

**High School for Recording Arts
Board of Directors Annual Meeting Minutes – DRAFT
Wednesday, June 25, 2014; 9:00 am**

Board Members in attendance: Paula Anderson, Wayne Jennings, and Carei Thomas. Absent: Pamela Weems and Darryl Young. Ex Officio and others: Education Director Anthony Simmons; David Ellis and Bonita Hughes of Studio 4; Pamela Meade, Lisa Hasledalen and Andrew Adelman of Designs for Learning

1. Call to order – meeting was called to order by the chair, Jennings, at 9:10.
2. Approve meeting Agenda – approved by common consent, with the addition of setting future Board meeting dates, under item #8
3. Minutes
 - Approve Minutes of April 16, 2014 regular board meeting - approval of the Minutes as presented was moved by Jennings; seconded by Anderson, and carried.
 - Approve Minutes of May 5, 2014 special board meeting – approval of the Minutes as presented was moved by Anderson; seconded by Thomas, and carried.
4. Strategic plan updates – administration will set time to meet during summer to review and update the strategic plan for next year.
5. Financial Updates (Hughes, Hasledalen)
 - 2013-14 updates – Hughes distributed materials including: Financial Report Summary dated 5/31/14; State Aids Payment Report as of 6/20/14; FY14 budget with actuals through May; May 2014 Summary Income Statement; Balance Sheet as of 5/31/14; Payment Register for May; May Electronic Transactions statement; Period Balance Report dated 6/12/14; Reconciliation Worksheet dated 5/31/14; April Summary Income Statement; Balance Sheet as of 4/30/14; April Monthly Electronic Transactions statement; Payment Register for April; and Reconciliation Worksheet dated 4/30/14. Hasledalen reviewed FY14 financial status for the Board. HSRA is projected to end FY14 with a Fund Balance reduction of \$247,212. **Acceptance of the financial reports moved by Jennings; seconded by Thomas, and carried. Approval of the Payment Registers moved Anderson; seconded by Thomas, and carried.**
 - 2014-15: approve budget, salary schedules – Hughes distributed a HSRA budget with FY14 Original and Revised, and Original for FY 15 with 250 ADM. Board reviewed. **Anderson moved approval of the FY15 budget; seconded by Thomas, and carried.**
 - Approve bank depository – **Jennings moved approval of Sunrise Bank as HSRA’s depository; seconded by Anderson, and carried.**
 - Lease aid – Hughes distributed a Conflict of Interest form (required for Lease Aid application) to the three board members who were present, for signature.
6. Director’s Report
 - Enrollment updates – Simmons reported, HSRA ended the 2013-14 year with about 252 students enrolled, and graduated 43 (a few more summer grads are expected). Major media advertising is being carried out during the summer including using Clear Channel radio.
 - Staffing updates – Simmons reported, there were two terminations at end of school year: advisor Chadwick Phillips and special ed. paraprofessional Danny Ferron. **Jennings moved approval of terminations, seconded by Thomas, and carried.** Interviews are being held with candidates for new advisor.
 - Facility/property acquisition and lease updates – Ellis reported on his work with HSRA’s non-affiliated building company. Also, final current building items are being wrapped up, and resources sought to finish the gym which is to serve as a multi-purpose room. General contractor needs to complete all agreed-upon work before receiving final payment.

- Development and grant updates – Anderson reported, HSRA was approved for a \$46,000 grant from Global Citizens Network to take 10 students and two staff to Kenya for volunteer work, on a health care center; also a physical fitness grant from Allina Health Systems for \$5,000 was approved. **Approval of the two grants moved by Anderson; seconded by Thomas and carried.** Simmons reported, HSRA will seek matching funds for the Global Citizens grant, in order to take more students.
 - Charter authorization renewal updates – Anderson advised the Board, PUC has offered HSRA a five-year renewal. HSRA needs to finish goals and measures for the next five years which will be completed today, and an assurances form sent to PUC. **Jennings moved approval of HSRA’s charter contract with Pillsbury United Communities pending review; seconded by Anderson, and carried.**
 - Staff and Director assessment updates – Simmons reported, administration has been doing staff reviews which are 85-90% completed now – this includes preparing updated job descriptions, passing out employee handbook, generating a professional development plan which refers to data relating to staff member’s performance over the past year and sets PD goals. There will be ongoing performance reviews based on the PD goals. Jennings requested a written plan for staff and director evaluation.
 - Annual Report – Adelman will meet with HSRA administration re this in July/August.
7. Board Committee reports
- School Improvement Committee – Adelman reported, SIC group has met, to plan revised Goals and Measures for the next five years starting 2014-15; and has looked at 2013-14 data to the extent that it’s available.
 - Parent Advisory Committee – Anderson reported, Family Advisory Board has met this past spring and is becoming an active group. Includes grandparents, an uncle, and a mentor.
8. Items for 2014-15
- Authorizer contract – discussed under Director’s Report.
 - Other contracts to approve
 - Designs for Learning – Meade summarized the contract for the Board, including changes from 2013-14. Facilities services is not included by can be added later as an addendum if needed. **Anderson moved approval of the DL contract not to exceed \$54,750; with the possibility of adjusting contract hours for Special Ed. services; seconded by Thomas, and carried.**
 - Audit contract – **Anderson moved approval of HLB to continue as HSRA’s auditor; seconded by Thomas, and carried.**
 - Approve HSRA 2014-15 calendar – Simmons distributed draft HSRA Calendar for 2014-15. Proposed new calendar includes 165 student days of six hours 45 minutes exclusive of lunch, and starts school significantly earlier, on Aug. 11. Board discussed. **Jennings moved approval of the calendar subject to administrative adjustments; seconded by Anderson, and carried.** Final calendar will be sent to the Board.
 - Legislative changes – Jennings distributed a summary of 2014 legislative changes impacting charter schools; Board discussed.
 - Board meeting dates for 2014-15 – Board agreed on a similar schedule to 2013-14, with meetings on Wednesdays at 9:00. Dates will be: August 20, 2014; October 29; December 17; February 25, 2015; April 15; and June 24.
9. Other business: Ellis advised the Board, an advocacy org. called LIFT (Leading Individuals and Families Together) to End Poverty is being started, in part by a HSRA parent who is on their board, and is asking HSRA to serve as its fiscal agent pending approval of its 501(c)3 application. Board discussed. **Anderson moved approval of HSRA becoming the fiscal agent for L.I.F.T. until their 501(c)3 application is approved, not to go beyond June 30, 2015 providing no legal prohibition, and including an administrative fee of up to 15%; seconded by Thomas, and carried.**

The meeting was adjourned at 11:20am.

Respectfully submitted by Andrew Adelman