



# Board of Directors Meeting

## OUR MISSION:

Preparing students for college in an academically challenging, arts integrated environment.

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**Meeting Date:** Tuesday, October 22<sup>nd</sup>, 2019  
**Time:** 5:30-7:30pm  
**Place:** 1<sup>st</sup> Floor, HFAA, Media Center

## Agenda

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ITEM	PERSON RESPONSIBLE	ACTION REQUIRED
<b>1. CALL TO ORDER</b>		
1.01 Call to Order	S. Gabbard	
1.02 Roll Call	M. deBrugge	
<b>2. REPORTS</b>		
2.01 President's Remarks	S. Gabbard	
2.02 Superintendent's Report	B. Schmelzenbach	
2.03 Principal's Report	K. Campbell	
<b>3. ROUTINE ITEMS</b>		
3.01 Approval of September 2019 Board Meeting Minutes	S. Gabbard	Motion
3.02 Leadership Team & Faculty 2019-2020	B. Schmelzenbach	Second
3.03 HFAA Board of Directors 2019-2020	S. Gabbard	Vote
3.03 HFAA Event Calendar	B. Schmelzenbach	
<b>4. COMMITTEE REPORTS AND PRESENTATIONS</b>		
4.01 Board Governance Committee Report	S. Bentley	
a. Status Report		
4.02 Foundation Board Report	S. Bentley	
a. Status Report		
4.03 Executive Committee Report	J. Yoeckel	
a. Report		
b. Job Description		
4.04 Financial Committee	C. Borelli	Motion
a. Approval of Financials		Second
b. Approval of Purchase Orders		Vote
<b>5. NEW BUSINESS</b>		
Per Oklahoma statute, 25 O.S. §311(9), New Business means: "any matter not known about or which could not have been reasonably foreseen prior to the time of posting."	S. Gabbard	

# Board of Directors Meeting

ITEM	PERSON RESPONSIBLE	ACTION REQUIRED
<b>6. PUBLIC COMMENTS</b>		
At the discretion of the Board, patrons may speak on items of concern during this section of the Board meeting. A three (3) minute time limit will be allowed for each		
<b>7. OPEN SESSION</b>	S. Gabbard	
7.01 Board Member Comments		
<b>8. ADJOURN</b>	S. Gabbard	Motion Second Vote
8.01 Motion to adjourn		

## Minutes of the Harding Fine Arts Academy

### October 22, 2019 Board Meeting

Held at Harding Fine Arts Academy 3333 N Shartel Ave, Oklahoma City, OK 73118

## 1. CALL TO ORDER

### 1.01 Call to Order

Susan Gabbard, Board President, called the meeting to order at 5:36 p.m.

### 1.02 Roll Call

Roll Call given by Michaela deBrugge and quorum was declared.

#### Board Members Present:

Rod Baker [arrived at 5:39pm], Sally Bentley, Cheryl Borelli, Susan Gabbard, Glenda Jensen, John Dexter "Dex" Marble, Rosalynn Wade, and John Yoeckel

#### Board Members Absent:

Jean Hendrickson and Kirsten Hurley Lindsay

#### Others in Attendance:

Barry Schmelzenbach, Superintendent; Tara Houston, Vice-Principal; Michaela deBrugge, Business Manager/Board Clerk; and Jennifer Fuller, Encumbrance Clerk

## 2. REPORTS

### 2.01 President's Remarks – 5:36pm

Susan Gabbard called attention to the Leadership Team and Faculty list and Board of Directors list and noted that these were for each member to keep in their Board Manual.

### 2.02 Superintendent's Report – 5:38pm

Barry Schmelzenbach reminded the Board of the policies that were presented last month, the Suicide Prevention and Human Trafficking policies. He said that the team was still working on those policies and that they would bring them to the Board for approval when completed. Schmelzenbach said that he, Keith Campbell – Principal, and Dr. Sherry Rowan – former Superintendent of Harding Fine Arts Academy, have been working on fine tuning the means in which they do Teacher evaluations. He said that they would bring the results of evaluations to the Board after they have been reviewed.

The next topic Schmelzenbach mentioned was Facilities. He told the Board that over the school's Fall Break the spaces at the main entrance and outside of the auditorium had been renovated. He mentioned that this renovation was preceding the first Ignite Master Artist Series performance.

The first performers will be the Ezra Duo. Schmelzenbach encouraged the Board to attend the evening, November 7<sup>th</sup>, and to invite all their friends!

Schmelzenbach then segued to that during the move, Harding Fine Arts found themselves with a blank slate regarding lights and sound for Auditorium. Schmelzenbach said that they have aggressively pursuing solutions this semester and have had 4 companies come in for assessment, advise, and quotes. The total goal for lights and sound is \$48,000.00 and to date we are at around \$38,000.00.

Schmelzenbach concluded by informing the Board that the State Accreditation reports, that are due October 15, were submitted and most have been finalized by the State.

### **2.03 Principal's Report – 5:45pm**

Tara Houston – Vice-Principal, expounded on the topics presented in the Principal's report. She began with explaining the last Professional Development day and the breakout sessions that were held. She said that there was great feedback and that the teachers were very engaged in the sessions.

Houston then gave a highlight of the athletics department, all the various teams, and how much they are enjoying having the space to themselves. She mentioned that we were revamping Cheer. Houston informed the Board that we have had to part ways with the lay coach for cheer and that they started a search for a new coach. They have found a coach who is an alumnus and was on the competitive cheer team when they went to competition. Houston formally requested to hire Clare Schmelzenbach as the new cheer coach, process to be completed during New Business.

Rosalynn Wade asked about the document referenced in the Principal's report. Houston said that she would get the document to the Board.

