

Longleaf School of the Arts
Board of Directors Meeting Minutes
322 Chapanoke Road Raleigh NC
February 27, 2023

5:34pm CALL TO ORDER Per G.S. 143-318.10

- **Roll Call:** Cheryl Hiser, Sharon Muha, Elizabeth Grovenstein, Sabrina Francis, Adam White
- **Absent with Notice:** Dorinda Peacock
- **Mission Statement:** Longleaf School of the Arts will develop students into confident, responsible, and successful contributors in college, career, and community through mentorship and a challenging curriculum that integrates academics and the fine arts.
- **Agenda Approval**
 - Sabrina Francis made an update to remove the meeting minutes from the Feb. 3 Special Board Meeting from the Consent agenda. Those minutes are not ready for approval and will be on the Consent agenda at the next Board meeting.
 - Elizabeth Grovenstein moves to approve the agenda.
 - Sharon Muha seconds the motion.
 - The motion is approved.

CONSENT AGENDA

A consent agenda is used to approve routine items by voting on all items at one time, instead of voting on individual motions. Prior to approving the consent agenda, the Board will review the consent agenda and any items requiring discussion will be removed from the consent agenda and placed on the standing agenda.

Consent Agenda Item	Description	Action
Meeting Minutes	Approve meeting minutes from 1/23/2023 LSA BoD meeting	

Sabrina Francis moves to approve the consent agenda
Sharon Muha seconds the motion.
The motion is approved.

OLD BUSINESS

- **Enrollment Update**
 - Mrs. Winters presented the update.
 - Two ninth graders withdrew in January. We've received a withdrawal notification from one 10th grader..
- **Recruitment Update**
 - Mrs. Winters presented the recruitment update. They held several events in the past month.
 - A charter school fair was held at LSA. LSA hosted 9 other middle and high schools.

- There were about 30 families in attendance
 - The schools would like to continue this next year.
 - The National School Choice Week organization will help support the event in the future.
 - Thank you to Mrs. Francis for helping with the press release and attending the event.
 - The first open house was held.
 - 131 families attended
- There are 234 applications
 - The application window closes on Friday
 - We are 4.37% higher than the number of applications we had last year at this time.
 - 247 is the total number of applications we had last year.
 - Administration has a recommendation for enrollment numbers.
 - The Social media campaign will continue to get the word out.

NEW BUSINESS

- 2023-2024 Lottery Enrollment Decision
 - The Administration recommends admitting the following number of students during the lottery for each grade.
 - Ninth Grade: 130
 - Tenth Grade: 30
 - Eleventh Grade: 20
 - Sharon Muha asked what enrollment numbers was used for the budget and how many students actually attended.
 - Mrs. Winters shared that we went through the entire waitlist during the summer.
 - We budgeted for 415 students this year. 391 students attended on the first day of school. The total number of students who attended in the first month of school was 407. Our average daily attendance is 404.
 - Meeting minutes from 2022 were reviewed to identify the number of students accepted in the 2022 lottery.
 - 140 ninth grade students were accepted and 115 registered and attended.
 - Mrs. Winters stated that the 130 number is what the admin recommends and it is the number of students that we can accommodate.
 - Cheryl Hizer reviewed last year's year-end student numbers and the beginning of this year to see how many students left over the Summer. We lost about 10 students in both the tenth and eleventh grades over the Summer last year.
 - As long as we can keep our current 11th graders and add to our current 9th and 10th grade classes, we are in a better position than last year because our current 11 grade class has 30 students more than last year's 11 grade class. This is why having a high enrollment in the 9th grade class is important.

