

**High School for Recording Arts
Board of Directors Meeting Minutes
Tuesday, December 5, 2006, 9:00 am**

Board Members present: Wayne Jennings, Layne Bellamy (arrived during item #4), Carei Thomas (present by speaker phone) and Darryl Young. Absent: Paula Anderson. Ex Officio and others: Education Director Bryan Rossi; David Ellis, Bonita Hughes and David Kingsbury of Studio 4; Andrew Adelman and Susan Airhart 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 9:25, with Young and Thomas (via speaker-phone) also in attendance.
2. Approval of agenda - approved by common consent.
3. Approve Minutes of October 10, 2006 Board meeting - one edit was identified - funds paid to HSRA by Exxon-Mobil was a service fee rather than a gift. Approval of the amended Minutes moved by Jennings, seconded by Young, and carried.
4. Financial updates
 - 2005-06 Audit status – Hughes reported, audit prep was finished on time with assistance from Designs for Learning. There was positive net income of about \$22,000 for the year. Susan Airhart arrived, reported that she expects to have the final audit ready to submit to MDE December 31. Division of transactions between HSRA and Studio 4 created challenges. There will be some audit findings, and recommendations for improvements to procedures. One change already made was stopping generating payroll checks out of Accounts Payable. Process of working with the audit firm began in September. It was more work than anticipated converting HSRA finances to SmartFinance. This is now done. There will be a financial statement for the Board at the next meeting. Management discussion and analysis remains to be done, after which the audit firm will hold a debriefing meeting with administration.
 - 2006-07 Financial updates - Hughes distributed a July-October Profit & Loss report, also a September report. Board reviewed. **Jennings moved receipt of financials; seconded by Bellamy, and carried.** Rossi noted the budget includes a \$125,000 grant from the Office of Higher Education which fell through; it needs to be adjusted to reflect the loss. Also, Rossi requested an un-audited balance sheet for 2005-06; Designs for Learning will provide. Ellis reported, HSRA has submitted grant application to MDE for \$500,000 for facilities renovation; this is supported by the landlord at 550 Vandalia.
5. Director's Report (Rossi / Ellis)
 - Enrollment update - Rossi distributed an attendance report as of 12/1/06. ADM is 204; HSRA needs to keep this above 200. New students are being enrolled weekly.
 - Staffing updates – one new hire, intern Aleesha Clomon, who is helping with new student orientation. HSRA is still seeking interns, especially for special education. **Approval of hiring intern Aleesha Clomon was moved by Jennings, seconded by Bellamy, and carried.** HSRA still needs to engage a school nurse.
 - Facility update – Ellis reported, he believes MTC will purchase the 550 Vandalia Street building. HSRA would likely have the option to continue leasing, but may be able to find a better location;

he is investigating a potential site on Western Avenue with close proximity to the Boys and Girls Club and many social services. Also has started investigating the possibility of setting up a nonprofit organization to act as a property-holder for the building.

6. Board Committee reports
 - School Improvement Committee – Rossi reported, they met Oct. 23 and will meet again Feb. 9. Adelman reported on recommended changes to HSRA Goals and Measures, per SIC's October meeting. There were minor edits to several of the measures. **After review, Jennings moved approval of the revisions, seconded by Bellamy, and carried.**
 - Parent Advisory Committee – Rossi reported, parent presentation night is this Thursday; students will present on their projects and choir will perform. Parents will conference with teachers as well
 - Technology updates - David Kingsbury reported, e-rate award for 2006-07 has been submitted which should provide credit for Internet and phone service. The 2007-08 e-rate application window has opened; facility plans for next year will affect what we apply for. HSRA website has been updated with the addition of a donations button, through Paypal.
7. 2005-06 HSRA Annual Report (distributed electronically, and in hardcopy at the meeting) – Rossi reported, this will be shared with the sponsor, with other documents. **Jennings moved approval of the Annual Report; seconded by Bellamy, and carried.**
8. Directory Information, Human Rights Officer – Rossi reported, the board should re-approve directory information, and re-approve the Human Rights Officer. **Bellamy moved approval of Paula Forbes as Human Rights Officer for HSRA; seconded by Young, and carried.**
9. HSRA membership in MACS - approval to join - Rossi recommended HSRA re-join the Minnesota Association of Charter Schools; this calls for a Board motion. **Jennings moved approval of HSRA re-joining MACS; seconded by Bellamy, and carried.**
10. Renewal of Studio 4 contract - contract distributed in hardcopy; is for the term January 1, 2007 - December 31, 2009. Contract provides for 50% of general ed. funding to go to Studio 4, rest to HSRA. Contract continues past practice. **Jennings moved approval of the HSRA-Studio 4 contract; seconded by Bellamy, and carried.**
11. Other business - include review of Board meeting dates – it was noted that Feb. 6 is not a good date as it's in the BST testing window. Board discussed, then moved the next meeting date to Monday, February 12, still at 9:00 am.

Bellamy moved adjournment at 10:35; and the meeting adjourned.