

Longleaf School of the Arts  
Board of Directors Meeting Minutes  
322 Chapanoke Road, Raleigh NC  
June 25, 2018

5:33pm            CALL TO ORDER

- **Roll Call:** Sabrina Francis, Stephanie Hawke, Joyce Munro, Larry Williams, Cheryl Hiser
- **Absent with Notice:** Chuck Hensey,, Dorinda Peacock, Rheji Burrell, Liz McDonald,
- **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. Joyce Munro 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 May 21 and June 11 meetings	Approved

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

OLD BUSINESS

- Acceptance Updates
  - Natalie Perkins provided the Acceptance updates.
    - 133 students have accepted
      - Ninth grade: 107
      - Tenth Grade: 26
    - 1 offer is outstanding
    - 11 students still have not registered

NEW BUSINESS

- Sabrina Francis read a Thank you to Mrs. Davis from the Board of Directors into the record.

The Board wishes to express sincere appreciation and gratitude to Mrs. Rachel Davis for her commitment and service to Longleaf School of the Arts over the last 5 years. Mrs. Davis joined LSA as an Earth Science and German teacher when the school opened its doors in August 2013. She served as Student Government Advisor, leading our students to work closely with administration during the first year of operation. In July 2014, Mrs. Davis accepted the role of Assistant Head of School and was then promoted six months later to the Head of School after the founding Head of School resigned due to financial challenges. This was a challenging period for Longleaf School of the Arts and Mrs. Davis worked closely with the Board of Directors to lead the school through the 2014 - 2015 financial crisis and continued to work closely with the Board as we searched and planned for our new facility. The Board thanks and recognizes Mrs. Davis for all her efforts to successfully start up Longleaf School of the Arts. We wish her the best in her next opportunity as she moves into an administration role with another local charter school.

- Budget Review and Approval
  - Joyce Munro moves to adopt the proposed FY 2018-2019 operating budget ordinance projected based upon a student population of 330 with revenues totaling \$2,892,423 and expenditures totaling \$2,887,910 with net revenue of \$4,513. Sabrina Francis seconds the motion. The motion is approved.
- 2018/2019 Board Meeting Schedule
  - The schedule is reviewed. Larry Williams would like to include an outline of what is expected at each meeting.
  - Sabrina Francis moves to approve the 2018/2019 schedule. Joyce Munro seconds the motion. The motion is approved.

## HEAD OF SCHOOL REPORT

Closure of the 2017/2018 school year. On May 24, Mrs. Williams attended a day of school before she started as HoS. She and the students worked on expectations. Monday, June 18, the teachers took the student's expectations and defined school wide expectations. This past Wednesday they met and discussed the framework.

Graduation was amazing as we graduated our third class of students.

As we continue to plan for 2017/2018 workshops. This past Wednesday was the LSA way. This Wednesday will be a review of the LSA employee handbook. School will be closed during the 1st week of July. July 11 will be school improvement discussion. July 18 will be a review of the student handbook.

Teacher Working Conditions Survey results were presented

## **Time**

### Glows

- Class sizes are reasonable
- Teachers believe they are able to educate students with minimal interruptions
- Staff believes they have the instructional time to meet the needs of all students
- Minimal time is spent disciplining students and/or completing administrative paperwork

## **Facilities & Resources**

### Glows

- Staff believes they have sufficient access to technology
- Staff believes environment is clean and well-maintained
- Staff believe they have adequate space to work productively

## **Community Support & Involvement**

### Glows

- Staff feels very supported by parents/guardians and community
- Staff feels that parents/guardians know what is going on in the school

## **Managing Student Conduct**

### Glows

- Staff believe the school is a very safe environment to work in and that students know and obey rules

## **Teacher Leadership**

### Glows

- Staff believes they are recognized as educational experts
- Staff agrees they are trusted to make sound professional decisions about instruction
- Staff strongly agrees they set grading and student assessment practices

