

Longleaf School of the Arts
 Board of Directors Meeting Minutes
 322 Chapanoke Road, Raleigh NC
 January 29, 2018

5:38pm CALL TO ORDER

- **Roll Call:** Sabrina Francis, Stephanie Hawke, Cheryl Hiser, Chuck Hensey, Liz McDonald, Joyce Munro, Dorinda Peacock, Larry Williams, Barbara Pearson
- **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:** Ch moves LW seconds motion carries

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.

CH moves, JM seconds motion carries

Consent Agenda Item	Description	Action
Meeting Minutes	Approve meeting minutes for the December 18, and 27.	.
Rename Revenue Category	The Finance Committee recommends the Board approve the renaming of the Revenue category of "School Contribution" to "Current Year Income" to more appropriately reflect the funds that departments/clubs generate through fees/donations to support their programs/activities within Fund 7 (Student Activities).	
Approve Auditor Contract	The Finance Committee recommends the Board approve a renewal audit contract with Petway, Mills and Pearson to conduct our audit of the 2017-2018 fiscal year. This firm has provided auditing service for the school for the past three years and has worked well with us. The contract has the same terms and costs as last year.	

OLD BUSINESS

- Enrollment updates
 - Report shows that we currently have 315 students enrolled.
 - Discussion was held about what data the Board needs to see in this report. We need to make sure that the report reflects the actual people leaving the school

rather than the people enrolled but never showed up. We also need to ensure that the attrition data shows the actual month the student left.

- **Action:** Connie Babb needs to update the attrition data to show the actual attrition months of the students.
- Application data:
 - Currently have approximately 131 applications.
 - This is the first year that we've used School Mint software for lottery management. We've lost a shadow day because of the weather. The phones were down right after we moved in. These may be reasons for fewer applications. There are three shadow days between now and the open application end date. We have four dates scheduled. Almost all four dates are full. Those who shadowed at the Forum has been invited to a special open house in February.
- Transportation is playing a bigger factor with the new location than thought. Those who committed to this location is now thinking that transportation is an issue.

NEW BUSINESS

- School Calendar: Make up Days
 - Ms. Doyle presented three options for make-up days with staff member input. A 4th proposal was brought forward by teachers present at the board meeting
 - Parents in the audience provide input.
 - Since we have a number of administration, Faculty, and parents in the audience, Sabrina Francis asked that those in attendance to work together and define a single option to present to the Board after closed session.

PUBLIC COMMENT

- No additional public comment at this time. The public was allowed to address the Board during the inclement weather makeup day discussion.

HEAD OF SCHOOL REPORT

- Since Ms. Davis is not in attendance, Sabrina Francis moves to remove the HoS report from the agenda. Chuck Hensey seconds the motion. The motion is approved.

6:53 pm CLOSED SESSION

Pursuant to GS 143-318.11(a)(6) Sabrina Francis moves that the Board will move in to closed session for the purpose of personnel items. Joyce Munro seconds the motion. The motion is approved unanimously.

7:56pm OPEN SESSION

Sabrina Francis moves to return to open session. Joyce Munro seconds. The motion is approved unanimously.

School make-up days:

The Administration and Staff in attendance defined a single solution for makeup days. Ms. Doyle presents the proposal.

Sabrina Francis moves to approve the following days and actions as inclement weather makeup days.

- January 29
- February 15
- February 16
- February 19
- March 29
- April 5
- April 6

Effective Thursday, February 1, the Thursday lunch scheduled will be reduced by 10 minutes and the 5 minute class exchange between smart time and silent study hall will be eliminated for the remainder of the school year.

Sabrina Francis also moves to reserve the following days as potential inclement weather makeup days in order of priority.

- June 11
- April 14 (8:30 - 1:30)
- March 24 (8:30 - 1:30)
- April 4
- April 3
- April 2

Joyce Munro seconds the motion and the motion is approved unanimously.

7:15 pm COMMITTEE REPORTS

- Finance: Joyce Munro
 - Joyce Munro presented the actuals vs. budget. We are on track and in good shape.
- Facilities: Stephanie Hawke/Larry Williams
 - Stephanie Hawke reported that we have received the permanent Certificate of Occupancy for Education (COE)
 - Sabrina Francis reported that the COE has been forwarded to the Office of Charter Schools.
- Communications/Development: Liz McDonald, Cheryl Hiser

- i-Heart media commercials are running.
- A sign will need to be prominently displayed in the school to say thank you to i-heart media.
- Next meeting is Feb. 13. Recruitment and Retention will be included in the meeting.
- Teaching & Learning: Chuck Hensey
 - Teaching and learning submitted a policy for graduation credits to the Policy committee.
- Operations review: Sabrina Francis
 - Due to the move and inclement weather, the Operations Review Committee did not meet in January.

The Board intends to vote this evening to open up a Head of School position search. As the school embarks on a new period of growth, the Board of Directors is seeking a leader who will guide our community in realizing our vision of becoming the premier academic and arts high school in the region.

Sabrina Francis moves to create a Head of School search committee and open the Head of School position for the 2018 - 2019 school year. Liz McDonald seconds the motion. The motion is approved unanimously.

Ms. Francis announces that the search committee will include members of the Board, faculty and parents. The HR Committee will be in contact with the Department Chairs and LSAA President this week.

8:35pm ADJOURNMENT

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

Next Board Meeting Date: Feb 26, 5:30pm Longleaf School of the Arts