

Longleaf School of the Arts
Board of Directors Meeting Minutes
322 Chapanoke Road Raleigh NC
September 30, 2019

5:31pm **CALL TO ORDER** Per GS143-318.10

- **Roll Call:** Sabrina Francis, Elizabeth Grovenstein, Chuck Hensey, Cheryl Hiser, Larry Williams
- **Absent with Notice:** Rheji Burrell, Stephanie Hawke, Dorinda Peacock, 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
- Chuck Hensey moves to approve the agenda. Elizabeth Grovenstein seconds the motion. The agenda 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 August 26 meeting	.Approved

Sabrina Francis moves to approve the minutes as amended. Larry Williams seconds the motion. The meeting minutes are approved.

OLD BUSINESS

- Enrollment Updates
 - Six students have left since the beginning of the school year. There are currently 349 students enrolled.

NEW BUSINESS

- 2020 Student Recruitment
 - Mrs. Winters and Mr. Alberti are co chairing recruitment and retention.
 - Adding High School Fairs (Student ambassadors and Mrs. Winters attended)
 - Hosting Shadow days for 8th graders
 - Working on improving marketing materials
 - Promoting alumni successes.

- The team could use assistance in understanding where they can get the news out to.
- Working on improving shadow days. This year there was an application to apply to host a shadow during shadow days.
- Larry Williams suggested that someone from the board be on the committee.
- Sabrina Francis suggested reaching out to Youth Arts Organizations

HEAD OF SCHOOL REPORT

- Mrs. Brown presented an abbreviated Report in Mrs. Williams absence.
- LSA's SAT scores outscored 22 other Wake County high schools.
- Mr. Mercado and the SGA organized the annual Lock-in. The event raised \$1000.00. Great feedback was received from parents of ninth graders.
- There is a shadow day coming up Oct. 4 and a Parent info session Oct. 15.
- Three students were accepted to NC Honors Chorus.

PUBLIC COMMENT

- **Angela Stahl:** Some parents thought that the lock in was for the SGA only. When her children were at Casa Esperanza, high schools reached out to Casa to help with the transition to High School. Her daughter stopped hosting for shadow days because her shadows never showed up. She also said it would be good to emphasize how many students come to LSA that have no dedicated art.
- **Michelle Armistead:** She is not sure what changes were made in the Exceptional Children's program from last year to this year, but the change has been positive.
- **Brandon Mercado:** He noticed that Recruitment and Retention is on the board's mind. Why are we continuing to grow? Chuck answered that it is part of the charter to increase to 500 students and it is part of the school's financial planning. Mr. Mercado stated that the class sizes continue to grow and some are getting closer to 30 students, especially in the 9th grade.

COMMITTEE REPORTS

- Finance: Cheryl Hiser/Denise Brown
 - Cheryl Hiser presented a budget amendment to account for the following items.
 - Rent abatement credits
 - Food items
 - Move to My Hot Lunch Box for lunches
 - Purchasing vending machines to eliminate window sales for the snack cart..
 - Purchasing Free and Reduced lunch.
 - Black Box Theatre expenditures

- Some of the Black Box item quotes came in higher than planned. The curtain is an example. Based on where the HVAC ducts were placed, the curtain must be customized.
 - Cheryl Hiser moves to approve a budget amendment to decrease total revenue by \$30,000 and to increase expenses by \$129,717.74. This amendment will require a budget appropriation of \$159,717.74 from the Longleaf fund balance. Sabrina Francis seconds the motion. The budget amendment is approved.
- Facilities: Larry Williams
 - Rent abatements for the delays to the Black Box Theater are in place and included in the budget for 2019-2020 and 2020-2021 years.
 - Detailed punch list and maintenance needs are in place and are shared with the landlord. We are working to obtain timing commitments.
 - Equipment status:
 - Curtains:
 - Customized acoustic designs selected and ordered.
 - Check request submitted for \$57000.
 - Sound & Lighting:
 - Proposals received and under review.
 - Looking at bundling opportunities to reduce cost.
 - Risers and Chairs:
 - Source selected and order placed,
 - Estimated shipping date is November 18.
 - Recommendation is to hold full scale open house celebration in 2020 insuring all components in place and proper time to plan and prepare.

PUBLIC COMMENT

Angela Stahl: Do you anticipate that the December performances will be in the new space. Larry Williams answered that that is the intent. Chuck Hensey suggested that there should be a back-up plan.

6:45PM **CLOSED SESSION**

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

7:03PM **OPEN SESSION**

Larry Williams moves to resume open session. Sabrina Francis seconds the motion . The motion is approved.

Larry Williams announces there is nothing to report out of closed session.

7:04PM **ADJOURNMENT**

Chuck Hensey moves to adjourn. Cheryl Hiser seconds the motion. The motion is approved and the meeting is adjourned.