- The Board reviews the number of 9th graders who registered and attended vs. the admitted during last year's lottery.
 - Sabrina Francis moves to accept
 - 150 ninth graders
 - 30 tenth graders
 - 20 eleventh graders
 - Sharon Muha seconds the motion
 - The motion is approved
 - 2023-2024 School Calendar
 - Rob Houck, Michael Anderson, Andrew Hoffman, and Virginia Smith made up the committee to define the calendar
 - Mr. Houck reviewed the hours in the calendar
 - Elizabeth Grovenstein moves to approve the 2023-2024 School Calendar.
 - Sharon Muha seconds the motion.
 - The motion is approved.
 - Board Membership
 - Elizabeth Grovenstein introduces Caitlin Cary, a candidate presented to the Board tonight to be approved as a Board member. Caitlin Cary is a local artist in Raleigh. She is a singer songwriter who has been a member of many bands and released multiple recordings with various artists, as well as, her own solo recordings. She is also an award winning needle print artist and a gallery owner.
 - Sabrina Francis moves to approve Caitlin Cary as a Longleaf School of the Arts board member
 - Cheryl Hizer seconds the motion.
 - The motion is approved

HEAD OF SCHOOL REPORT

- A group of students went to NC State and met with the College of Arts and Design.
- Chowan University will provide an opportunity over the Summer for LSA students to attend a week-long program to acclimate high school students to the University environment. All rising 9th, 10th and 11th graders will have the opportunity to attend. There will be a mental health component to the program. Students will stay in the Dorm. We will have our own week to attend. There will be no expense to the parents due to a grant we recieved. The program will be the week after June 9. This is a partnership with Chowan University.
- At this point in the year, we've raised approximately \$11,000 for our annual fund fundraiser. Each department created a list of items for their wishlist. The \$11,000 does not include donations of items on the wishlists.
- Nurse Herbst sponsored a walk for health. All money was donated to the American Heart Association.
- The Black Student Union sponsored special events each week during Black History Month. The last event is tomorrow with "A showcase of Black Voices".

PUBLIC COMMENT

- Mr. Bodie has no comments or questions from the Staff.
- Mrs. Winters thanked the Finance committee.

6:30pm COMMITTEE REPORTS

- Finance: Cheryl Hizer
 - Budget report reflects that budget amendment from last month.
 - One item is over budget and we will need a new amendment to correct that.
 - The budget is on track. We are 58% through the school year.
 - Revenue is tracking ahead of schedule
 - All of the expenses are at or below 58%.
 - Technology is not, but that is a front loaded expense. A front loaded expense means that the expense occurs at that beginning of the year and is not spread out equally throughout the year.
 - Staff Development is over budget. We will make an amendment for that.
 - We may not have to pull from our fund balance for this year.
 - We will bring a Fund7 amendment forward. Elizabeth Grovenstein and Cheryl Hizer must scrub this item. We are hoping to bring all of these items in one future budget amendment.
- Policy Committee: Sabrina Francis
 - Lisa Gordon Stella, an education lawyer, met with Sabrina Francis and Adam White this month to discuss policies that LSA should adopt. She provided detailed examples of policies and legal documents outlining what must be included in policies. Sabrina and Adam are reviewing the policies and will bring a policy recommendations to the Board.

PUBLIC COMMENT

- No comments at this time.

6:36pm CLOSED SESSION

Elizabeth Grovenstein moves pursuant to GS 143-318.11(a)(5,6) the Board will move into closed session for the purpose of reviewing contracts. Sabrina Francis seconds the motion. The motion is approved.

6:56 pm OPEN SESSION

Elizabeth Grovenstein moves to resume open session. Sabrina Francis seconds the motion. The motion is approved.

Elizabeth Grovenstein moves to approve Kelly Watson for the Social Studies position and Marian Fertin for the French position. Cheryl Hizer seconds the motion. The motion is approved.

6:58pm ADJOURNMENT

Elizabeth Grovenstein moves to adjourn the meeting. Sharon Muha seconds the motion. The motion is approved.

Next Board Meeting Date: March 27, 2023, 5:30pm Longleaf School of the Arts

NOTE: Times are approximate. Meeting will be conducted in person and via ZOOM. Members of the public may attend via ZOOM. ZOOM link to be provided by the Longleaf School staff.