teacher David Stankey. There were three separations from employment: Jewellyn McLaurin, Sped. Cultural Liaison; Stephan Andrews, Sped Teacher; and Robert Lewis, Humanities Teacher.
- Development and grant updates:
 - Brown reported on Bush Foundation conference-call which he, Simmons and Ellis had attended, absenting themselves from part of the Board meeting. They provided input from HSRA as a former member of a previous grant cohort, as well as general information about the school. HSRA is being considered for a grant of \$100,000 over 3 years, with potential up to \$25,000 additional. Grant would support post-secondary education through an institute HSRA is exploring developing, as a nonprofit, credit-granting institution. Board discussed aspects of this proposed project.
 - Simmons reported on the potential Kellogg Foundation grant reported on in the April meeting: this New Narrative Multimedia Campaign grant is related to HSRA’s previous work on black male success through the St. Paul Foundation, and would be \$100,000 for HSRA to document the New Narrative project, through narrative and recording.
 - Other grant updates: HSRA received \$50,000 from Great Public Schools Now, for the L.A. school replication effort. There is potential for another \$500,000 from the New Schools Venture Fund next year, to continue supporting the replication effort. HSRA is exploring a Hewlett Foundation grant. There is a possible partnership with Big Picture Learning which has a Bush Foundation grant to focus on disseminating best practices re internships. Finally, Anderson announced a grant from the Marbook Foundation to HSRA partner organization TU Dance which supports HSRA’s student dance program.

7. Board Committee reports

- School Improvement Committee – Anderson reported, Directors’ meetings serve the function of the SIC – their main focus has been graduation rate. Grad rate results have improved compared to last year, with 74 students graduating this school year; but HSRA will be identified for graduation rate by MDE, and will get assistance from the Regional Centers for Excellence. Anderson advised the Board of changes in the way schools are tracked and identified by the state.
- Parent advisory board – there was a meeting which HSRA grant-parent Patricia James helped coordinate, in the spring; Young reported, there may be a meeting during summer, to follow up on this.

8. New Business:

- HSRA school calendar for 2018-19 – Board noted, this was approved at April meeting; there have been no changes since.
- Board meeting dates for 2018-19 - Board discussed. Meetings will continue to be held Wednesday mornings at 9. Dates were set for: 8/22/18; 10/3/18; 11/14/18; 12/19/18 (to include budget status review); 1/30/19; 3/13/19; 4/24/19; and 6/12/19.
- Contracts: Hughes reported, the contract with Redpath for audit services remains similar to the past; she recommends continuing with them. **Young moved approving continuing contract with Redpath for audit services; seconded by Anderson, and carried.** Next considered was the contract with Designs for Learning for special education, finance, and program support services. **Young moved approval of the contract as presented; seconded by Anderson, and carried.**

9. Old business

- Director review process next steps – Brown reported, he and Anderson did the director’s evaluation but haven’t yet created next steps such as establishing a professional development plan.
- HSRA Strategic Plan update – Adelman distributed a strategic plan status report; the board discussed. The plan will be revisited and updated in the fall with stakeholder input.

10. Public comment – there was none.

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

Respectfully submitted by Andrew Adelman