

Longleaf School of the Arts
Board of Directors Annual Meeting Minutes
322 Chapanoke Road Raleigh NC
July 30, 2018

5:36pm **CALL TO ORDER**

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

Consent Agenda Item	Description	Action
Meeting Minutes	Approve meeting minutes for the June 25 and July 23 meetings	.Approved

Joyce Munro moves to approve the meeting minutes as amended. Chuck Hensey seconds the motion. The motion is approved unanimously.

OLD BUSINESS

- Enrollment Updates
- Acceptance Updates

Natalie Perkins provided the enrollment updates. 131 new students accepted and are scheduled to attend.

- 107 ninth graders
- 24 tenth graders

We are anticipating 369 students for the upcoming school year.

NEW BUSINESS

- Yearly review of Policies
 - Mrs. Williams presented an update on Grievance Policy work.
 - During the staff weekly planning sessions. The student handbook was reviewed. To date, the grievance policy has been addressed in the student handbook.
 - Students will meet July 31 to work on the Grievance policy.
 - Mrs. Williams would like staff, admin, student and board input to the Grievance Policy
 - Committee policy
 - Sabrina Francis reviewed the committee policy and moved approve the policy as amended. Chuck Hensey seconds the motion. The motion is approved unanimously.
 - Audit policy
 - Sabrina Francis explained that the Audit policy is the last identified policy to be created. Since this directly affects the finance committee she moved the policy creation action to the Finance committee. Cheryl Hizer accepted the action and will take it back to the committee.
- Review of teacher renewals
 - Mrs. Williams reported that 73% of staff are licensed.
 - LSA has 6 unlicensed staff members: one former college professor, three governor's school teachers and two teachers who have applied for licenses.
 - Mrs. Williams worked with the assistant Head of School on an observation process. If the teacher has a license and are not up for renewal, there will be 2 observations per school year. If the teacher has a license and the license is up for renewal, the teacher will be observed 3 times. If the teacher is not licensed, the teacher will be observed 4 times per year (once per quarter).
 - License Renewals for 2018/2019: Three teachers and two administrators' license must be renewed this year. One staff member's renewal will be submitted August. All other staff members renewals have been submitted.

HEAD OF SCHOOL REPORT

Mrs. Williams presented her report.

Mrs. Williams has established Workshop wednesdays. Teachers have been attending.

Students attended today to review the handbook review. They are identifying the "LSA Way". The "LSA Way" has been identified as Creative, Authentic, Rigorous community. Within each category, there are specific items that define each category.

College Career Goal: they will work to increase the performance level by 10% by June 2019. They are discussing how to make students aware of how they are performing instead of waiting

for the test results. They discussed the importance of the teachers having time with students on Monday as well as Tuesday.

Defined what an integrated arts education experience is like.

Level 1: One time activity that has some form of art

Level 3: Co-teaching and collaborative effort

Recruitment and Retention: Retain 95% of the LSA community. Increase the student population by 20%.

Portfolio: The students will use their experiences to add excerpts to the portfolio. There will be an academic side to the portfolio and a personal reflection component. The students will create smart goals.

Joyce Munro talked about portfolios that students can use online for college admission. She appreciated the amount of work everyone has done in a short amount of time.

PUBLIC COMMENT

Ronnie Bowen stated that Chromebooks are hard to find. Connection.com has them, but most stores say they have been discontinued. Natalie Perkins answered his question. The school ordered 100 Lenovo n23 yoga chromebooks.

Natalie Perkins stated that the staff is thrilled with Mrs. Williams. She is doing a wonderful job.

COMMITTEE REPORTS

- Finance: Cheryl Hiser/Denise Brown
 - YTD activity.
 - The budget the past year planned to use \$254,000 in prior year fund balance due to the new location and upfit. We only used \$54,000 of the fund balance.
 - Our budget performance was \$200,000 better than planned. We budgeted very conservatively.
 - State Rev. \$68,000 more than expected.
- Facilities: Larry Williams
 - PA system is being installed. There is also a new Call system that will also be in place for the school year.
 - Mr. Lage, construction consultant, has been here once a week monitoring the facilities progress. He indicates that the construction is a little behind.
 - Denise Brown and Larry Williams will meet with Rock Quarry and Rheji Burrell about their part of the upfit.
- Communications/Development: Cheryl Hiser

- No Update
- Teaching & Learning: Chuck Hensey
 - No Update
- Human Resources: Sabrina Francis
 - No Update
- Policy and Procedures: Sabrina Francis
 - Policy review occurred during new business.
 - Sabrina Francis asked the committee chairs to please update their committee members in the Committee Guide.
- Nomination: Chuck Hensey
 - Nomination of new Board member for 2018 - 2021 term
 - Joyce Munro nominates Elizabeth Grovenstein as a new board member.
 - Chuck Hensey seconds the motion.
 - The motion is approved unanimously
 - Election of 2018 - 2019 officers
 - Chair - Sabrina Francis
 - Chuck Hensey moves Sabrina Francis as Chair, Joyce Munro seconds the motion. The motion is approved unanimously.
 - Vice-Chair _ Chuck Hensey
 - Sabrina Francis moves Chuck Hensey as Vice-Chair. Joyce Munro seconds the motion. The motion is approved unanimously.
 - Secretary
 - No nomination for Secretary at this time.
 - Treasurer - Cheryl Hiser
 - Sabrina Francis moves Cheryl Hiser as Treasurer. Joyce Munro seconds the motion. The motion is approved unanimously.
 - Acceptance of Joyce Munros' resignation effective July 31.
 - Joyce Munro's term as a board member has come to an end and she submitted her resignation earlier this week. Sabrina Francis moves to accept Joyce Munro's resignation. Chuck Hensey seconds the motion. The motion is approved unanimously.

PUBLIC COMMENT

No public comment at this time.

7:10 CLOSED SESSION

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

7:19 OPEN SESSION

Sabrina Francis moves to resume open session. Joyce Munro seconds the motion. The motion is approved unanimously.

Sabrina Francis moves to approve the contract for Kathryn Meek as a math teacher subject to the positive completion of a background check. Chuck Hensey seconds the motion. The motion is approved unanimously.

Chuck Hensey moves to adjourn. Joyce Munrose seconds the motion. The motion is approved unanimously.

7:20pm

ADJOURNMENT

Next Board Meeting Date: August 28, 5:30pm Lingleaf School of the Arts