

Mongleaf School of the Arts  
Board of Directors Meeting Minutes  
322 Chapanoke Road, Raleigh NC  
April 30, 2018

5:35pm           **CALL TO ORDER**

- **Roll Call:** Sabrina Francis, Stephanie Hawke, Chuck Hensey, Cheryl Hiser, Liz McDonald, Joyce Munro, Dorinda Peacock, Larry Williams
- **Absent with Notice:** Rheji Burrell
- **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
  - Joyce Munro moves to approve the agenda. Sabrina Francis 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 for the February 26, March 26, April 9 meetings	.

Joyce Munro moves to approve the consent agenda. Chuck Hensey seconds the motion. The motion is approved.

**OLD BUSINESS**

- Enrollment Updates
  - Enrollment tracking report was reviewed. 310 students are enrolled. The retention rate is 93.37%
- Lottery/Acceptance Updates
  - 130 have accepted. 129 have completed their pre-registration packet in school mint. Natalie Perkins stated that she is expecting 129 on Saturday for new student registration.
  - With the new lottery application. We will be able to collect data on why student decline.

## **HEAD OF SCHOOL REPORT**

Brittni Doyle presented the Head of School Report as prepared by Rachel Davis.

- Change in Concert Start Times
- Successful New Student Registration Information Session
- Registration Saturday, May 5th
- Mr. Alton Fitzgerald White's Visit
- AP Testing
- Upcoming Performances

### **Music Performance Time Changes**

The music teachers have scheduled their concert dates during AP Exams. We discussed this issue with them when they were setting their concert schedules but they didn't want to change the dates. We have told them that they will have to change their start times though, so that the concert is over and students are home by 8-8:30pm. That will give students an early enough evening to get a good night's sleep and even some time if they want to review their materials before bed as well. In the coming weeks, the Arts departments will be coming up with their performance schedules for next year, so that venues can be booked well in time, and can be financially included in the budget for next year. Administration is going to give "blackout" dates, so that this isn't something that happens again.

### **New Student Registration Info Session**

Tuesday, April 24th was the night that all of the new students who have been accepted into LSA for next year, come in and get information about the classes they will be registering for. It was quite well attended. We think about 120 of the 140 families made an appearance. There were lots of great questions asked. A lot of person concerns about specific students. We will have a considerably higher EC population with more challenging needs for next year at LSA. But it seems that these students also come with some wonderful artistic talent as well. The positivity was wonderful and the excitement was invigorating! Parents are learning about our mentoring program through word of mouth! I, Mrs. Davis, want to give a shout out to Ms. Doyle and her mentors for making this such a wonderful program that is bringing some recognition to Longleaf! I hope it stays going for years to come!

### **New Student Registration**

The majority of the new students will be registering on May 5th. Those who can't make it have been told to see Mrs. Perkins to get a summer date for registration, placement tests and auditions. The program will be much like before... there are sign up slots by the hour for registration. Two placement tests are taken, at 45 minutes each for the students, and there are 2 info sessions for parents scheduled at the same times, one from the mentors and the other from the board, and then a 20-30 minute audition. Families will be here for about 2.5 hours. We are going to run three time slots that day and 2:15 should be about the time we close things out.

### **Alton Fitzgerald White**

That was a nice visit. I don't think that it drummed up much outside interest, but it was great for the kids and teachers! He came in and talked to the teachers on Monday. Tuesday, he met with the Musical Theatre students during 1st pd and then visited arts classrooms for a bit after that. We had him back after lunch and he did two 1 hour assemblies with the students, talking about himself and doing a Q and A. He also sang for them! It was a great experience. (Maybe Denise would like to elaborate on this. )

### **AP Testing**

AP Testing starts May 7th. All testing will happen on campus this year. Classes will be moved around so that we can test on site, instead of renting space. Students who test on a given day are not expected to be in school for the other part of their testing day. So if they have a morning test, they are allowed to go home. And if they have an afternoon test, they do not need to come in the morning. This continues through May 18th.

### **Upcoming performances**

There are a lot of these:

- Tuesday May 1st--The Fashion and Design classes are putting on a fashion show of their own creations made of recycled materials
- Wednesday May 9th--A Capella Concert at 6pm
- Tuesday May 15th--Chorus Concert at 6pm
- Thursday May 17th--Band Concert at 6pm
- Tuesday May 22nd--Senior Award Night
- Wednesday May 23rd--Underclassmen Awards Night
- Friday May 25th and Saturday May 26th at 7pm--The Complete Works of William Shakespeare in 90 minutes.

