

**High School for Recording Arts
Board of Directors Meeting Agenda
Wednesday, February 6, 2008, 9:00 am**

All Board Members in attendance: Wayne Jennings, Layne Bellamy, Carei Thomas, Paula Anderson, and Darryl Young.

Ex Officio and others: Education Director Bryan Rossi; David Ellis, Anthony Simmons, Bonita Hughes and David Kingsbury of Studio 4; Pam Young and Andrew Adelman of Designs for Learning; Tom Hodnefield of Tautges Redpath audit firm

1. Call to order – by the Chair, Jennings, at 9:05
2. Approval of agenda – it was noted, Director's report will include report on Highmark School Development meeting yesterday, after which approval of the Agenda was moved by Young, seconded by Thomas, & carried.
3. Approve Minutes of December 19, 2007 Board meeting - after reviewing the Minutes, Jennings moved approval; seconded by Young, and carried.
4. Financial updates
 - 2006-07 audit status – Tom Hodnefield of HLB Tautges Redpath reported – records at HSRA have improved in the 3-4 years they have been doing HSRA's audits. Audit report (copies distributed) includes audited financial statements, GAAP financials and related materials. HLB presents a "clean" opinion of the audit reports. There was a net loss of \$27,000 on day-to-day accounting (fund-based); closer to \$50,000 on accrual-based accounting (difference due to depreciation). General fund began the year with \$250,000, and decreased by \$28,000 over the course of the 2006-07 year. Mr. Hodnefield updated the Board on changes in audit requirements, which are becoming more stringent. There are six findings, four relating to internal controls and two relating to compliance with state regulations. Audit report includes responses to the findings. Board discussed.
 - 2007-08 financial status - Bonnie distributed a HSRA Financial Report Summary, Summary Income Statement, and Balance Sheet through 12/31/07. Pam Young summarized for the Board: to date \$1,192,385 has been received in Fund 1, and \$1,435,210 spent for a deficit thus far of \$242,825. Holdback will not quite cover year-to-date overpayment. Deficit of \$6,752 in Fund 2 (food services), but a big improvement in this area since November. Also distributed was a list of November and December electronic transactions. **Receipt of financial reports moved by Jennings, seconded by Anderson.** Discussion of ADM's and enrollment – there is 68% attendance, and 197 ADM now per Rossi. School should complete the year with ADM of 196 (revenue based on 200 students). Per Hughes, the school will be in a deficit even if ADM is 200. Jennings requested recommendations for cost reductions; administration to address by next meeting. **Then motion carried to receive financial report.** Rossi requested clarification of the scope of needed cost cuts; Pam Young and Bonnie Hughes will address.
5. Director's Report
 - Enrollment update - Rossi reported, attendance has slipped to 68% (board goal is 65%). Current ADM now 197. Have been holding 2 orientation sessions weekly; students continue to enroll. Current enrollment is 231 (PSEO reduces this somewhat). A studio advisor is working with students who are at risk of dropping out. Tabitha Wheeler and Jonathan Moore have done a few home visits, and promotional efforts continue.
 - Staffing updates - no changes in HSRA staffing since previous meeting.
 - Facility/property acquisition updates – Ellis reported on a presentation yesterday from Highmark Development, an organization based in Utah that helps charter schools plan for facilities - organized by Norm Chafee & Bruce Lindgren. Highmark's handout was distributed; Board discussed. It was noted that HSRA has engaged Briggs & Morgan for other development work. **Jennings moved authorizing administration to enter into discussions with Highmark Development to prepare a letter of intent for the Board to review, a process that will include checking Highmark's references; seconded by Bellamy.** Discussion - Ellis clarified, no commitment until the school enters into a lease agreement; letter of intent would only authorize Highmark to start looking for property for the school. **Motion carried.**

- Grant update - Anderson reported on two potential grants: Lubetech, \$25,000 (HSRA is 1 of 2 finalists, winner to be announced March 28); and Coalition of Essential Schools mentoring grant for \$45,000 to mentor school in Los Angeles. Rossi reported, HSRA partnered with 2 other charter schools in a Charter School Dissemination grant proposal which has been submitted. Also considering submitting a Q Comp proposal which would provide \$250/student; and considering a learning year program which would be a discrete program, independent of the regular school year.
6. Development update - Simmons reported, there is a four-pronged strategy for development. First, applying for grants as described above. Second, developing individual donors; third, developing corporate outreach; and fourth, other outreach projects. A mailing was sent out toward the end of the past year, and raised over \$1300. Simmons summarized efforts in these areas. MTV has paid the school \$15,000 to date for potential project at HSRA; the school may receive \$40,000 more. Planning continues for the 10-year anniversary celebration; focused on booking a big-name performer to headline the event. New York sister school charter application was withdrawn for the "winter round" however given that school. CES mentor grant could support joint training of the two schools' staffs. Also, have submitted a grant request to the Pohlad Family Foundation. Finally, starting planning for a trip to China, May or next September. **Jennings moved approving proposals, and approve receiving the grants if made, according to the terms of the Grants - includes Lubetech; Coalition of Essential Schools; federal Charter Schools Dissemination grant; Q Comp; Learning Year proposal; State Farm; Pohlad Family Foundation; and potential funders for the China trip. Seconded by Thomas, and carried.**
 7. Board Committee reports
 - School Improvement Committee – Rossi reported, February is a data gathering date on the SIP – data pertaining to school goals will be collected in the next week or so, and a committee meeting date will be set for late February.
 - Parent Advisory Committee – Rossi reported, Tabitha Wheeler is at a workshop (no report). Hughes noted, there was an eye and ear screening in November, as well as flu shots offered to staff and students older than 18, and open to the community.
 - Technology updates – David Kingsbury reported, HSRA's e-rate consultant has submitted paperwork for 2008-09, for HSRA and the Los Angeles school. E-rate items for HSRA would support upgraded Internet access; new networking infrastructure for server room; and videoconferencing equipment. Project Excellence Version 2 has been live for about a week. This is a total rewrite of Project Excellence, with same data re-imported into new version. 2008-11 technology plan is being worked on now; want to get it submitted and approved to the state by July 1. HSRA was approved for a Youtube video program for nonprofits - nonprofits can create their own videos on a channel on Youtube which can be tied to requests for donations. Websites for the three schools have been upgraded recently as well.
 8. Recommended annual Board actions (Designs for Learning) – Adelman distributed a list of recommended Annual Board Actions for charter school Boards; also a list of recommended policies which includes a number of new state requirements. Board discussed. Adelman will work with Rossi to create a schedule for when the Annual Actions will be addressed; and will work with Hughes to identify which policies are missing.
 9. Other business – there was none.

The meeting was adjourned at 11:15 am.

Respectfully submitted by Andrew Adelman