

Longleaf School of the Arts
 Board of Directors Open Meeting Minutes
 9400 Forum Drive, Raleigh NC
 October 30, 2017

5:39pm CALL TO ORDER

- **Roll Call:** Rheji Burrell, Sabrina Francis, Stephanie Hawke, Chuck Hensey, Joyce Munro, Liz McDonald, Larry Williams
- **Absent with Notice:** Karen Clark-Keys, 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 moves to approve the agenda. Chuck Hensey seconds the motion. The motion carries unanimously.

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 September 30, October 11 meetings	.Approve

Sabrina Francis moves to approve the consent agenda. Larry Williams seconds. The motions carries unanimously.

OLD BUSINESS

- Enrollment/Application updates
 - Nine students were removed from the roles in October. **Action:** The board would like to see an official accounting of the first 20 days. The information of what was reported to the state.
 - If we can show that we've made the effort to contact parents regarding where they are relocating their student after removing them from LSA, The Board discussed that we should be sending a truancy officer and hopefully that action will prompt parents to provide the necessary details of where their student is attending school.
 - Stephanie Hawke asked for the number of F&R students. Administration responded 36.

NEW BUSINESS

- Acceptance of Karen Clark-Keys resignation
 - Sabrina Francis read Karen Clark-Keys resignation letter. She acknowledged and thanked Karen Clark-Keys for all the effort and work she has provided for the 2.5 years she served on the Board. Karen Clark-Keys will be missed, but we are fortunate that she still wants to participate and be part of the school community. We look forward
 - Sabrina Francis moves to accept Karen Clark-Keys resignation. Chuck Hensey seconds motion. The motion carries unanimously.
 -
- Audit Results and Overview
 - Petway, Mills, & Pearson presenting the annual audit results.
 - The Auditing firm provided is an unmodified audit opinion and noted that this was the best opinion an auditor will give.
 - LSA had no findings and the Auditor congratulated LSA on having multiple years of audits with no findings.
 - The Board congratulated everyone who participated in the audit and thanked the Finance committee for all its due diligence.
- Proposed School Schedule Change: Rachel Davis
 - A proposal was presented to modify the January schedule to allow teachers time to move into the new school without cutting into their Holiday break. The proposal is to allow Wednesday - Friday the first week of January as teacher workdays. Students will return on Monday, January 8. This will require is a couple of tweaks to the Spring schedule to make up instructional time. We added remediation period between exams which counts as extra instructional time. There are 7.8 - 8 hours of instructional time during these remediation periods. Six of these 7.5 hours will be used as make up . We will add an instructional day to the calendar at the end of the year. Make up EoCs will be the day after graduation. The final day will be the last day of mid-winter break.
 - Barbara Pearson asked what is the schedule for the move? The move will occur starting as soon as we take possession of the building. Barbara Pearson's concern is losing three whole days and asked if the teachers really needed three days.
 - The Board asked Mrs. Davis who provided input to this proposal. Mrs. Davis stated that the Administration team provided input. The Board suggested that they would like to hear more input from teachers.
 - Sabrina Francis tabled the discussion until more input from teachers could be provided.
 - A suggestion was made to take two work days. Make up day Feb 20.
 -

PUBLIC COMMENT

Mrs. Atkinson asked What is the target date of COE? Larry Williams reported that the target for the COE is Dec. 1. The landlord is targeting to have all the work done for Phase 1 by the end of November.

HEAD OF SCHOOL REPORT

General Announcements:

- First parent information night
- Recruitment and Retention Committee (Site based)
- ACT and School Wide Community Service Date
- Congratulations to the Theatre and Dance departments

Academic Announcements:

- Successful Testing Days
- Report Cards go home November 3rd

General Announcements:

Last Tuesday we had our first Parent Information Night and it was a full crowd, 57 people showed up and asked excellent questions. I retooled the presentation a little to emphasize the student workload and what students should expect. We added a student to the mix as well and will continue to do that so that parents can ask the student's opinion or for their perception. A couple good questions came Reece's way about workload and homework specifically.