That's just a few of things going on at LSA this month.

Brittini Doyle added that LSA had another successful prom.

**Success of Prom:** The biggest prom to date. 148 students attended. This prom displayed more of our artistic abilities. The theme was A trip to the moon.

### **PUBLIC COMMENT**

Angela Stahl asked if staff members attending new student registration will have name tags. It would be nice for everyone to wear name tags.

Susan Atkinson added that Friday May 25 and 26, the Drama department is presenting the complete works of William Shakespeare. Ms. Doyle apologized for missing that item in the HoS report.

Rob Houck asked the Board to think about what parts of the charter are crucial to Longleaf? What is in the charter that is at the heart of Longleaf. One of the things that the Governor's School tries to do is to get people from different subject areas together. The intent of having to take Math, English and Art every year is to help students see connections between those three subject areas.

Natalie Perkins stated that for new student registration, it is really helpful to have the board present to explain the Board's role and how the Charter School works. This is the opportunity to help new parents understand Charter schools.

Michelle Armistead wanted to thank the Mentors and the Raleigh Dream Center. Ms. Doyle added that the mentor program did a food drive for the Dream Center. The theme was Dr. Seuss. One Can, two can, I can, you can.

5:58pm        **CLOSED SESSION**

Sabrina Francis moves, pursuant to GS 143-318.11(a)(1)(6) the Board will move into closed session for the purpose of reviewing grievances and personnel matters. Chuck Hensey seconds the motion. The motion is approved.

8:32pm        **OPEN SESSION**

Sabrina Francis moves to resume open session. Dorinda Peacock seconds the motion. The motion is approved.

Sabrina Francis provided an update on the grievances. In reference to the grievances heard by the Board tonight, the Board is referring the grievances to the Teaching and Learning committee to work with administration on a full resolution. The Board will hear the Teaching and Learning committee's recommendations at the May 14 Board meeting.

Sabrina Francis moves to approve the personnel contract for Johneka Williams as Longleaf School of the Arts Head of School effective May 30, 2018. During the month of June, LSA will have two head of schools, Mrs Davis will continue as HoS and will close out the 2018 school year. While Mrs. Williams will work with the Board, administration and staff on planning for the 2018/2019 school year. Chuck Hensey and Larry Williams second the motion. The Motion is approved.

Ms. Williams is invited into the meeting and introduced to the Board and meeting attendees.

## COMMITTEE REPORTS

- Finance: Joyce Munro
  - The financials continue to perform as anticipated.
  - Budget Amendment - Joyce Munro proposed a budget amendment to account for additional graduation costs due to the location of this year's graduation and increasing department chair stipends due to increased duties the department chairs have assumed during this year.
    - Joyce Munroe moves to increase the department chair stipend for school year 2017-2018 to \$1,500 in recognition of their significant additional work during our school's leadership transition; and further to approve a budget amendment to decrease Health Insurance Expense by \$6,500, while increasing Contracted Student Services (EC Services) by \$2,000, Salaries and Bonuses (Salary-Supplemental Pay) by \$2,400, and Graduation Expense by \$2,100 all totaling \$6,500. Cheryl Hiser seconds the motion. The motion is approved.
  - Joyce Munro also recommended to the board that we delay the budget recommendation and adoption to ensure that the new Head of School is engaged in the 2018/2019 budgeting process. We will look to bringing a proposed budget to the Board to the board in June.
- Facilities: Stephanie Hawke/Larry Williams
  - There was no update for phase 1.
  - Larry Williams presented an update on Phase 2 with regards to the black box theatre. The addition will not be ready in August. The consultant will be onsite at the steel vendor next week. Larry believes that it will be ready in January.
- Communications/Development: Liz McDonald/Cheryl Hiser
  - No Update
- Teaching & Learning: Chuck Hensey
  - Report is included in the Policy committee update
- Policy: Sabrina Francis/Chuck Hensey
  - Employment Policy Update
    - Sabrina Francis reminded Board members that last month an updated Employment Policy was presented. At that meeting the Board requested that a policy be amended or added to ensure that the Board is reviewing the status of professional certification on a regular basis. Tonight the Policy committee brings one policy update and one new policy to the Board for Approval.
    - The Employment Policy is amended to add a Candidate Presentation section to the policy. This section spells out the items that must be presented to the Board for contract approval and includes language that requires the Head of School to notify the Board if our teacher licensure percentage drops below 60%.

