

Longleaf School of the Arts
Board of Directors Meeting Minutes Agenda
322 Chapanoke Road Raleigh NC
October 28, 2019

5:33pm CALL TO ORDER Per GS143-318.10

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

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 September 30th meeting	.

Elizabeth Grovenstein moves to approve the consent agenda. Larry Williams seconds the motion .
The consent agenda is approved.

NEW BUSINESS

- **Petway Mills and Pearson, Audit Review: Phyllis Pearson**
 - Phyllis Pearson reviewed the 2018/2019 audit report.
 - There were no findings.
 - Her recommendation is to ensure that an “indebtedness of clause” is added to all contracts. Denise has already added this to the contract template. It will be added to all employment contracts.
- **Abuse and Molestation Policy review: Mrs. Williams**
 - This policy is new and is required for liability insurance. This will apply to everyone including volunteers, teachers, etc. All employees and volunteers will need to review and sign on a yearly basis.

- The policy review should be done prior to the insurance renewal.
- Elizabeth Grovenstein moves to approve the Abuse and Molestation Policy. Chuck Hensey seconds the motion. The policy is approved.

OLD BUSINESS

- 2020 Student Recruitment update: Mrs. Winters
 - Mrs. Winters represents recruitment and retention committee. The committee is made up of Mr. Alberti, Mr. Shook, Mrs. Smith, Mrs. Shear.
 - Mrs. Winters presented an overview of recruitment and retention.
 - **Retention** is a focus. A Student **Ambassador program and shadow host program** was started. Everyone applies to be an ambassador. Students are trained.
 - Student shadows are being surveyed. Data will be kept.
 - **High School Fairs**. There is a table representing Longleaf. LSA is the only school to have students representing.
 - **Prospective parent night** This is an information session for parents to learn about the school and ask questions.
 - **New professional materials**. Mrs. Scanlon is supporting and has a marketing background and is helping with the materials. Now has a banner. Next step is to complete a postcard.
 - The team has started a list of businesses and Arts programs to drop off the cards.
 - Mrs. Winters is scheduling sessions with middle school counselors.
 - Arts teachers are working on out-reach events. We will also have a table and ambassadors in attendance as well.
 - Reaching out to parents who are at schools that we have not been invited to.
 - **Summer Academy** is an idea for a summer camp program based on the governor's school. This will be targeted to rising 7, 8, and 9th graders.
 - **Digital Marketing:**
 - Elizabeth Grovenstein reminded that we have enrollment goals for budget purposes.

- 2019 - 2020 Student geographic distribution: Mrs. Babb
 - Mrs. Williams presented the counties that LSA is drawing students from.
 - LSA draws mostly from Wake county. Over 10% of the students come from Johnston county.

HEAD OF SCHOOL REPORT

- Prospective parent night. Teachers and ambassadors attended.
- Juniors took the PSAT. The Juniors were funded for the PSAT. Others could spend the day doing community services, college tour day, and job shadowing.
 - The spring will be when we will offer the PSAT10 for 10th graders.

- Two guest speakers presented during advisory period.
 - Randy Jones: The Cowboy from the Village People
 - Talked historically about what was happening during that time
 - Talked about how he got in the music profession.
 - Ashley Doctrum: Shared information about growing lungs from tobacco leaf.
 - There will be a workshop with the wind ensemble and string ensemble to introduce students to a Brazilian instrument. This will be held during Advisories. Mrs. Williams asked students to research the instrument and come to advisories prepared for questions.
- Friday was a teacher workday.
- Report cards go home October 29.
- Three students, Rebecca Korzelius, Amelia Mehr, Keith Peterson, made it into the NC Honors Chorus.

PUBLIC COMMENT

Mr. Mercado; Teacher Liaison with the Board.

- There is concern that not all the teachers and staff are fully educated on these three models. Mrs. Williams and Mr. Mecado discussed professional development.
- Recruitment and Retention: What are the board's intentions with increasing the number of students? The 5 year budget projection including student growth of 30 students per year. What are we doing since the State's budget is not passed? Where are we getting our funding? The State is providing funding allotments based on last year's numbers. The funding allotments will be trued up with 2019 numbers once the state's budget is approved.

Angela Stahl: Parent

- I would like to make sure that as new students come we continue to provide LSA's history.
- It is nice that students can now volunteer at school.
- A year ago today was when her daughter was diagnosed with diabetes. Mrs. Stahl had a wonderful experience with implementing her daughter's 504 plan. It is a great program and it has given her information to share with other parents.

COMMITTEE REPORTS

- Finance: Cheryl Hiser/Denise Brown
 - There is no approved state budget, but we are pulling state funds based on last years per pupil allotment.
 - Showing a \$106,000 deficient but we will not pull it from the fund balance until the end of the year. This is due to planned school up-fit items.

- We may not need to amend the budget. 349 students was the official 20 day ADM. If a state budget is passed and there is a per student increase there will be a budget amendment.
- Facilities: Larry Williams
 - Blackbox theater doors are keyed.
 - The small dressing room finishing up. We are in the process of working with the landlord to obtain a projected completion date.
 - The landlord has a copy of the COO.
 - Maintenance and punch list item work continues. We are focused on completion targets.
 - The curtains, lighting, and sound packages were sourced to a single vendor SES (Special Event Services).
 - SES will be onsite week of 10/28 to begin the installation of the customer acoustical curtains.
 - LSA is scheduled to receive updated timing for the installation of the lighting and sound packages the week of 10/28.
 - The risers are scheduled to ship out on November 8th with 11/22 scheduled for installation and training.

PUBLIC COMMENT

No public comments at this time.

6:55pm 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 was approved.

8:00pm OPEN SESSION

Larry Williams moves to return to open session. Sabrina Francis seconds the motion. The motion was approved

There is nothing to report out of closed session.

8:03pm ADJOURNMENT

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

Next Board Meeting Date: November 25, 5:30pm Longleaf School of the Arts