

**High School for Recording Arts
Board of Directors Meeting Minutes
Wednesday, December 19, 2007, 9:00 am**

Board Members in attendance: Wayne Jennings, Carei Thomas, Layne Bellamy (arrived during item #5), and Darryl Young. Absent: Paula Anderson.

Ex Officio and others: Education Director Bryan Rossi; David Ellis and Bonita Hughes of Studio 4; Pam Young, 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, Wayne Jennings, at 9:00 am.
2. Approval of agenda – Carei Thomas noted he had an update on a HSRA alum (to be addressed under “Other business.” The Agenda was approved by common consent.
3. Approve Minutes of November 14, 2007 Board meeting - after reviewing the Minutes, Young moved approval of the Minutes as presented; seconded by Thomas, and carried.
4. Certify Board elections results - results (previously shared with the Board via email) were: Layne Bellamy, 9 votes; Carei Thomas, 7; Paula Anderson, 8; Wayne Jennings, 6; Darryl Young, 7. There were no write-ins. **Jennings moved certification of the results as presented; seconded by Young, and carried.**
5. Financial updates - Pam Young reported, there are financial statements through 10/31, and a discussion draft of the 2006-07 audit (just received yesterday evening). There are three things the auditors need - management response to audit findings; signed letter of representation; and a copy of the school's lease. Bonnie Hughes distributed an October 2007 Summary Income Statement. Year-to-date general fund expenses are greater than revenues by \$130,055. Fund 2 has a deficit of \$11,878 (no reimbursements received as of Oct. 31, however revenues have come in since then). Total net negative income is \$141,933. Reports are based on current-year expenses and revenues to date (not accrual-based). Statements of financial activity through November should be ready by next week. Balance Sheet for the month ended 10/31/07 was also distributed. HSRA is being funded at 200 ADM. Current ADM's to date are 187. **Jennings moved receipt of the financial reports; seconded by Young, and carried.**

Next, Pam Young reported on the Audit. Parts of the discussion-draft audit report were copied and distributed. Net assets decreased by \$58,000 from 6/30/06 and 6/30/07. Expenditures increased more than revenues, in 2006-07 compared to the previous school year. Board reviewed audit report, with special evidence to findings.

There were six findings:

1. Adjustment required in documentation of grants supporting planning of HSRA-model school in New York
2. Lack of documentation of internal controls
3. Need for verification of auditors' work on financial statements (new requirement)
4. Lack of segregation of duties (typical finding for charter schools)
5. Lack of collateral in place for bank account
6. Lack of plan and policy regarding electronic fund transfers

The management response should be completed by Friday; then the audit will be finalized by the deadline which is 12/31/07.

6. Director's Report (Rossi / Ellis)
 - Enrollment update - Rossi reported, enrollment is at 219; current ADM's 187.29, five higher than last meeting. Are advertising on the Fo' Show, and in local newspapers. Have reserved a spot at the St. Paul Schools parent fair in February. Expects an influx of students after the holidays. 5-10 students have been coming in each week.
 - Staffing updates - no change since last meeting.
 - Facility/property acquisition updates - no activity re the property on Western Ave. that HSRA had considered attempting to purchase; the parcel is now off the market. Remodeling of the front area of the facility continues; bathrooms will be remodeled over winter break (covered by lease aid). Bonnie is to relocate upstairs, near David Kingsbury's office.
 - Grant update - Rossi reported, State Farm grant supported sending two students to Milwaukee (teen seat-belt use promotion done by *Gumbo* magazine; \$5000 grant has not yet been received). Ellis reported, HSRA has completed negotiation for MTV contract which should net the school about \$50,000 for filming at HSRA. \$15,000 is to be received in January to cover the shooting they have already done. MTV has expressed interest in doing a special on HSRA, will continue to negotiate.
7. Development update - Ellis reported, Simmons continues to talk with State Farm Insurance, and met with Sun Microsystems reps in San Diego regarding sponsoring projects for the school. Possibility remains for HSRA to get Coalition of Essential Schools mentoring grant of \$45,000 if there is another school to mentor.
8. Board Committee reports
 - School Improvement Committee; updated Accountability Grid review – Adelman distributed the updated grid which summarizes data pertaining to the school's five Performance Targets and indicators for each (Reading, Mathematics, Attendance, Graduation Rate, and Culture of Learning). Fall MAP results are in; still waiting on fall BST result. Attendance year-to-date is 70%, above the 65% goal but down from 73% in October. Board discussed. School improvement committee will meet after first-semester data is complete (1/25/08).
 - Parent Advisory Committee – parent night was held Nov. 20 with good attendance; 16 parents completed surveys (positive results on parent satisfaction surveys is an indicator under the Culture of Learning goal).
 - Technology updates; approve authorized school representative for E-Rate - Ron Weiler was recommended by David Kingsbury as the representative. **Board discussed, after which Jennings moved to authorize school administration to contract with a school representative for e-rate once the contract is reviewed; seconded by Young, and carried.**
9. Other business – Thomas reported on communication he has had recently with Philip Borer-Nelson, an alum of HSRA, now at an adult detention center. Board expressed support.

Meeting was adjourned at 10:35 pm.

Respectfully submitted by Andrew Adelman