- A new policy, Annual Board Meeting Review, is proposed. This policy designates July as the annual review meeting. At this meeting, the Board will approve any policy changes, New Board members will be approved, Administration will present that names and status of any staff member renewing their professional license during the upcoming school year.
    - There is no discussion on the policies.
    - Sabrina Francis moves to approve the policies. Larry Williams seconds the motion. The motion is approved.
    - Sabrina Francis noted that she will email the updated employment policy to OCS prior to the May 4 deadline.
  - Graduation Requirements for Class of 2022
    - The Teaching and Learning committee presented their proposed graduation requirement changes to the Policy committee in March. At the March Board meeting, the Teaching and Learning committee and the Policy committee brought updated graduation requirements to the Board for approval. At the March Board meeting, the Board asked the Policy and Teaching and Learning committee to review and provide a policy for middle school high school credits being accepted as graduation requirements.
    - Chuck Hensey reported that the middle school high school credits are able to be included as graduation requirements
      - UNC system accepts this.
      - Stephanie Hawke feels that one way to address Rob Houck's concern stated during public comment is to ensure that we be very careful about what classes we are offering and ensuring that it is part of the charter's vision.
    - The Proposal is below
      - The Teaching and Learning and the Policy Committees submits a proposal to change the graduation requirements for the students at Longleaf School of the Arts, starting with the Freshmen Class of 2022.
      - As the school was created to incorporate elements of the Governor's School program along with an integration of the Arts and Academics, the committee worked to craft a series of requirements which will fulfill this goal and the mission statement, while allowing students of all ability levels the opportunity to graduate in four years.
    - Here are the proposed requirements:
      - *English: 4 Credits (I, II, III, IV or AP equivalent)*
      - *Math: 4 Credits (I, II, III, plus one more post Math III)*
      - *Science: 3 Credits (A Physical Science, Biology, An Earth/Environmental Science)*

- *Social Studies: 4 Credits (World History, Civics and AMH I+ AMH II or AP US + 1 Social Studies elective)*
- *Health/P.E.: 1 credit*
- *Cognitive Development: 1 credit*
- *Arts: 4 credits*
- *World Languages: 2 credits in the same language*
- *Electives: 1 credit*
  
- *24 Total credits out of a possible 28 with 7 credits earned a year*
  
- This proposal maintains the rigor of Longleaf by continuing to require all students to take a course load which puts them on track for acceptance in one of the UNC schools. We removed 2 of the required arts credits and one elective credit from the list. The Cognitive Development course remains as a required course for all students. One concern of the committee was that students who struggle in their first year at Longleaf adjusting to the enhanced rigor might struggle to obtain 25 or more credits if they fail multiple courses.
  
- The Longleaf School of the Arts will be compliant with North Carolina Board of Education Policy GCS-M-001 which references Statute GS 115C-81 regarding Course for Credit which defines what types of courses students can take in order to receive high school credit towards graduation. This statute allows students to receive credit for courses taken in middle school (ex. Math I or Spanish I) which will go towards their graduation requirements. While the students can receive credit for these courses, they will not impact the student's grade point average or class rank.
  
- Chuck Hensey moves to approve the new graduation requirements for the class of 2022 and beyond. Joyce Munro seconds the motion. The motion is approved.
- The board will approve the charter amendment at the next meeting.
- HR Committee: Chuck Hensey/Sabrina Francis
  - Nothing else to report

8:00pm

## **PUBLIC COMMENT**

Angela Stahl stated that students need to take arts classes that they are interested in. Currently, student have to rank the electives when they register for classes. Her daughter got her third and fourth choices. It would be helpful to have students add classes as other students drops

classes. In a similar fashion to the way colleges handle class drop/add. She stated that a visual artist didn't get a visual art class and had to take a dance class instead.

Susan Atkinson thanked Larry Williams for all he has done to ensure the Black Box theatre addition is completed. Ms. Pearson asked if there is something that can be done to let the theatre and dance students know that we haven't forgotten about them. Susan Atkinson suggested that we could do things with pipe and drape and a portable dance mirror to support the temporary dance and theatre classrooms.

9:01pm      **ADJOURNMENT**

Larry Williams moves to adjourn. Joyce Munro seconds the motion. The motion is approved.

Next Board Meeting Date: May 14, 5:30pm Longleaf School of the Arts