

**High School for Recording Arts  
Board of Directors Meeting Minutes  
Tuesday, June 5, 2007, 9:00 am**

Board Members in attendance: Wayne Jennings, Layne Bellamy, Carei Thomas, and Darryl Young (arrived beginning of item #4). Absent: Paula Anderson.

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

Note: All votes were unanimous unless otherwise stated.

1. Call to order - the meeting was called to order by the Chair, Jennings, at 9:10 with 3 members in attendance.
2. Approval of agenda - the Agenda was approved as presented, by common consent.
3. Approve Minutes of May 8, 2007 Board meeting - approval of the Minutes as presented was moved by Jennings, seconded by Bellamy, and carried.
4. Financial updates
  - 2006-07 Financial updates - financials prepared by Designs for Learning were presented – Pam Young distributed a Financial Report Summary as of 3/31/07 and March 2007 Summary Income Statement, and reviewed their contents for the Board. These documents show a year-to-date deficit; however, if enrollment projections are on-target and salaries and other major expenditures are no greater than projected, the school should end the year without a deficit. Board discussed. Per Hughes, HSRA is on-target with enrollment, slightly below-budget with salaries and other areas are as budgeted. Also, Hughes distributed the Accounts Payable Aging Summary as of 3/31/07; and Electronic Funds Transactions for March. **Jennings moved receipt of financial reports; seconded by Bellamy, and carried.**
  - Consider preliminary 2007-08 budget – Hughes distributed a draft 2007-08 budget and a revised 2006-07 budget. This reflects a corrected amount for the Inner City Players grant, revenue and expenditures. **Bellamy moved approval of the revised 2006-07 budget; seconded by Thomas, and carried.** The 2007-08 budget is based on 200 students, and most figures carry forward from 2006-07. Designs for Learning contract will be lower, but most of the change will be due to removal of the college placement counselor from the DL contract. Board reviewed. Three changes were made: State and federal Special Ed. revenues and Districts-Tuition Billing will be combined into one line item; a \$5000 Gifts item will be added to revenue to reflect expected grants/donations; and the Designs for Learning contract will be reduced by \$10,000, to \$54,425. **Jennings moved approval of the 2007-08 budget with changes discussed; seconded by Bellamy, and carried.**
5. Director's Report (Rossi / Ellis)
  - Enrollment update - Rossi distributed an attendance report as of yesterday, which shows a year-end attendance rate of 63.9%. This is short of the school's target of 65% but meets the state's AYP target of 63%. Also distributed was an ADM Served report for the year, showing projected ADM for the year at 199.88.
  - Staffing updates - there have been no changes to HSRA staffing since the last meeting.
  - Planning Calendar for 2007-08 (added to Director's Report item) - distributed and reviewed by the Board. It was noted that the calendar is close to the St. Paul Schools'. Total number of school days is 170, same as this year. **Jennings moved approval of the calendar as presented; seconded by Bellamy, and carried.**
  - Auditor for 2006-07 (added to Director's Report item) – Hughes recommended HLB Tautges Redpath as the auditor (same as past 2 years). **Approval of HLB as the auditor was moved by Jennings, seconded by Bellamy, and carried.**
  - Facility/property acquisition updates - Ellis reported, work continues with Briggs and Morgan to establish the building company which can own the land and lease it back to the school.

6. Development update - Simmons reported on development efforts, especially planning and fundraising for HSRA's 10-year anniversary events for September 2008. Simmons also noted regarding model development, that the New York HSRA-model school is moving ahead, with a grant from the New York Center for Charter School Excellence.
7. Board Committee reports
  - School Improvement Committee - report on 5/18 meeting; schedule dates for future meetings. Andrew Adelman reported on the SIC's May 18 meeting. Meeting included discussion of school goals and measures, some of which may be adjusted for next year. The SIC will re-convene in the fall, after staff work during the summer on improvements to the reading program, math program, and data practices.
  - Parent Advisory Committee - it was noted that there was a parent night and science fair recently. Parent surveys from March and May will be tabulated soon. Getting parents involved remains challenging.
  - Technology updates – David Kingsbury reported - summer plans are being finalized to move equipment to Seattle and back as reported previously. Technology job descriptions are being reviewed and will be rewritten for a better fit with the mission of the school. Workstations have been upgraded with additional RAM. E-rate funds have been received. Project Excellence 2 is now being tested. Kingsbury continues working with L.A. Media Arts Academy, planning for long-distance collaboration between the two schools. Also, eight new security cameras have been installed in the building.
8. Designs for Learning contract for 2007-08 – Ellis reported, guidance counselor has been removed from the contract. Also school nutrition services (was not used last year). Capacity building has been removed, and other services are available on an hourly basis. Board approved director to enter into the contract. Total amount is \$43,200, with potential additional hourly services not included in this total. **Approval of the 2007-08 contract with DL as presented was moved by Bellamy, seconded Thomas, and carried.**
9. Baldrige Quality Criteria and Minnesota Quality Award program – Andrew Adelman described the Baldrige Quality Criteria framework for assessing organizations, and the MN Quality Award, which assesses organizations including schools based on the Baldrige criteria.
10. Board planning
  - Meeting schedule for future Board meeting dates – next meeting was scheduled for July 17, at 10:00 am. Agenda will include planning elections and board business for the 2007-08 school year.
  - Fall 2007 elections initial planning – Andrew Adelman advised the Board, all positions are up for election in the fall; current members can run but don't have to. Designs for Learning can assist with the election process if desired.
11. Other business - there was none.

The meeting was adjourned at 10:30 pm.

Respectfully submitted by Andrew J. Adelman