

**High School for Recording Arts
Board of Directors Minutes
September 30, 2020; 9:00 am**

Location: virtual meeting via Google Meet, meet.google.com/voe-ahhw-nha

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 (present through item #5), Pamela Weems, Dennis Welch, and Darryl Young. Absent: Alicia Sullivan. Ex Officio and others: Executive Director Anthony Simmons; Operations Director Matt Brown; David Ellis and Bonita Hughes of Studio 4; Larry McKenzie of Pillsbury United Communities; Lisa Hasledalen and 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, Anderson at 9:05 with Weems, Welch and Young also in attendance.
2. Approve meeting Agenda – Young moved approval of the agenda as presented; seconded by Weems, and carried
3. Minutes: Approve Minutes of the August 5 Board meeting – Board reviewed draft Minutes and identified two minor corrections. Anderson moved approval of the Minutes as amended; seconded by Welch, and carried.
4. Financial Updates – 5 financial report items were sent by Hughes prior to the meeting: July/August 2020 Financial Statement Packet (Summary Report; Reporting Period Overview; Balance Sheet; Summary Income Statement; FY21 Budget with year-to-date figures; Payment Register; Journal Entry Listing; and Period Balance Report); June 2020 Financial Statement Packet (same contents except for the Payment Register which was approved previously); Eliminating Health Disparities Initiative (EHDI) grant budget; MN PREP grant budget; and FY21 Food Service Program budget.
 - Hughes reviewed the financial documents for the Board, starting with HSRA Board Financials for July-August 2020. An error was identified in the Balance Sheet and a corrected Balance Sheet was shared. Also, HAS program revenue is behind (no revenue is yet reflected for FY21). **Anderson moved acceptance of the financial report as presented; seconded by Welch, and carried.** Next, The Board reviewed the Payment Register. **Welch moved acceptance of the Payment Register; seconded by Young, and carried.** Next, the Board reviewed the June 2020 Financials. Hasledalen advised the Board, the FY20 audit is not complete but figures reported are close to final; she reviewed the June 2020 Financials for the Board. **Welch moved acceptance of the June financials; seconded by Weems, and carried.**
 - Fiscal 2020 wrap-up items: board action on Studio4 management fee forgiveness; food service fund transfer – Hasledalen advised the Board, these items need to be addressed before the audit can be completed. Board discussed.
 - Studio 4 will forgive \$200,000 in management fees for FY20. **Anderson moved to accept Studio 4 forgiveness of \$200,000 in management fees for 2019-20, seconded by Young, and carried.** Hughes will generate a letter to this effect.
 - Regarding the Food Service Fund, Hasledalen advised the Board that a net transfer of \$17,353.75 is required to balance the food service budget. Anderson moved approval of the transfer of \$17,353.75 from the General Fund to the Food Service Fund for FY20; seconded by Welch, and carried.
 - Hughes reviewed the EHDI grant budget which is part of the HAS budget along with the PREP grant; Board discussed. **Anderson moved approval of HAS grants and amendment of budget to reflect: EDHI, \$268,075 and MN PREP, \$90,516; seconded by Young, and carried.**
 - **Anderson moved approval of HSRA's Food Service budget totaling \$40,698, for Fiscal 2021; seconded by Welch, and carried.**
5. Director's Report (Simmons)

- 2019-20 wrap up and summer program update – Simmons reported on the school’s efforts to adapt to remote learning, with the theme of “distanced but not disconnected.”
- Enrollment and Fall 2020 planning updates – enrollment as of 9/30 is 326 students. Enrollment was 314 at this point last year; also, attendance has averaged over 70% the first three weeks of the school year.
- Staffing updates – there were several new hires: Alice Cook, teaching assistant in math; Valerie Kunze and Emily Voz, special ed. teachers; McKinley West, Melanie Cardenas, Bella Mendoza, and Ionia Hamer, Promise Fellows. There was one departure, Regina Jackson who retired from HAS. **Anderson moved approval of the new hires; seconded by Weems, and carried. Anderson moved the Board recognize Regina Jackson upon her retirement; seconded by Welch, and carried.** Young is to work with Saintanne Tipton on an appropriate recognition.
- Development and grant updates – Simmons updated the Board on current efforts and reported that HSRA has been invited to apply for a grant of \$700,000 grant from the Hewlett Foundation for general operating support for HSRA as a national exemplar, with the funds to be disbursed over three years. Other potential grants include an Enduring Ideas grant from Teach for America for \$10,000 for materials to support project-based learning; and a \$25,000 available through the Walton Family Foundation.

Anderson left the Board meeting at this point; Vice Chair Darryl Young chaired for the balance of the meeting.

6. Board Committee reports
 - School Improvement Committee / Directors’ meeting – Simmons – no report.
 - Strategic Planning committee: Strategic plan review / update – Young reported, meeting is scheduled in October for strategic planning.
7. New Business
 - Updated Distance Learning Plan approval – Young described changes to the distance learning plan since spring.
 - Student Handbook revisions – Simmons reported, some language in the handbook is being updated to reflect HSRA’s response to the pandemic, and HSRA’s shift to distance learning. Updated version is being reviewed, to be ready for presentation at next meeting.
 - Epicenter Timeline of Compliance Tasks (document sent to the Board prior to the meeting) – Adelman described for the Board; this lists the Authorizer’s reporting requirements.
8. Old business
 - Update on charter contract negotiations with PUC – Simmons provided a brief update
 - Executive Director review process updates – no updates
9. Public comment – authorizer representative Larry McKenzie expressed appreciation for HSRA’s work on behalf of its students. Ellis thanked the authorizer for their support of HSRA.
10. Other business – there was none

The meeting was adjourned at 10:35am.

Respectfully submitted by Andrew Adelman