

**High School for Recording Arts
Board of Directors Meeting Minutes
Wednesday, August 19, 2015; 9:00 am**

Board Members in attendance: Tonya Draughn, Wayne Jennings, Carei Thomas, and Darryl Young (left during item #4). Absent: Paula Anderson. Ex Officio and others: Education Director Anthony Simmons; David Ellis and Bonita Hughes of Studio 4; Lisa Hasledalen and Andrew Adelman of Designs for Learning; attorney John Cairns by phone-conference.

Note: All votes were unanimous unless otherwise stated.

1. Call to order – the meeting was called to order by the Chair, Jennings, at 9:00, with Young and Thomas also in attendance.
2. Approve meeting Agenda – there were the following additions, to Financial Updates: an Authorizing Resolution added per Cairns advice; Transfer of funds to cover deficit in food service fund; and authorization of payment to architect Randall Fielding. The Agenda was approved by common consent with these additions.
3. Minutes (sent to Board in advance, and distributed in hardcopy at the meeting):
 - Approve Minutes of June 26, 2015 regular board meeting – Jennings moved approval of the Minutes as presented; seconded by Thomas and carried.
 - Approve Minutes of July 28, 2015 special board meeting – Jennings moved approval of the Minutes as presented; seconded by Thomas and carried.
4. Financial Updates (Hughes, Hasledalen) Financial reports distributed by Hughes including: Financial Report Summary dated 6/30/15; Balance Sheet as of 6/30/15; FY15 Budget; June 2015 Income Statement; Monthly Electronic Transactions for June; Payment Register; Reconciliation Worksheet dated 6/30/15; Journal Entry Listing.
 - FY 2015 budget adjustment – Hughes advised the Board, there is no budget adjustment for FY15, but the Board does need to approve 6/30 financials. Additional revenues were received from the HAS progra during 2014-15, totaling \$8414.87. **Jennings moved approval of a FY2015 budget adjustment of \$8414.87 for HAS program; seconded by Thomas, and carried.** Also, Ellis shared a letter from Studio 4 dated 8/19/15 to HSRA Board stating, “We are pleased to reduce program and management fees for the 2015 fiscal year in the amount of \$409,516.22.” **Jennings moved acceptance of the reduction in fees to Studio 4 in the amount of \$409,516.22; seconded by Thomas, and carried.** Young left for a training at this point; quorum was maintained with Draughn, Jennings and Thomas in attendance.
 - FY2016 financial updates – Hasledalen reviewed financial documents for the Board. **Jennings moved receipt of financial reports dated 6/30/15, recognizing that there may be additional minor adjustments; seconded by Thomas, and carried. Board reviewed Payment register after which Jennings moved approval of the register, seconded by Thomas; and carried.**
 - Transfer of funds to cover deficit in food service fund – this adjustment is needed to balance the Food Service fund budget for FY15. **Jennings moved transfer from general fund to food service fund of \$31,020.25; seconded by Thomas, and carried.**
 - Payment to architect Randall Fielding – David Ellis advised the board, Fielding is moving forward with planning for work on the facility and has sent an invoice to the building company for \$50,000 for which he wants payment of half right away, and balance by end of September. These expenses will be reimbursed from bond funds assuming the bonds are approved. Board discussed. **Jennings moved approval of an advance to the building company to make payment to architect Randall Fielding in the amount of \$50,000 for architectural services, to be reimbursed from bond issue; seconded by Thomas, and carried.**
 - Authorizing resolutions – Board reviewed Authorizing resolution by the HSRA Board of Directors, re Charter School Lease Revenue Refunding Bonds Series 2015A not to exceed

\$8,000,000; and Charter School Lease Revenue Refunding Bonds Series 2015B not to exceed \$500,000, prepared by John Cairns. Simmons advised the Board, some revisions were made to the Resolutions today, and there will be a chance to make further edits if needed. Board reviewed. Cairns clarified, Series A are non-taxable bonds; Series B are taxable, to be used for fees relating to building purchase. **Jennings moved approval of the authorizing resolution subject to final, non-substantive edits on advice of counsel; seconded by Thomas, and carried.**

5. Director's Report
 - Enrollment updates – Simmons reported, 2015-16 enrollment is very preliminary at present.
 - Staffing updates – Simmons reported, there were three new hires: Tyrone Winn, front desk; Tickonjaun Blackmore, general-ed. paraprofessional; Mitchell Johnson, STEM Advisor. HSRA is interviewing for a licensed Sped position. **Jennings moved approval of the new hires; seconded by Thomas, and carried.** Simmons also updated the Board on changes to the program, particularly to the structure of the advisory program.
 - Development and grant updates – Todd Barnes distributed a Development Report listing Developments, Events, Grants, Communications/Marketing items; and a Development Calendar for August 2015 – June 2016. He reviewed the report for the Board, updating the Board on development efforts. HSRA's grant application to Knight Foundation (Green Line Challenge) was denied; two \$10,000 grant requests are pending, to the MN Philanthropy Partners (PACE) and MN Philanthropy Partners (MIF).
 - Report on HSRA visit to Kenya, led by Tony Simmons and math teacher Maureen Foss – established relationships with two sister schools in Kenya. Maureen joined the meeting; she and Tony reported to the Board on the trip to Africa. This was supported by grant through Global Citizens Network; students built the foundation for a maternity clinic in a remote area, village of Odienea, Kenya. The Board approved a resolution thanking Maureen for leading the effort to build the sister-school partnership.
6. Board Committee reports
 - School Improvement Committee – no update.
 - Parent Advisory Committee – no update.
7. Facility purchase related
 - Facility/property acquisition updates – elements of this addressed under Financial Updates.
 - Facility purchase financing updates – elements of this addressed under Financial Updates.
8. Plan for Board elections – Adelman distributed a list showing HSRA Board membership at present. Terms of Tonya Draughn, Carei Thomas and Darryl Young expire in October. Simmons will coordinate the Board election process.
9. Other business – there were two items of other business –
 - Memo of Understanding between HSRA & Big Picture Learning. Simmons advised the Board, this memo is being developed to support work HSRA is doing with this organization.
 - Per Cairns' advice, HSRA needs to schedule a meeting the week of Sept. 7 to address building-related financial matters. The meeting was set for Wednesday, Sept. 9, at 9:00am.

The meeting was adjourned at 11:25 am.

Respectfully submitted by Andrew Adelman