The recruitment and retention committee, as the school level, has been busy at work these last couple of months. They have been invited to at least twice as many parent nights at middle schools and making connections there. (Envision, Exploris, St. Timothy, PreEminent). We purchased a list of targeted addresses to send out a postcard with some information on it about LSA, to get us marketed to middle school families, a Youtube video was made and published to the web, and we are still hoping to get some air time on NPR and maybe Pandora as well as Facebook and Instagram. We've put some of these last things on hold, pending conversations happening at the board level.

The Curriculum Council decided to a school wide community service day again this year, on the same day as the ACT Test. This is the test that all 11 grade students have to take. Last year, I believe we did our school wide field trip day. We decided to do this due to feedback from last year, because students felt that they missed out on their field trip day. We have not scheduled that field trip day. Mrs. Armistead and Claire Fraleigh will be taking the reins on this project in conjunction with administration. 11th grade teachers and test coordinators will be asked to stay and administer the test, while the rest of the staff will be doing the community service with the students.

Lastly, some kudos! The dance department had a successful trip to Charlotte. There they got to see the Charlotte Ballet perform, students took classes, got some audition experience and LSA was showcased in a performance. And our theatre department went to the North Carolina Theatre Conference this past weekend and performed to different plays, Check Please, which was student directed, by Grace Popp and they also took a reprise of Macbeth! Those plays won awards! Grace won an award for excellence in student direction, Ashley Curry won an award in excellence in acting, LSA won excellence in physical acting for an ensemble and Leica Long received an award for excellence in stage direction. We are very proud of these accomplishments for them! The kids were working hard almost every day after school. And at our Parent meeting, they were rehearsing, and the visitors got to take a peek at what was going on, which was great, because there were a lot of theatre kids in the audience that night!

Academic Announcements:

Not a lot new to announce academically. We had very successful testing days. We tested everyone on the PSAT and missing two from the PRE-ACT... ACT does not offer a retesting day for those who missed the PRE-ACT.

And lastly, report cards go home on the 3rd. Grades were due from teachers today at 3pm. The report cards will be handed out to students in 7th pd on the 3rd. Honor Roll will be celebrated the following week.

COMMITTEE REPORTS

- Marketing/Fundraising: Liz McDonald
 - The committee Met on Oct. 23. The toolkit was approved. The Web-site review is next. The implementation of the toolkit is next. There will be a work session with the entire staff. Paige is communicating with Rachel Davis to determine a date to roll this out to staff and faculty.
- Policy and Procedure: Sabrina Francis
 - Two policies were presented for review and approval.
 - Accountability Policy - Outlines the State and teacher made assessments that students are required to take.
 - The Board asked that parents are made aware of this policy.
 - Family and School Communication Policy - Details a policy regarding how communications are made, who are key media spokesmen, regular communications, and parent to school communications.
 - Sabrina Francis moves to approve the policies. Liz McDonald seconds. The motion carries unanimously.
- Operations Review: Sabrina Francis

- Met just prior to the Board Meeting. Charter Success provided an overview of the LSA Overview survey results.
- Survey Overview
 - Strengths -
 - Parents felt that a small school atmosphere was a strength of the school.
 - Students felt that the staff was the top strength
 - Staff felt that small school and fine arts were the top strengths
 - Differentiation - what is the differentiator between Longleaf and other schools?
 - Parents felt that a small school atmosphere, Fine Arts and the staff were differentiators
 - Students felt that the small school atmosphere, staff and sense of community were differentiators.
 - Staff felt that the small school atmosphere, Fine Arts and Endorsement program were differentiators
- Next Steps - the committee will contribute to the Key Performance Indicators for the final report. Charter Success is on track to provide the committee the draft final report on December 8. The Final report will be available for the December 18 Board meeting.
- Nomination: Chuck Hensey
 - Cheryl Hiser was nominated to the Board. She is a parent of a Senior and has been an active member of LSAA.
 - Chuck introduced her and moved to accept the nomination. Joyce Munro seconded the motion. The motion was approved unanimously.

