

Longleaf School of the Arts  
 Board of Directors Meeting Agenda  
 322 Chapanoke Road Raleigh NC  
 March 30th, 2020

5:32pm CALL TO ORDER Per GS143-318.10

- **Roll Call:** Sabrina Francis, Cheryl Hiser, Dorinda Peacock, Larry Williams, Chuck Hensey, Elizabeth Grovenstein
- **Absent with Notice:** Stephanie Hawke, Rheji Burrell, Diane Petteway
- **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**

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 February 24th meeting	.
	Chuck Hensey moves to approve the minutes. Sabrina Francis seconds the motion. The motion passes.	

OLD BUSINESS

- **Enrollment Updates:** 333 students are currently enrolled. Twenty-two students who started the year at LSA have withdrawn.
- **Recruitment Updates:** The lottery was held as scheduled in March. LSA offered 154 seats. 102 new students have accepted. 44 offers are pending. We had 8 declines. 65 students are on the waitlist. Student Services will follow up with those who declined to get more information. LSA will start accepting waitlist applications on Friday. **(confirm the date)**
- **2020/2021 Calendar Proposal:** Administration presented number of hours of instruction in the proposed calendar. The Board requested to see this information at the February meeting. Cheryl Hizer moves that we approve the calendar. Larry Williams seconds the motion. The motion passes.

## NEW BUSINESS

- **General Records Retention Schedule Policy:** The Board reviewed the policy proposed by DPI. Larry Williams moves to approve the Policy. Sabrina Francis seconds the motion. The motion passes.
- **Forced Majeure Provision:** DPI is recommending a Forced Majeure Provision be added to all student handbooks and contracts. This is a provision in contracts that frees all parties from liability or obligation in the case of extreme circumstances. Dorrinda Peacock recommends adding this to all contracts and recommends slight rewording.

## HEAD OF SCHOOL REPORT

- 2018/2019 Performance Framework results
  - The report from 2017/2018 and the 2018/2019 report were added to the Board's open session folder
  - LSA is compliant in all areas except for Average Daily Membership (ADM). ADM is a count of the number of students enrolled in a school. LSA's official ADM is less than what DPI allotted.
- March 16 - 18, teachers engaged in professional development for online extended learning. Students joined the process on Thursday, March 19 and the school has been functioning online since March 19. Students and staff are focused on continuing with the standards of learning.
- Mrs. Williams discussed the guidelines for grading. The grading document is not finalized. There is more information to come. The passing grade must be determined by the percentage. The grading document states that feedback must occur. For Seniors who were failing, they must be provided remote learning. They will be offered a pass or a withdrawal. The F will not be calculated into the GPA. LSA is doing more than what is being required in terms of supporting the students.
- Activities and lessons that students are being provided are all standards based.
- The state requires 22 credits. At LSA, students are required to take 27. This year they will not be penalized if they can't receive 27. Due to COVID-19, the state is allowing students to graduate with 22 credits.
- LSA will include a statement in their transcript that states that the student participated in continued online learning during the COVID-19 closure period.
- The guidance department offered a feedback session with parents today and have been working with students to ensure the students are transitioning well.
- Sabrina Jones asked if the grades would only count to March 13. Administration answered that DPI does not want online learning to negatively affect students' grades. If your child had a B on March 13 and participating in online learning improves her grade to an A, more information is to come from DPI regarding this. Chuck Hensey said he felt DPI is trying to put off some decisions until it is announced if we will return to schools in May.
- Larry Williams asked Mrs Williams to put out a communication to parents.

## PUBLIC COMMENT

No comments or questions from the public at this time.

## COMMITTEE REPORTS

- **Finance:** Cheryl Hiser
  - We are 67% through the school year. Some of the revenue is ahead of projection. Our expenses are around 67%, where we want to be at this time. A couple of expense areas are over the 67%. Both the revenue and the expenses will be addressed with the budget amendment.
  - Budget Amendment: The budget amendment is in the Board's meeting folder. The proposal includes an increase of 5% in student allotment from the state and other increases in revenue, we will not need to use the fund balance that we allotted in September. This amendment is to get the budget in line with what we expect to spend for the year.
  - Cheryl Hiser moves to approve a budget amendment to increase total revenue by \$46,917.84 and to adjust expenses by \$35,991.47. This amendment will add \$10,926.37 to the budget surplus. Elizabeth Grovenstein seconds the motion. The motion passes.
  - The budget surplus will increase to \$11,500.
- **Facilities:** Larry Williams
  - Mrs. Williams asked if we can get a quote for a thorough cleaning of the building. There may be potential funding available for cleaning. The quote is \$8000. What kind of lead time will this service take and how long will it take. Mrs. Williams will get two more quotes.

## PUBLIC COMMENT

Robert Houck: Online learning is all working because everyone is bringing extra effort.

Mrs. Williams: WRAL is working on a feature about LSA's online learning.

6:52pm      ADJOURNMENT

Larry Williams moves to adjourn. Sabrina Francis seconds the motion. The motion passes.

Next Board Meeting Date: April 27th 2020, 5:30pm Longleaf School of the Arts