

Longleaf School of the Arts  
Board of Directors Meeting Minutes  
322 Chapanoke Road, Raleigh NC  
February 26, 2018

5:35pm CALL TO ORDER

- **Roll Call:** Rheji Burrell, Sabrina Francis, Stephanie Hawke, Chuck Hensey, Cheryl Hiser, Joyce Munro, Dorinda Peacock, Larry Williams
- **Absent with Notice:** 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. Chuck Hensey seconds the motion. The motion is approved.

5:35pm 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 January 29	.

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

OLD BUSINESS

- Enrollment Updates
  - Enrollment numbers were reviewed. Current student population is 314.
- Application Updates
  - 179 total applications
  - 153 Ninth graders
  - 25 Tenth graders

NEW BUSINESS

- Lottery Acceptance Numbers
  - Natalie Perkins reported on the lottery progress.
  - 225 responses to the intent to return survey for current students. There were 2 students whose intent is not to return and 8 students who are undecided.

- The lottery will look very different now that we are using the new School Mint lottery software. Mrs. Perkins tested the software last week. Once we start the lottery process using the new software. It will take about an hour to run the process. Families are notified automatically while the process runs.
- The Board discussed the number of students to be accepted in the lottery.
- Sabrina Francis moves to accept 160 ninth graders and 30 tenth grades. Chuck Hensey seconds the motion. The motion is approved.
- 2018-2019 School Calendar
  - Rachel Davis presented the proposed 2018-2019 calendar.
  - The proposal adds 15 minutes to beginning and end of school day.
  - The Board discussed the use of teacher workdays as makeup days. Barbara recommends calling the teacher workdays something else.
  - The Board took parent input: There were concerns from parents who dropped off and picked up children from two schools and felt that the change in the daily schedule would negatively impact their ability to get their children to school on time and pick up on time.
  - Stephanie Hawke reviewed the Raleigh bus line to determine how a time change would impact students connecting busses in downtown Raleigh.
  - The item was tabled until additional feedback from parents and teachers is obtained. Brittni Doyle and Cheryl Hiser will attend the next LSAA meeting scheduled for March 12. Barbara Pearson will get input from teachers. We need input on the following.
    - Adding 15 minutes to the day
    - Need to consider commutes and bus schedules. Stephanie Hawke has data from the research completed for the new location.
    - Need to make sure the days are correct. Cheryl. Hiser will take care of getting the correct hours

## PUBLIC COMMENT

Angela Stahl: Mrs. Stahl has a freshman and a graduate. It would be nice to have tent cards at the board meetings to remind the audience of the Board members' names. Can there be consistency for parents to know where to go to pay for items? At Exploris there was a remind.com app that was used. The transition to the new school has been great. The move was very positive.

Eric Ballard: 1) If a lottery is pro forma, he would advise that we let the parents know that everyone is getting in ahead of time. 2) His daughter told him that there isn't enough chairs in the gallery. Students are not going to go to the one open seat at the table to eat. There needs to be an over abundance of chairs and seats. His daughter feels like she is forced to sit on the floor. 3) We need to build into the school policy for students to bring a device to school for educational purposes. (example, online courses during school) He contacted the school and received inaccurate information about why the students could not have other devices other than

iPads. What are the finances behind the internet access? Stephanie Hawke responded that the technology fee isn't just for internet access it also includes internet infrastructure. The technology fee will be looked at during the budget planning process.

Michelle Armistead: Hand sanitizers and tissues. Is there a supply of this at the school? Denise Brown replied that we are not allowed to have hand sanitizers out for the children. Due to the alcohol in the hand sanitizers we are not allowed to have these bottles sitting out. There is plenty of tissues. Mrs. Armistead asked, where can we find a wish list of items? There needs to be a wish list venue.

Angela Stahl: There are problems with the internet during study hall. Denise Brown will follow up with our technology vendor. Larry Williams will work with Denise to test the infrastructure and access.

#### HEAD OF SCHOOL REPORT

- Eurydice and Black History Month Performances
- Prospective Student Open house and Applications update
- Lottery Differences
- ACT Testing
- Course Registrations and Recommendations

This month we were treated to two excellent performances! All of the hard work that went into Eurydice really paid off! I hope you were able to get there. The kids did an excellent job! Ashley, Jaiarus and Owen nailed their lead roles! Stephan, Mason, Rae and Madeline also did an incredible job bringing their characters to life! It was really great. I went to the matinee and we had staff and students at the showing as well as prospective students and parents.

We were also treated to a Black History Month presentation in which students sang, read poetry, did spoken word, and danced in honor of Black History. I was not there for this, but have seen video and pictures and the reviews were great! Mr. Barrier and the Black Student Union always do such a great job each year on this presentation!

Thursday the 15th was our first annual Prospective Student Open House. It was well attended. We started this with invitations to several of the supportive public, private and charter middle schools. We emailed their arts teachers a flier to get that ball rolling. Natalie also emailed all of the people who have shadowed or had completed

an application prior to the 15th. We had the LSA Robodog on display and several arts were performing. We had teachers from each department upstairs available to talk to folks as well. I think that with more planning and advertising next year will be even bigger.

