

Longleaf School of the Arts
Board of Directors Meeting Minutes
207 E. Hargett Street, Raleigh NC
July 31, 2017

5:35pm CALL TO ORDER

- **Roll Call:** Rheji Burrell, Karen Clark-Keys, Sabrina Francis, Stephanie Hawke, Chuck Hensey, Dorinda Peacock,
 - Absent with notice: Mark Samberg, Joyce Munro, 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.
- Due to the need to focus attention on the facilities update, Sabrina Francis moves to place all annual meeting agenda items on the August agenda. Chuck Hensey seconds. The motion carries unanimously.
- Chuck Hensey moves to approve the July meeting agenda. Stephanie Hawke seconds the motion. The motion carries unanimously.

5:40pm FACILITIES UPDATE

Stephanie Hawke reviewed a powerpoint presentation showing the history of what has occurred with the new facility, the options reviewed by the Facility committee and a recommendation to the Board. In June, we were notified that there was a delay from July 1 until Aug 15. The Facilities Committee was planning for a move on August 15.

Stephanie reviewed the Chapanoke Road facility. LSA has a long term, 15 year lease with two 15 year renewal options. The rent is very affordable. The landlord is the building owner. The lease is a full service lease. The landlord is responsible for all the maintenance in the building.

The Facilities committee consulted with the landlord on a monthly basis for updates. He kept the work in house to keep cost down. In the July meeting, he announced that the building would not be available as expected. The Facilities committee pulled together a response team to quickly identify and review options. Stephanie pointed out that the Facilities committee did a dry run at this option review over the past two years while looking for a new location. When we increased the student numbers last year, we looked for other locations in downtown Raleigh to accommodate the additional classes. Most buildings in downtown did not meet the stringent codes for a Certificate of Occupancy for Education (CoE). Stephanie thanked Denise Brown for putting together the options aligned with their cost. Stephanie provided an update on the Chapanoke construction.

The construction is planned for two phases.

- Interior upfit of the 50,000 sq. ft. existing building.
 - Phase 1 is required to be complete before we can move in. There is a lease amendment to January 1, 2018.
- 10,000 sq. ft. new addition to include the black box theatre and dance studios
 - Phase 2, the landlord is hiring a new general contractor with a new crew. The exterior will be completed by January 1.

LSA has hired Jim Lage as a construction consultant. He will continue to be involved throughout the remaining build.

The Response Team Identified 3 options.

- Option 1: Move entire school to 9400 Forum drive.
- Option 2: Stay at Hargett Street and rent Forum Drive space to form a split campus.
- Option 3: Stay at Hargett Street and try to identify satellite space.

Option 1: LSA is required to have a COE at any space we occupy that we have students. A CoE has very high standards. A lot of locations can not achieve this. Many of the spaces downtown have no sprinklers and are very hard to get the COE. This location already has the COE.

All students faculty and staff will be located the same site. Options 2 and 3 will require A/B days and will require major scheduling things. It makes more sense to stay in one location and keep staffing and scheduling the same as is already planned. Forum Drive is on a city bus line. This is a component of the charter to all accessibility to all students. This location allows LSA to maintain a sense of community. There are community partners that have worked with previous charter schools at this location. We can make connections with. We are negotiating with CC&CO Dance Complex for arts studio space.

There are challenges with the Forum Drive location. There is an increase in travel time for some of students. We are looking at busing options. The Chapanoke Rd Landlord is allowing a park and ride space at one of his buildings. We did a plot graph student addresses and the two locations are in the center of the plot graph.

Stephanie reviewed the site plan for Forum Drive. There are classrooms that will allow teachers more flexibility. Two sides of the building have outdoor space.

Option 2: Hargett and Forum Drive with a split campus. There is a COE for both spaces and both locations are on bus line. We considered doing a 9th grade center at Forum Drive so that only a portion of the students are impacted. Because of the Arts, AP opportunities and different academic levels that 9th grade student come to Longleaf with, we felt that a 9th grade center was not the best solution. The A/B day gives us a split campus. Families will be split on two campuses. All students would be affected and schedules would need to be modified. We would still need to do transportation. Teachers would need to travel back and forth between locations. We don't want to split the staff up. The Office of Charter Schools does not recommend splitting the school. MCNC fiber is available at the other location.

