

**High School for Recording Arts
Board of Directors Meeting Minutes
Tuesday, April 11, 2006, 9:00 am**

Board Members in attendance: Wayne Jennings, Layne Bellamy, Paula Anderson (left after item #6), and Darryl Young. Absent: Carei Thomas.

Ex Officio and others: David Ellis, Bonita Hughes of Studio4; Bryan Rossi of HSRA staff; Andrew Adelman and Pamela Meade of Designs for Learning

Note: All votes were unanimous unless otherwise stated.

1. The meeting was called to order at 9:15 am by the Chair, Jennings, with Layne Bellamy, Paula Anderson and Darryl Young also in attendance.
2. Approval of agenda – the agenda was approved as presented, by common consent.
3. Approve Minutes of January 11, 2006 Board meeting – the Minutes were approved as presented, by common consent.
4. Financial updates (Hughes)
 - 2004-05 Audit report - Bonita Hughes distributed copies of the audit to the Board. Board reviewed, with attention to the audit findings in particular. David Ellis reported, HSRA had a positive fund balance at year's end, but there were challenges completing the audit process. Hughes noted, Designs for Learning is to be more involved in the audit process in the future, to address audit-prep needs in the future. After review, **Jennings moved approval of the 2004-05 audit; seconded by Anderson, and carried.**
 - 2005-06 Financial updates - Hughes distributed a Profit & Loss statement for HSRA, showing budget -to-actual through 2/28/06, and reviewed for the Board. A revised annual budget will be presented at the next meeting as some items have changed. A Vendor Balance Summary was also distributed, and reviewed by the Board. Jennings requested a balance sheet be distributed to the Board at future meetings. **Jennings moved receipt of the financial reports; seconded by Bellamy, and carried.**
 - Proposal for Designs for Learning services, for March 2006-June 2007 – Pamela Meade addressed, distributing and reviewing for the Board a proposed 2006-07 Contract for Consulting Services proposal. This included 8 proposed areas of service:
 1. Accounting services
 2. Full FY06 Audit Preparation
 3. SmartHR Payroll Services
 4. Government Reporting and Program Evaluation
 5. School Nutrition Program services
 6. Specialized Consulting Services
 7. Capacity Building
 8. Post Secondary Education Opportunities Counselor

In addition, Meade presented a contract addendum to Designs for Learning's 2005-06 contract, to provide for conversation of current-year finances from QuickBooks into SmartFinance. This will greatly ease the audit process. After discussion of the proposed services, **Jennings moved approval of the contract amendment for Entry of Disbursements, Payroll and Revenues for 2005-06 out**

of Quickbooks and into SMART Finance, for Option A with a cost estimate of \$3600 (actual cost will depend on amount of time required for entry of all individual entries into Smart Finance); seconded by Anderson, and carried.

Jennings moved administration be authorized to review and recommend a 2006-07 contract with Designs for Learning for Board approval; seconded by Anderson, and carried.

5. Director's Report / 2005-06 enrollment / Staffing updates (Anderson / Simmons) – Anderson reported, ADM to date is 207; enrollment has dropped to 187 and HSRA is continuing to do orientations and enroll new students. Attendance has been 62.5% for year-to-date. A new special education teacher has been hired - Keith Wideman (has a temporary license; licensure in EBD to be completed within 6 months). No other staffing changes. **Anderson moved approval of Mr. Wideman's appointment; seconded by Bellamy, and carried.** Also, Anderson reported the Coalition of Essential Schools visit went very well; students presented to the visitors on their Africa trip and other projects.
6. Review validation templates - Anderson reported, the 12 templates are up and running on Project Excellence now; students are starting to enter their projects in Project Excellence.
7. Board Committee reports
 - School Improvement Committee - Rossi distributed a School Improvement Plan report, with minor updates from the previous meeting; next SIC meeting will be May 10. He noted, there has been much improvement over the past few years in having all students do Personal Learning Plans and keeping the Planners up to date. Also, Rossi announced that he will not be available to work for HSRA next year, as he will be working for a new K-12 charter school, Learning for Leadership.
 - Parent Advisory Committee – not addressed.
 - Technology / e-rate update - David Kingsbury reported, HSRA has filed for Microsoft Cy Pres settlement funds for \$32,000 worth of hardware and software improvements, and expects the funds soon. E-rate application for 2006-07 is complete, all materials have been submitted and funding is expected to cover phone service and Internet access. Studio4 has signed up with a new online project management system called Base Camp, which may have applications for student use as well. Over Spring Break the HSRA tech team cleaned up, updated/upgraded all computers as needed. There are currently 106 workstations in the building, easily meeting the school goal of ratio 2:1 student-to-computer ratio.
8. Other business – date for final HSRA Board meeting of 2005-06 was verified; this will be May 31, at 9:00 am. Agenda will include 2005-06 budget revision; 2006-07 budget; 2006-07 calendar; DL contract for 2006-07; and staff review process

Jennings moved adjournment at 10:50; seconded by Bellamy, and the meeting adjourned.

Respectfully submitted by Andrew Adelman