

**High School for Recording Arts
Board of Directors Meeting Minutes
Wednesday, June 26, 2013; 9:00 am**

Board Members in attendance: Paula Anderson, Wayne Jennings, Carei Thomas, and, and Darryl Young.
Absent: Theresa Wells. Ex Officio and others: Education Director Anthony Simmons; David Ellis and Bonita Hughes of Studio 4; 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 9:05.
2. Approve meeting Agenda – the Agenda was amended to add one item, an employee matter which required closing the meeting. Agenda was approved by common consent with this change.
3. Minutes
 - Approve Minutes of April 24, 2013 regular board meeting – Young moved approval of the Minutes as presented; seconded by Thomas, and carried.
 - Approve Minutes of May 9, 2013 emergency board meeting – these Minutes were amended to include meeting time. Approval of the amended Minutes was moved by Young, seconded by Thomas, and carried.
4. Financial Updates – Hughes distributed financial reporting materials including a Financial Report summary dated 5/31/13; State Aids Report dated 6/20/13; May 2013 Summary Income Statement; Balance Sheet for month ended 5/31; Period Balance Report; Monthly Electronic Transactions for April-May; Payment Register; Reconciliation Worksheet dated 5/31; Journal Entry Listing; Original and Revised FY13 budget; and proposed FY14 budget.
 - 2012-13 updates; approve revised 2012-13 budget – General Operating Fund is in a deficit of \$514,295; \$377,041 to be covered by hold-back. HSRA has not yet needed to draw on its line of credit. **Jennings moved retaining HLB Tautges as HSRA’s audit firm for 2012-13; seconded by Anderson, and carried. Jennings moved receipt of financial reports; seconded by Anderson, and carried. Jennings moved approval of electronic transfers and payment register for April-May; seconded by Anderson, and carried.**
 - FY13 budget was revised to reduce ADM from 210 to 200; also includes \$92,000 in New Building fund expenses. Revised budget decreases the fund balance by \$87,054. **Young moved approval of the revised FY13 budget; seconded by Thomas, and carried.**
 - Approve initial 2013-14 budget – Board reviewed proposed budget, which is based on 250 students. Includes total revenue of \$3,432,938; expenses of \$3,639,720, for a net deficit (reduction of Fund Balance) of \$206,782. **Jennings moved approval of the budget as presented; seconded by Anderson, and carried.**
5. Director’s Report
 - Enrollment updates – Anderson, reported, final ADM is estimated at 198.7.
 - Staffing updates – Simmons/Anderson reported, there were two new hires and two other changes: Lael Booth was hired as a special education teacher; Brian Sandifer, was hired as a special ed. para/behavior specialist. Zach Cox’s position changed from para to advisor; Kowanna Anderson’s position changed from office manager to advisor. Other positions are being finalized for fall 2013. **Staffing updates were approved by common consent.**
 - Facility/property acquisition and lease updates – Ellis reported, construction is proceeding well at the new facility. Also, an option is available to upgrade the driveway/parking lot at the new facility. Additional cost will be added to the purchase price of the building, and an extra year added to the timeframe for purchasing the building. **Jennings moved approving the addition of**

\$65,000 to the purchase-option price of the building for repaving the parking lot and driveway, with an additional year added to option-to-purchase period; motion was seconded by Anderson, and carried.

- Development and grant updates – Simmons reported on a number of potential grants which are being sought, and thanked several staff for their efforts in this area.
 - Calendar for 2013-14 – proposed calendar was distributed. Anderson reported, there is a change in scheduling for 2013-14 in that advisors are converting some semester-long classes to month-long workshops. Instructional days will run from 10:00 to 5:30 Tuesday-Friday (breakfast is available from 9:30-10:00), and 11:30 to 5:30 on Mondays. HSRA will remain open for students to 7:30 with a licensed teacher and security person present. Staff will meet for planning on Monday mornings. **Approval of calendar as presented was moved by Jennings; seconded by Young, and carried.**
6. Board Committee reports
 - School Improvement Committee – no report
 - Parent Advisory Committee – no report
 - HAS program report – no report
 7. HSRA Student Transportation Safety Policy: consider revisions – Adelman distributed draft policy with proposed revisions flagged; Board discussed. Item tabled – HSRA administration is to confirm adequacy of current practices in meeting state Department of Public Safety requirements.
 8. Strategic Planning items
 - Consider revised Vision statement – current and HSRA strategic planning team’s recommended revised vision statement language was distributed (in advance, and at the meeting) – Board reviewed. **Anderson moved approval of the revised vision statement; Thomas seconded, and the motion carried.**
 - Consider draft HSRA Strategic Plan – also distributed. **Jennings moved approval of the plan as presented; seconded by Young, and carried.**
 9. HSRA Board items
 - Membership / elections – HSRA parent Melody Miller was proposed to serve the remainder of Theresa Wells’ term (Theresa has moved away from the area); Board discussed. **Anderson moved nominating Melody Miller to be the parent member on the HSRA board; seconded by Thomas, and carried.** Board also discussed training to be provided in the coming year.
 - Consider proposed calendar for Board meetings in 2013-2014: August 21, October 23, December 18, February 12, April 16, June 25; all meetings at 9:00 a.m. **Jennings moved approval of these dates for Board meetings; seconded by Young, and carried.**
 10. Employee matter – the Board went into closed session to discuss an employment matter. The recording made of the closed session was transferred to an appropriate storage medium.
 11. Other business – Ellis reported, HSRA’s effort to recover the \$117,600 owed to the school, referenced in the April 26 Minutes, is still in process.

The meeting was adjourned at 11:10 am.

Respectfully submitted by Andrew Adelman