

**High School for Recording Arts
Board of Directors Meeting Agenda – DRAFT
Tuesday, June 21, 2016; 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: Wayne Jennings, Darryl Young, Paula Anderson, and Tonya Draughn (arrived during item 4). Absent: Carei Thomas. Ex Officio and others: Education Director Tony Simmons; David Ellis and Bonita Hughes of Studio 4; Lisa Hasledalen, Pamela Meade, and Andrea Krause of Designs for Learning.

Note: All votes were unanimous unless otherwise noted.

1. The meeting was called to order at 9:10 a.m. by Wayne Jennings with Young and Anderson also in attendance.
2. Approve Meeting Agenda – approved as presented, by common consent.
3. Minutes
 - Approve Minutes of April 13 regular board meeting
 - Approve Minutes of May 13 special board meeting. Anderson moved to approve the Minutes of both meetings, with one edit to the May Minutes to correct the time the meeting ended; seconded by Jennings and carried.
4. Financial Updates
 - Financial report for FY2016 – May Financial Packet distributed including Narrative Summary Report, Period Reporting Overview, Balance Sheet, Summary Income Sheet, Payment Register, Journal Entry Listing, Period Balance Report, Bank Reconciliations, FY16 Cash Flow Projections and FY16 Revised Budget; Hasledalen reviewed for the board. Board discussed. **Anderson Moved receipt of Financial Statements; seconded by Young, and carried. Young moved approval of Payment Register; seconded by Anderson, and carried.** HSRA had a total cash balance of \$377,536 at the end of May 2016. The Revised FY17 budget shows a cash balance of \$599,399 which exceeds the goal of \$565,000 as required by the bonding company. **The cash flow report was approved by common consent.** Board reviewed Revised FY16 budget. Hasledalen advised the Board re changes reflected in this updated budget. **Jennings moved approval of the revised FY16 budget; seconded by Anderson, and carried.**
 - Initial FY2017 budget was presented. **Jennings moved approval of the initial FY17 budget; seconded by Anderson, and carried.**
5. Facility purchase financing and construction updates: Construction is a little ahead of schedule. The gym has been completed and given its occupancy number. Construction is focused on the lower and second-floor additions. HSRA has not yet needed to draw on the line of credit with North Star Bank. HSRA will need to re-apply for this line of credit for FY17. **Jennings moved to reapply for this line of credit; seconded by Anderson, and carried.**
6. Director's Report
 - Enrollment updates: Simmons reported, there are 307 students enrolled as of 6/21. End of year ADM is projected to be 309.5.
 - Staffing Updates: None at this point; Simmons will have an official staffing update report at the next board meeting.
 - Development and grant updates – Anderson reported, HSRA has completed the first year of the MN State Arts Grant successfully, and will be making an application for another one.
7. Annual actions
 - Approve Auditor for FY17 – Completed at May board meeting.
 - Approve Special Education Director for 2016-17: **Jennings moved to approve Special Education Director as contracted with Designs for Learning for FY17; seconded by Young, and carried.**

- Approve HSRA Calendar for 2016-17: One correction was identified, changing date of a PD day in November. **Anderson moved approval of the Calendar pending administrative changes; seconded by Young, and carried.**
 - Set Board meeting dates for 2016-17: proposed dates are 8-17-16, 10-19-16, 12-7-16, 2-15-17, 4-12-17, and 6-21-17; meeting time to remain 9:00 am. **Jennings moved to approve; seconded by Anderson, and carried.**
8. Board Committee reports (School Improvement; Parent Advisory) – there were no reports.
 9. Board training follow-up items
 - Board Self-Assessment results (report sent to Board before meeting): **Board reviewed the report after which Jennings moved to approve; seconded by Anderson, and carried.**
 - ACA/HR training for director and HR manager: This item came up during Board training May 13; concerns the procedure for documenting employee insurance options for school staff. Hughes will determine if their current procedure is sufficient and report back.
 10. Consider Fundraising Policies and Procedures policy for approval (presented at February Board meeting): This document was presented to the board, but not approved. Board members will review this document again before the next board meeting and consider for approval at that time.
 11. Consider raising the cap on enrollment (current cap is 350): Anderson reported, HSRA's highest enrollment for FY16 was 340 students. Board discussed pros and cons of raising the cap. **Anderson moved to approve raising the enrollment cap to 375 for FY17; seconded by Draughn, and carried.**
 12. HSRA-Designs for Learning contract for 2016-17: Pamela Meade, COO of Designs for Learning presented the contract and the rationale for these services; Board discussed. **Anderson moved to approve the Designs for Learning Contract, with the reduction of proposed Special Education Director Hours to 150, for a total contract amount of \$83,100; Young seconded, and the motion carried.**
 13. Public comment
 - Todd Barnes, Director of Development, reported on the Second Annual HSRA Gala which was held June 25, in the new gym space. Total attendance was higher this year with over 200 compared to 148 last year; initial calculations show the school took in \$35-38,000. A final accounting will be presented at the next board meeting.
 - Draughn reported, students will be on site today completing voter registrations.
 - Jennings noted that Board Elections will be on the next Board meeting agenda.
 14. Other business – there was none.

The meeting was adjourned at 11:25 am.