Option 3: Hargett Street, Annex and additional downtown sites

We've already reviewed many of these locations previously. Architects have been in many of the downtown spaces. They told us that we could not upfit for COE in time. The owner of Chapanoke has a building that is open, but it would require too much upfit for the COE. His building doesn't have sprinklers. Looked at having mobile classrooms. At Hargett, there is no room for mobile classrooms. Looked at putting them at Chapanoke. With the COE requirements for mobile units there isn't time to get permits and do the construction. Course selection would be impacted with this option The staff would be split.

Sabrina Francis asked what amendments will be made to the Chapanoke lease. Stephanie Hawke replied that there will be lease amendments. The facilities committee has talked to the owners about covering the cost of the extra move. Lease dates would change. His attorney is drafting the provisions for us to review. The Chapanoke owner will cover maintenance for the Forum location. He is picking up the difference

between full service and not full service maintenance. He is providing the park and ride space and storage. He did not ask for a cap in repair cost.

Denise Brown reviewed the communication plan. There is a hotline to call for questions or updates and an email address. You can expect email responses within 24 hours. The hotline will be available for about 2 weeks.

Chuck Hensey asked if the lease at Forum Drive is a 6month lease? Stephanie responded that the Board will be asked to approve a Forum Drive lease and CC&CO lease. The response team's recommendation is to move the school to 9400 Forum Drive with a 6 month lease and a month to month after that. We did request a year lease with an option to terminate early. The Forum Drive landlord would like to keep the space open for a possible long term complex upfit. The landlord only wants to commit to a month to month lease after Dec. 31. In December, they will be happy to assess where they are with their potential complex upfit and move to a month to month lease.

Chuck Hensey asked if the consultant is confident that Chapanoke will be done? Stephanie answered that the consultant has talked to owner and feels that it will be done on time. They have studs up, electrical and conduit. The next steps are sheetrock, flooring and then ceiling. They will be done with sheet rock by end of august. Lage is available to come in and consult. The landlord said he would welcome that.

Stephanie explained that the CC&CO terms have not been shared. The proposal is to use three studios. Dance, Musical Theatre, Theatre and Chorus will be taught in the studios. We will have use for the entire school day through Dec. 31. CC&CO will extend if we need to. The rent will be \$2800 per month. There will be an amendment to the lease at Chapanoke. We will be ask to approve this. We may need a special Board meeting for this. The existing lease agreement will not change we will be correcting the commencement date.

PUBLIC COMMENT

Jennifer Gibbs: What is the timeline for these options? With every options we've looked at. Our timeline is to find an option that allows the school to start on August 23. One thing that will be considered is how to move over the Holiday. The decision on when to move to Chapanoke over the Holiday has not been made. Our proposal includes moving to 9400 Forum Dr in time for schedules to be handed out there.

Angela Stahl: Sounds like we will be on track. What is the square footage at 9400 Forum Dr. Thank you for the communication. Feels like the board has done a good job. Stephanie answered that the square footage of Forum Dr. is a little over 18,000 sq ft. The difference is this space and our current space is that Forum Dr. has more usable classroom and office space than our current location.

Diane Peterson: States that she has a few questions and comments.

- Who is the current project manager? Stephanie replies, Aaron Stevens is the project manager for Phase 1. The building owner is hiring a different contractor for Phase 2.
- When did they start the project? They received the permits in February. They started deconstruction at that time and then began construction. Our new owner will pick up concessions. We've requested a liquidated damages clause. He is taking it to his attorney. We will negotiate this. If the student growth expectations are impacted, he will modify the step up in rent. Currently,

we will not paying for the black box until Year 4 of our lease. If our growth rate is impacted, he will modify our step up rent agreement.

- Does that mean that the move starts January 1? The work is expected to be done in November. The plan is that the move will be completed before school begins in January.
- How often were you getting updates? We were meeting on an as needed basis, based on when the landlord needed things. Denise Brown was onsite on a regular bases. They were providing updates monthly. We are now getting more regular updates.
- Comment: There is no clause or incentive for the owner to get this done. This is a concern to me. When the lease at forum ends, there is nothing to keep them from kicking us out. We need to get something legally binding so our kids have a place to go in January. Stephanie replied that we have a hold over provision in the lease at Forum Drive. The Landlord will cover the hold over rent plus attorney fee.