As of this morning, our application number is at: 178 applicants. With 153 prospective 9th graders and 25 prospective 10th graders. This is down from last year's 202 applicants, but the majority of our new students happen to trickle in over the next several months as well.

This year, the school has chosen to pay Schoolmint to conduct our applications and lottery draw. This is a completely automated system and doesn't allow for the celebration we have done in the past. This is sad to some of us and we are trying to figure out a way to make this more of a celebration, even though their numbers won't be picked on site and won't be published the same way. There is a 1 hour delay in the publishing and notification via electronic communication. I wanted to make the board aware that the lottery won't be the same as previous years and may not be a "thing" at all if we can't figure out how to make it so. We are open to ideas.

Tomorrow is ACT testing. For those of you who don't know, ACT test results are part of our annual report card. Last year we were at 94% proficient. This is really great and shows a great amount of growth over the years from when our students come in as 9th graders to where they get to by 11th grade in their math and English skills. We will, for the first time, test on site. The plan is to use the far end of the building upstairs and block foot traffic from those rooms. The juniors will be able to go home after they are done testing if they have a pass. If they do not or they choose not to, they can go on to class as soon as they are finished as well.

Last bit. Course registration is about to start. On March 1st there will be a meeting for parents who have questions about course registration. Student services have been meeting with students to get their 4 yr plans in order and review their 4 yr plans. Teachers have been making recommendations and everything seems to be in order. Do you have any questions about course recommendations or course registration?

Joyce Munro asked what electives were being offered. Rachel Davis replied that we've opened up the course selections to all courses. Dance History will be under enrolled, but we will need to teach it for the dance endorsement.

## COMMITTEE REPORTS

- Finance: Joyce Munro
  - The current budget to actuals document was presented.
  - Updated information for end of year allocations will improve our outcome, but it is premature to estimate how much additional positive balance we will have.
  - This will be good since we have relied on our fund balance from previous years for the new facility upfit.
  - We are short of our fundraising target. The Spring Fling in March will be a fundraising event.
  - Salaries and benefits are on target. We estimate conservatively for the benefits.
  - Given the school location challenges this year, we made reductions in the upfit and delayed the expenditures to other years. As we build the budget for next year, we will need to be very intentional about budgeting for the future upfit.
  - Denise Brown and Rachel Davis have begun the budget planning for next year. The state does not require us to submit a budget. The finance committee will start on the budget next month.
  - Denise Brown proposed a special board meeting on May 14 for the initial overview of the 2018/2019 budget. The budget will be shared before the meeting
  - Sabrina Francis moves to approve a special board meeting on May 14 for a presentation of the initial budget. Chuck Hensey seconds the motion. The motion is approved.
- Facilities: Stephanie Hawke/Larry Williams
  - Larry Williams is overseeing the construction of the addition.
    - They will break ground after March 1. New steel is coming this week.
    - They are Committed to get the job done by sept.
    - Jim Lage will be engaged.
  - Denise Brown and everyone have done a great job. Please continue to provide feedback of what is needed. Cheryl Hiser and Stephanie Hawke are working on a new site wishlist. The Blackbox will not include sound and lighting initially. This will be scheduled to be added in later years. We are keeping a close eye on grant opportunities. Most grants are for programing and not infrastructure.
  - The building wide PA system is in process. We are accepting bids now. Currently we can do an all call through the phone system.
- Communications/Development: Liz McDonald/Cheryl Hiser
  - First annual Spring Fling is Saturday, March 24 from 3 - 5pm. We hope to make this an annual event. We will have games and things outside. A couple of vendors. We will have a DJ and student performances. Cheryl Hiser reached out to the fine arts department. There will be a raffle, door prices and silent auction items. This will be the culmination of Annual fund.

- Teaching & Learning: Chuck Hensey
  - The committee will meet in March and will have a proposal for the Policy committee on graduation credits. This is to address one of the actions from the Operations Review report.
- HR Committee: Chuck Hensey/Sabrina Francis
  - The Head of School search committee is made up of 2 Board members, 2 LSAA parents and 3 Faculty members. There are over 40 applications for the Head of School position. The committee will complete the first round of interviews this week.

#### PUBLIC COMMENT

Angela Stahl: Is there an alumni group? Denise Brown is setting up an alumni database. The alumni would be honored to get a personal email. Is this something that the LSAA could help out with. Denise Brown thinks that we should be doing shout outs about what the alumni are doing. Rachel Davis noted that we need to be careful and give equal time. There is the feeling that some students are more prevalent on Facebook than others. Would love to do a senior commitment post.

8:10pm          CLOSED SESSION

Sabrina Francis moves, Pursuant to GS 143-318.11(a)(6)(8) the Board will move into closed session for the purpose of reviewing personnel matters and school safety procedures. Larry Williams seconds the motion. The motion is approved.

9:43pm          Open Session

Sabrina Francis moves to resume open session. Chuck Hensey seconds. The motion is approved.

There is nothing to report out of closed session.

9:45pm Rheji Burrell moves to adjourn the meeting. Stephanie Hawke seconds. The motion is approved.

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