## **School Leadership**

### Glows

- Teachers are held to high professional standards for delivering instruction
- Faculty are recognized for accomplishments
- The leadership makes a sustained effort to address teacher concerns about: facilities and resources, student conduct, instructional practices and support, data is used to improve student learning and to improve teacher learning

## **Professional Development**

### Glows

- Staff strongly believes they are encouraged to reflect on their own practice

## **Instructional Practices & Support**

### Glows

- Curriculum taught at LSA is aligned with NC standards
- Teachers are assigned classes that maximize their success with students
- Teachers have autonomy
- Teachers require students to work hard
- Teachers collaborate to achieve consistency on how student work is assessed
- Teachers use assessment data to inform their instruction

## **New Teacher Support**

### Glows

- Orientation for new teachers
- Assigned mentor
- Regular communication with principals and other administrators
- Access to PLCs/PLTs to discuss concerns

Preliminary EoC data was presented.

- English 2, we grew from the previous school year. We grew 4% points for college-career ready (4 & 5). We also grew by 4% for proficient (3,4 & 5 ).
- Math 1 is an area we will grow in. Our numbers declined 10% in college career and 5% in proficient.
- Biology numbers fell as well.

Mrs. Williams is working on interviewing for all open positions. Hopes to have recommendations for the board soon.

## **PUBLIC COMMENT**

Denise Brown presented a hard hat to Mrs. Williams to welcome her to LSA. She will need this hard hat in the coming months as construction continues on the black box theatre and dance studios.

A parent asked the board to be sure and update board meeting minutes on the web-site and asked to place the closed session at the end of the meeting. Sabrina Francis stated that she would review the web-site and ensure that all approved minutes are posted. She also stated that when creating the agenda, the Board tries to put the closed session at the end of the meeting so that those who do not want to stay may leave. However, when parent and student grievances are heard, the Board typically places the closed session towards the top of the agenda.

Mrs. Atkinson asked when is the registration deadline for new students? The Board answered that students can apply anytime between January and early September. Those who apply during the open enrollment period will be in the lottery. Those who apply after open

enrollment will go on the waitlist. The Board votes in August on the date to close applications. This date is usually 10 - 20 school days after the start of school.

6:09pm          CLOSED SESSION

At 6:09pm, 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. Larry Williams seconds the motion. The motion is approved.

At 8:04pm, Sabrina Francis moves to resume open session. Stephanie Hawke seconds the motion. The motion is approved.

In reference to the student grievance, Sabrina Francis moves to overturn all forced failures. Joyce Munro seconds the motion. The motion to overturn is approved.

#### COMMITTEE REPORTS

- Finance: Joyce Munro
  - Reviewed budget vs. actuals. Shows a deficit of \$56,000. This shows how much of the prior year fund balance it is taking cover this year's fiscal year cost. The use of the fund balance was planned for in the 2017/2018 budget. At the beginning of the year, we were projecting to use \$250,000 of prior year fund balance.
  - We want to make sure we are not leaving any dollars on the table that the state is providing. Charter Success has drawn down the remaining amount.
- Facilities: Stephanie Hawke/Larry Williams
  - Black box theatre is under construction. The studs to be completed Aug. 1. Bricking will start Aug. 1. The door from the gallery to the black box will be done this summer. We are on track for a late November completion.

#### PUBLIC COMMENT

No additional public comment at this time.

At 8:25, 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. Joyce Munro seconds the motion. The motion is approved.

At 9:05, Sabrina Francis moves to resume open session. Larry Williams seconds the motion. The motion is approved.

Sabrina Francis moves to approve Mrs. Williams request of an exemption to the hiring policy that requires a job posting in three locations for the Dean of Students, Visual Art and Biology. Joyce Munro seconds the motion. The motion is approved

Sabrina Francis moves to approve the Head of School recommendations for returning contracts. Larry Williams seconds the motion. The motion is approved.

9:07pm Sabrina Francis moves to adjourn the meeting. Larry Williams seconds motion. The motion is approved.

Next Board Meeting Date: July 30, 5:30pm Lingleaf School of the Arts