Susan Gabbard finished by passed around the 2020-2021 enrollment application that is available for pick up in the office and online.

## **3. ROUTINE ITEMS**

### **3.01 Approval of the September 2019 Board Meeting Minutes – 5:51pm**

The minutes of the last board meeting were presented.

Motion to accept minutes.

*Motion by Borelli, seconded by Baker*

*Motion Resolution: Motion carries unanimously*

### **3.02 Leadership Team & Faculty 2019-2020 – 5:52pm**

Susan Gabbard addressed this item during the President's Remarks

### **3.03 HFAA Board of Directors 2019-2020 – 5:52pm**

Susan Gabbard addressed this item during the President's Remarks

### **3.02 HFAA Event Calendar – 5:52pm**

Barry Schmelzenbach brought attention to the attached HFAA Event Calendar and expounded on several upcoming events: Ezra Duo, Vet Day Assembly, Prospective Student Night, and Self-Care Night.

## **4. COMMITTEE REPORTS AND PRESENTATIONS**

### **4.01 Board Governance Committee Report**

#### **a. Status Report – 5:54pm**

Sally Bentley presented the Conflict of Interest Policy and Board Commitment form for each member to sign.

Bentley reminded the Board that during the Board's revision the Fundraising Committee has been relocated to the Foundation Board as fundraising is one of the primary responsibilities of the Foundation Board. She mentioned that even though the Foundation Board is taking over the fundraising, participation from the school board in events and monetary support is still important. She thanked the board for their continued support at whatever level they are comfortable.

Bentley echoed Schmelzenbach encouragement for members to attend the Ezra Duo concert that will be held November 7<sup>th</sup>. She continued by encouraging members to Friend-Raise by bring people that haven't been to the school before.

Bentley informed the Board that the annual Leadership in Arts Education date has been set for Tuesday, April 9<sup>th</sup> at Will Rogers Theatre. The Honorees this year are Charles and Renate Wiggin and the Community Impact Award honoree is BancFirst. Fundraising and sponsorship contact has begun. She asked to inform her of anyone who we should ask to be sponsors.

Bentley concluded by saying that the Building Renewal and Construction Committee [BRCC] has mainly been focused on the process of how to renovate the building and how to phase the renovations.

#### **4.02 Foundation Board Report**

##### **a. Status Report**

Sally Bentley reported on this item during the previous section.

#### **4.03 Executive Committee Report**

##### **a. Status Report – 6:04pm**

John Yoeckel explained the topics in the presented Executive Committee's report.

Yoeckel informed the Board that there was an approval of job descriptions of Superintendent and Principal and those were presented in the report.

Yoeckel mostly spoke on the request for Written Committee reports the must be included in the monthly Board Packets. Due to the increased scrutiny on the Boards when fundraising, reports are needed to keep transparency throughout.

Yoeckel mentioned that they are asking the Superintendent and Principal report Incidents to the Board President within 24 hours. They are working on a report format for this reporting. Lastly, Yoeckel said that they are working on a platform of storing sharing of data.

Schmelzenbach explained that Office 365 is the best platform and the Executive committee has been using this and they plan on creating one for the Board of Directors.

#### **4.04 Finance Committee**

##### **a. Approval of Financials – 6:10pm**

Cheryl Borelli presented the September financials as presented in the October Board Packet.

Motion to accept financials.

*Motion by Yoeckel, seconded by Jensen*

*Motion Resolution: Motion carries unanimously*

#### **5. NEW BUSINESS**

Dex Marble took the opportunity to report on the Curriculum committee meeting. Marble started by offering his agreement with Executive committee's request for written reports.

Marble reported that the Curriculum committee met with English department and that all 4 teachers were present. He continues to be very favorably impressed with faculty at Harding Fine Arts Academy. Marble said he was very impressed with their commitment to their students and their focus on the individuals that they are.

Rosalynn Wade expounded on a recent lesson that Naomi Rothrock, HFAA's French teacher, had in her class. Rothrock held a scavenger hunt around the school building. Students had to figure out the clue that would lead them to their next clue – in which a faculty or staff member would have a phrase in French that gave them the information needed for the following clue.

This culminated in the prize being a video on how to learn “Twinkle, Twinkle Little Star” on a ukulele.

Tara Houston formally informed the Board of the termination of Holly Lee – former cheer coach.

Tara Houston asked to approve a hire and contract for a new Cheer Coach, Clare Schmelzenbach.

Motion to approve the hire of Clare Schmelzenbach.

***Motion by Bentley, seconded by Wade***

***Motion Resolution: Motion carries unanimously***

## **6. PUBLIC COMMENTS**

Public Comments were made by Harding Fine Arts Academy senior and current Student Council President, Matowacipi Horse. Ms. Horse proposed to institute a chapter of the Native American Student Association at Harding Fine Arts Academy. Purpose of club would be cultural enrichment and self-representation.

Schmelzenbach lends his voice of support for this type of program. Schmelzenbach reminded the Board that student clubs do not require Board approval, it is an Administrative duty. He thanked Ms. Horse for informing the Board.

## **7. OPEN SESSION**

John Yoeckel followed up on Board Governance Committee report comment on support contributions. He reminded the Board that when serving on this Board there needs to be a full Board commitment to support contributions. Rosalynn Wade asked who would be in charge of informing members who are not in compliance and Susan Gabbard informed that it is the duty of the Board President. Rod Baker mentioned that it might be helpful to have a listing of ways to participate.

## **8. ADJOURN**

Motion to adjourn October 2019 Board meeting.

***Motion by Baker, seconded by Bentley***

***Motion Resolution: Motion carries unanimously***

There being no further business, the Board adjourned at 6:29 p.m.

Susan Gabbard  
President of Board

Michaela deBrugge  
Clerk of Board