Jennifer Gibbs: How does a student from Zeb get to a shuttle bus? Would it be possible to run satellite shuttle? Stephanie answered that we expect that we will run a shuttle that stops at Moore Square.

Kevin Kelly: Everyone is stressed out. Is the vote tonight? What is the timeline? Denise Brown shared the steps taken and the dates to move the school to the Forum Drive location. The mover is ready to move this week assuming we are ready to move this week. What is the main reason for not using this facility? Is it the increasing student numbers? Yes, The annex is not classroom space. Kevin: It seems like the new building is far behind. Was there any stipulations for timeline before? Are the inspections done? Stephanie replied that there is already a lot of sheet rock up and some inspections are done.

Ms. Shawl: Will the students have to pay for the transportation? The chapanoke bus will be paid for by the school. We are out of town for the townhalls, will you record the town halls? We will brainstorm on the best way to do that.

Jule Heffner: This is a new parent. She mentioned the owner agreeing to take on cost. Have we asked them to take on the cost of the transportation? This is something that we are negotiating now. For students who are allowed to drive, what are the security measures? There will be an administration decision.

Tyler Middleton: When they have extra curricular activities. How are they going to get back to Chapanoke Road? What about a backup plan incase this doesn't work? Stephanie Hawke replied that the lease will convert to month to month with a holdover provision. As far as the timing of the shuttles, we will need to have two afternoon shuttles. Ms. Middleton made a recommendation that a date be set and the group get back together to put a mitigation plan in place.

Mrs. McCubbim: Mother of a rising 9th grader. What is the estimate of how long the shuttle ride will be? 25 minutes. If a parent has to make a decision about leaving Longleaf what support will there be? She is talking about 3 different familie. If this is only for 6 months what other options are there? Ms. Davis replied that the option would be to transfer to your base school and LSA personnel would assist. Ms. Davis also reported that she lives in holly springs. And her commute from Holly Springs to Forum Drive will be 25 minutes.

Ann McCarthy: Some schools offer early drop off? What is the parking like? Stephanie replied that there is plenty of parking at Forum Drive.

Marilyn Zuckerman: She shared some experiences she had with switching back to a base school in Wake County. She said it wasn't an easy process. The charter schools and private schools were full. She went through two denials to move to her child to their base school.

Carol Newell: Mother of a rising Junior. I commend you on all the work that has been done, I strongly support the single location. I will just tell you that transportation has been a challenge at whatever location. I would never take my child out of this school no matter the transportation issue. The school is worth it.

Brooklyn Winters: Will the bell schedule change? Stephanie replied that the bell schedule will not change. Mrs. Winters went on to thank the Board for all the time dedicated to this process. We knew when we came here there would be growing pains. Thank you. This is an opportunity for us to come together to as a community. I welcome this opportunity to come together.

Evan Caine: It is disconcerting that a 5 month delay in construction was only communicated 4 weeks before the move. This doesn't instill confidence. That calls into question the landlord ability to complete maintenance as well.

Tara Culbreth: Will there definitely be a return in the afternoon? We will discuss whether there will be one or two return shuttles. With the temporary location, will there be penalties for not attending evening events? This would be unfair for the child. Stephanie answered that previously our performances have been at an off site location. In general, the arts teachers give performance dates in the beginning of the year. Grace Franklin, Head of the Arts department, stated that they will set performance dates once everything is on the calendar.

Jolene Novak: Agrees with people who say we need a contingency plan. If for some reason, this building will not be ready, there needs to be a backup plan for the worst case scenario. From a business standpoint, that makes sense. She is a single parent. Moving to a big city and having her daughter take the city bus was very difficult for her. She wanted her daughter to go to a school where there was a community. She understands for new parents this is a big deal. She had the same concerns about transportation when her child started and the children adapt. Her daughter is able to navigate the city on her own now. She rides to work with me and takes the bus to Moore's Square. The plan was to take the bus and to Chapanoke. Now we will change the plan. She understands the concerns but this actually makes kids better people.

