

Longleaf School of the Arts
 Board of Directors Meeting Minutes
 9400 Forum Drive, Raleigh NC
 November 27, 2017

5:33pm CALL TO ORDER

- **Roll Call:** Rheji Burrell, Sabrina Francis, Stephanie Hawke, Cheryl Hiser, Chuck Hensey, Joyce Munro, Liz McDonald, Dorinda Peacock, Larry Williams
- **Absent with Notice:**
- **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.
- Larry Williams moves to approve the agenda. Joyce Munro 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 October 30 meeting	.

Liz McDonald moves to approve the consent agenda. Joyce Munrose seconds the motion. The motion carries unanimously.

OLD BUSINESS

- Enrollment updates: No enrollment information was reported.
- State ADM is 331 this year. Adjusted Budget is for 330. There was an action item to report each day of the 20 day ADM to the Board. . The Board needs a regular and routine reporting of student numbers.
- Current numbers are around 325.

5:45 pm NEW BUSINESS

- Beginning Teacher Process Review: Brittni Doyle
- Ms. Doyle is in charge of keeping the records and storing the records as they arrive.
- Ms. Pearson reviewed the document with the Board and addressed questions in the document.

- Larry Williams asked what the three school goals were for the teachers' Professional Development Plan (PDP)? Ms. Pearson answered, Teaching methods, Literacy, and she could not recall the third one without referencing.
- Joyce Munro moves to approve the Beginning Teacher support process document with the understanding that the number 120 be modified to reflect the correct number of hours or days. Liz McDonald seconds the motion. The motion carries unanimously.

PUBLIC COMMENT

There was not public comment or questions at this time.

6:10 pm HEAD OF SCHOOL REPORT

- Successful Blood Drive
- 3rd Annual Arts Career Day
- First School Improvement Team
- Parent Information Night
- Academics
- Upcoming Concerts and performances
- Mid-Term Exams

We are ramping up to the end of the semester at this point. It's going to fly by!

Thanks to the Red Cross Club, Mrs. Noble and Ms. Doyle LSA had our first blood drive. There were some bumps to get us started but we had students and teachers giving blood most of the day! We didn't meet our goal, only because of the inconvenient delay at the start, but we're convinced that our March blood drive will be a complete success!

Mr. Alberti hosted his 3rd annual Arts Career Day. We had a great variety of careers represented from costume makers, to clowns, to music producers. It was wonderful. I was only there for a little bit, but the message was very clear...Pursue what makes you happy and a career will come out of it! Many of the panelists went to University/College outside of their art and still managed a career in their art of choice! There was also a strong message of giving back to the community! I loved that message as well!

On the 13th, our School Improvement Team came together for the first time. The team is made up of representatives of all the departments at school, 3 parents (Mrs. Krause, Mrs. Middleton and Mrs. Pohlman) and three students (Kaylee, Michelle, and Amanda). The team was formed from volunteers (surveys went out to all three groups of people). And staff members of the team were voted upon by the faculty and staff. We discussed the NC Teacher Working Conditions survey and the school calendar for next year. The School Improvement Team will have a calendar to present to the board at the December meeting. For those who are wondering, the School Improvement Team is a requirement G.S. 115C-105.27, and a school Improvement plan will be created based on the results of the 2018 Teacher Working Conditions Survey.

Our next parent information session will be November 30th at 6:30. Feel free to join us if you wish.

As I said, the semester is quickly winding down! December 5th and 7th are our Choral and Band concerts, respectively. They are both being held at Asbury United Methodist, in Raleigh, at 7pm. I know the students and teachers would love to see you there. This Saturday, Dec. 2nd our chorus is also performing at the Raleigh Moravian Tea celebration.

Lastly, midterms start on Thursday, Dec. 14th. Periods 1 and 2 Test in that day. The exams are 2 hours each with a 30 min break between exams. Details will be forthcoming for students.

Six students have been nominated for governor's school.

Ms. Cuffney attended the digital learning conference. Part of NCAT. It was held at Western Carolina University. They do special training for a week or two. This is a way to recharge teacher's batteries. There was no cost to the school. The whole program was covered.

6:20pm COMMITTEE REPORTS

- Finance: Joyce Munro
 - Financials were reported. Everything is on track as expected.
- Marketing/Fundraising: Liz McDonald
 - Marketing
 - Web-site is taking longer to edit than expected.
 - Tool-kit hasn't been turned over to the committee.
 - The Policy recommendation is with the Policy Committee.
 - Working on a press release template and press list. And get a press@longleafschool.org email address.
 - Fundraising
 - Giving Tuesday is the electronic kick off of the Annual Fund. Encouraging people to give through the end of the year. Twenty-five thousand dollars needs to be raised by the end of the year.
 - Recommendations for an open house were discussed. On the Friday that students return to school, we could hold an open house where parents can walk through and see the new school. In the afternoon allow parents to walk through 3:30 - 4:30. And get engaged with the school.
 - Question was asked how the teachers would feel about allowing parents come in to see the building in the morning and afternoon.
 - In order to thank all people who have helped to get LSA into a new building. There will be a formal open house on March 24. This will be a daytime event.
 - Liz McDonald moves to change the committee name to Communication/Development committee. Chuck Hensey seconds the motion. The motion carries unanimously.

- Policy and Procedure: Sabrina Francis
 - Nothing to report
- Teaching & Learning: Chuck Hensey
 - The committee met this month and is reviewing test scores and documenting.
 - Committee is made up of Chuck and 2 teachers, Margaret Chidwick and Sandy Rathjen.
 - Chuck hopes to be able to review with the board hopefully in dec.
- Operations Review: Sabrina Francis
 - Charter Success is on track to provide a draft report by December 8 and to present the final report to the Board at the December 18 meeting.
- Facilities: Jim Lage
 - 2nd floor inspection is scheduled for Tuesday
 - COE is targeted for 12/11.
 - Footers are in for the black box theatre and a fence will be in place by 12/15.
 - First floor is painted.
 - It will be convenient that they will have a crew there for second semester as we find items that need to be modified or repaired.
 - John Noble will take the wireless network down at Forum Drive on Dec. 13. There will be no internet during exams. The networking contractor is ready to go. They've completed a site survey. AT&T fiber is available. Offices and teachers lounge have hardwired connections.
 - We have a parent who is working with Denise on the phone set up.
 - Stephanie Hawke spoke with Aaron about setting up a teacher walk through.
 - There will be a bus route from Kmart at Six Forks Station in Raleigh and Crossroads in Cary. LSA will charge riders 50% of the full cost of the bus fee. A communication regarding bus service will to out to parents on December 1.

PUBLIC COMMENT

Joyce Munro complimented Dr. Titus and his wife, along with Mr. Houck and Mr. Mercado on the trip to Washington for the art students.

Mr. Houck noted that It was important to keep in mind what the goal of the open house is.

Mr. Powers thanked the board for their organization of the move.

7:15pm CLOSED SESSION

Pursuant to GS 143-318.11(a)(5)(6) Sabrina Francis moves that the Board go into closed session for the purpose of lease negotiations and personnel items. Joyce Munro seconds the motion. The motion is approved unanimously.

8:57 Open Session

Sabrina Francis moves to resume open session. Stephanie Hawke seconds the motion. The motion carries unanimously.

Stephanie Hawke moves that the Board approve the addendum as proposed by the Facilities committee for the Chapanoke lease. Joyce Munro seconds the motion. The motion carries unanimously.

9:00pm

Sabrina Francis moves to adjourn the meeting. Joyce Munro seconds the motion. The motion carries unanimously.

Next Board Meeting Date: December 18, 5:30pm Longleaf School of the Arts