6:50pm PUBLIC COMMENT

No public comment

7:33pm CLOSED SESSION

Pursuant to GS 143-318.11(a)(5) Sabrina Francis moves that the Board will go into closed session for the purpose of contract negotiations, lease negotiations.

Joyce Munro seconds the motion. The motions carries.

At 8:07 Sabrina Francis moves to resume open session. Liz McDonald seconds the motion. The motion carries unanimously.

8:07 OPEN SESSION

- Facilities: Stephanie Hawke
 - Larry Williams provided an update. The HVAC subcontractor is bankrupt and the General Contractor is interviewing new HVAC subcontractors. If a new contractor is hired this week, there will be little to no impact on the progress. Larry Williams is meeting with the General Contractor on Wednesday. Other than this Phase 1 is on track to be completed at the end of November.
- Finance: Joyce Munro
 - Joyce reviewed budget to actuals. Expenditures are inline with expectations.
 - Joyce Munro moves to approve a budget amendment to decrease total revenue by \$257,650 and to adjust expenses by \$240,995 accounting for decrease in student enrollment as well as adjustments in expenses.
 - Stephanie Hawke seconds the motion. The motion carries unanimously.
 - Finance committee forwarded Rheji's proposal to the Marketing committee. Rheji has put together a marketing proposal for LSA. The Board needs to ensure that we are following policy by issuing an RFP and ensuring against conflict of interest. Rheji commented that everything is a go. Liz McDonald reported that the Marketing committee will bring an opinion and RFP to the Board for approval. She said that she felt that we need to come together on the same message and understand what that message is before we can move forward with a full marketing campaign.

- Sabrina Francis moves to continue the Board Meeting on Monday, November 6 to consider additional input for the calendar change and lease considerations.
- Chuck Hensey seconds the motion. The Motion carries unanimously.

8:45pm Meeting Continued until November 6

November 6, 2017

5:33pm CALL TO ORDER

SF moves to reconvened the October Board meeting. LW seconds, motion carries

- **Roll Call: Sabrina Francis, Stephanie Hawke, Chuck Hensey, Joyce Munro, Larry Williams, Dorinda Peacock,**
- **Absent with Notice:** Rheji Burrell, Liz McDonald
- Proposed School Schedule Change: Rachel Davis
 - Mrs. Davis reported that administration had polled the teachers.
 - Based on teacher input, the administration is recommending that teacher workdays be scheduled for Wednesday, January 3 and Thursday, January 4. Friday will be a modified day for students.
 - We will only have to make up one day due to additional instructional hours already accounted for. Tuesday, February 20 will now be an instructional day and not the last day of Mid-winter break.

- Chuck Hensey moves to accept administration's proposal. Dorinda Peacock seconds the motion. The motion carries unanimously.

5:40pm CLOSED SESSION

Pursuant to GS 143-318.11(a)(5) Sabrina Francis moves that the Board move into closed session for the purpose of contract negotiations, lease negotiations. Chuck Hensey seconds. The motion carries unanimously.

5:48 pm Sabrina Francis moves that the meeting will continue in open session. Larry Williams seconded the motion. The motion carries unanimously.

Larry Williams reported that he held his weekly meeting with Mim Lage and Aaron this morning. The HVAC contractor is in place and up and running. 80% of carpet and 60% of tile is in place and will be finished end of week. Next week the bulk of second floor will be complete except for the cabling. The ceiling tiles will be placed after the cabling is complete. The carpet and tile will on the first floor will start this week. The Sprinkler contractor is out this week to finish work. Looking forward to next monday and seeing a lot of progress.

There was a week delay in the Black Box Theatre due to inspection delays. The Elevator final review is tied to the final electrical inspection.

At 5:56pm, Larry Williams moves to adjourn. Chuck Hensey seconds the motion. The Motion carries unanimously.

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