Arden Marsh: Stated that she graduated from LSA in June. She had the opportunity to go to Millbrook High School but she wanted to go to LSA. She commuted 25 minutes each way everyday and she would do the drive all over again. The teachers are worth it and the people are worth it. She understands the concerns and it is hard, but she would do it all over again because LSA is worth it.

Rachel Davis: The scariest thing for me was having to tell 35 teachers the information. Last Thursday, they had a meeting prior to the emails going out. It was the most rewarding meeting. In the last two years, we've looked at over 50 locations. The Chapanoke Rd location is worth the wait. The landlord is not getting any money right now and he is putting out a lot of money into the building. The move to Forum Drive will put us in a good position. It isn't ideal, but it is the best option. Anything the Administration can do to help with the transition, they will help. If this school was the place to be for you before, it is still the place for you.

FACILITIES DELIBERATION

Rheji Burrell has a sophomore and lives near Forum Drive. He did the commute every day last year. His daughter loves the school and he makes the drive to ensure she is happy. It is for the children. She never really liked school before. Now, she is ready and up in the morning. He is very proud of her.

Karen Clark Keys truly appreciates all the people who came tonight and who are willing to speak. Often times, it is bad sign when you open the door to communicate and no one communicates that there is a problem. For those of you that have brought up all these ideas and options, Thank you.

Sabrina Francis stated that based difficulties we've faced looking for a new location over the past 2.5 years, she felt that it was a miracle that we have this option available to us at this time of need. She stated that she felt like Forum Drive was a best case scenario. She thanked all the people who worked so hard over the past couple of weeks to define and vet these options.

Stephanie Hawke would like to remind everyone of the vision. Kids keep saying that I've found my people. We worked so hard to find a space that will get us to the vision. The vision is still there. We are extremely disappointed that the building is not ready, but the owner has been great to work with. He is on call when ever needed and has answered all questions and has helped us along the way. Stephanie and Denise have full confidence in the landlord.

Stephanie Hawke moves to approve entering in the occupancy agreement for the 9400 Forum Drive location as proposed in the agreement. Karen Clark-Keys seconds the motion. The motion carries unanimously.

Stephanie Hawke moves to enter into a lease agreement CC&CO Dance Complex at the terms proposed and were previously stated in the facility update. Karen Clark-Keys 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.

Sabrina Francis moves to approve the consent agenda. Rheji Burrell seconds the motion. The motion carries unanimously.

Consent Agenda Item	Description	Action
Meeting Minutes	Approve meeting minutes for the June 26 meeting	.
Budget Amendment	Approve the budget amendment as noted for accounting of student activities revenues and expenditures clearly defined and separate from the General Operating Budget activity	

NEW BUSINESS

- Mark Samberg's Board term is over this month. He has notified Sabrina Francis that he is unable to continue in a role of a board member, but will continue to provide his assistance to LSA as he can. Sabrina Francis moves to accept Mark Samberg's Acceptance End of Term. Chuck Hensey seconds the motion. The motions carries unanimously.
- Operations Review Committee Update: Sabrina Francis reported that the committee recommends approving Charter Success as the consulting firm to complete and make recommendations on LSA's operations. The proposal is located in the meeting folder. There were no questions from the board. Sabrina Francis moves to award Charter Success the consulting engagement for LSA's operational review. Chuck Hensey seconds the motion. The motion carries unanimously.

7:50pm CLOSED SESSION

Sabrina Francis moves pursuant to GS 143-318.11(a)(1)(6) the Board will move into closed session for the purpose of discussing confidential information regarding employee contracts and hearing grievances. Karen Clark-Keys seconds and the motion carries unanimously.

8:22pm Sabrina Francis moves to resume open session. Karen Clark-Keys seconds. The motion carries unanimously.

Sabrina Francis moves to approve the student grievance as stated. Chuck Hensey seconds and the motion carries unanimously.

Sabrina Francis moves to approve the Administration's recommendations for the following positions.

- Isabelle Mordecai: Dance teacher
- Caroline Richardson: Math teacher

Karen Clark-Keys seconds and the motion carries unanimously.

8:25 PM ADJOURNMENT

Karen Clark-Keys moves to adjourn. Sabina Francis seconds and the motion carries unanimously.