

Longleaf School of the Arts  
 Board of Directors Meeting Minutes  
 9400 Forum Drive, Raleigh NC  
 August 28, 2017

5:30pm CALL TO ORDER

- **Roll Call:** , Sabrina Francis, Stephanie Hawke, Chuck Hensey, Joyce Munro, Liz McDonald,
  - Absent with notice: Dorinda Peacock, Karen Clark-Keys, Rheji Burrell,
- **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
  - No adjustments were made to the agenda. Sabrina Francis moved to approve. Chuck Hensey seconds the motion. The motion passes 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.

Chuck Hensey moves to approve. Joyce Munro seconds the motion. The motion carries unanimously.

Consent Agenda Item	Description	Action
Meeting Minutes	Approve meeting minutes for the July 31 meeting	.
Budget Amendments	<ul style="list-style-type: none"> <li>● Transitional location costs</li> <li>● New site improvement carry over from 2016/2017</li> </ul>	

OLD BUSINESS

- Enrollment/Application updates
  - Mrs. Davis reported that 331 students are enrolled today. There are no applications on file at this point. There will be two more students coming on board in the next couple of days. We are continuing to take applications. Chuck Hensey, what day are we on? Mrs. Davis answered E4. Sometimes we see a bump in student enrollment after WCPSS starts. Have we seen feedback from families leaving the school. The exist surveys of students who departed after July 14 cited transportation issues. Ms. Doyle will prepare an exit survey report for next month. Sabrina Francs asked that the report include the survey return rate.
- Facility Updates
  - We are now at Forum Dr. and CC&CO. MCNC was not able to switch over to the fiber in time for school to start. We are back to Spectrum as our service provider. Operations is working with Spectrum to get an additional drop. Spectrum was

here today and believes that it has something to do with a need of IP addresses. There are hotspots in place to cover.

- For the new site, we have entered into a contract with Jim Lage. He is a consultant. Update: Roof is on and skylights are in. HVAC is there. New sub-contractor onsite to install the new grid system. New HVAC on roof thursday. Painting will be done next week. The contractor installing the ceiling is also doing the flooring. Twenty-five trades people were on site today. Need to continue to push and monitor. There is a sense of urgency to push the work forward.
- Negotiating with Forum dr. for a 2nd semester lease. The owners are in Houston and they were unable to meet today due to the Hurricane.
- Negotiating with Matt Stephens on the Chapanoke lease addendum.
- It is very likely that we will hold a special meeting to approve the addendum.
- Joyce Munro asked if we had a good sense of what is the next key milestones are to gauge next steps. We need a schedule of when they are expecting permits.
- Facilities will continue to work on getting the addendum in place and getting feedback from facilities and finance and then discuss when to meet with the full board.
- We have three shuttle busses at full capacity and a waitlist for the Chapanoke Rd. bus. There are student leaders on the busses that are taking a role to make sure that everyone behaves.
- Sabrina Francis expressed thank yous to all everyone for their hard work and due diligence. She also relayed a conversation she had with Christy Curtis, owner of CC&co. Christy Curtis was very excited to have Longleaf students in their studio. She said that it was refreshing to see their excitement as they came and went to class.

## PUBLIC COMMENT

Cheryl Hiser: The picnic tables will be delivered to the school tomorrow. This is part of the class of 2017 gift and part is from the LSA Association (Former PTSO). A Junior parent will take the lead in planning the Senior breakfast next year so the Senior parents can enjoy.

Sabrina Francis will Invite Brooklyn Winter's, President of the LSA Association, to give an LSA Association update to the board next month.

Rachel Davis: Thank you for the parent support. We've seen great support since July 14. Parents have been very kind to staff, school and students.

## HEAD OF SCHOOL REPORT

## EXECUTIVE SUMMARY

1. Start of the year and schedule hand out successes
2. Professional Learning Teams (PLTs) for 9th grade and AP teachers
3. Mentor program
4. Schedule change update

## DETAILS

1. The start of the school year has felt like one of the best ones yet, in terms of organization and preparation. Teachers had ample time for both Professional Development and setting up their classroom. We put many processes in place that allowed for a more organized start, and had the time to look at the processes, re-evaluate and make changes as needed. Teachers were all on board, fully understanding how these processes worked.

This year, Ms. Doyle and I are meeting with each class level and having our own “Town Hall” meetings where we go over the rules and expectations. We go over tardy and attendance policy, the 5 school wide expectations, bullying, and our electronic device policies. These have been very successful and have allowed students to ask questions and understand where administration comes from. Wednesday, August 30<sup>th</sup> will mark the first day of enforcement of these policies. They students have been made aware of this as well.

2. This year administration has developed Professional Learning Teams for 9th grade teachers and for AP teachers. In these PLT’s the faculty will discuss challenges and successes, develop ways to measure growth in the students, and create ways for the whole staff, those who do not fall into either of those categories, to support these two areas. These two PLTs include many of our students, between the EOC classes in 9<sup>th</sup> and 10<sup>th</sup> grade and the AP classes for 11<sup>th</sup> and 12<sup>th</sup> grade. Overall test scores increased marginally, but some individual areas saw a considerable drop, while other areas saw some excellent growth, to even things out. These results have been shared with the teaching and learning committee, while we continue to work on these challenges at the school level.

3. The student mentor program has had a very successful start this year. We see the mentors and mentees interacting daily, phone numbers exchanged, walking down the halls with each other, helping the new students find places. I really think for the first time we are seeing the benefits of solid mentoring. ALL of this year’s mentors were mentored when they came to LSA. They know what worked for them and what they wished they had in a mentor. I think that is why this is so successful this year. It’s really great to see the teamwork. And you can DEFINITELY see the difference between the mentors and the older students who are not mentoring... Hearing conversations in the hall, etc, and it does the heart good to be able to stop the sass!

4. Scheduling changes continue to be an issue, but not in the same vein as previous years. This year almost all schedule changes have been completed by the end of the day today. There are precious few, and to be honest, they are the ones who prove to be a great challenge. It was good having me involved in these, I think, because of where my office was, and when I would hear that parent who was unhappy, if I had the

time to sit them down and talk it through, they got to see why changes didn't happen, or we had a conversation that allowed for other changes to happen. I think we made less parents unhappy, which is good. We processed roughly 128 schedule changes that were requested by students. That doesn't include the changes that needed to be made because of Exceptional Children requirements, or students who had to be seen because they took classes over the summer, or had their FF overturned or any other, non-student- driven changes. We will probably continue this process next year, but with a few tweaks. I am looking to talk to parents to see what was good and what could be improved. A call for that will be forth-coming, unless the teaching and learning committee chairs would like to seek out that information.

Working on getting student IDs out.  
The School open house is Sept. 7 at 6:30.

## PUBLIC COMMENT

## COMMITTEE REPORTS

- Finance: Joyce Munro
  - Joyce Munro presented an update on the budget.
  - Next month we should be presenting the audit results. All of the audit results were provided to the auditor in late May and early June. The end of Year financial results were on target. We have been very conservative with our budgeting. We've built up a fund balance to help carry us through. It is likely that we will be falling 25 students short based upon daily attendance counts. The Legislature did increase per student allotment.
- Facilities: Covered earlier in agenda
- Marketing/Fundraising: Karen Clark-Keys
  - Absent, nothing to report
- Teaching & Learning: Chuck Hensey
  - Received the test scores from Rachel. Will also talk to Rachel about the projections of the graduation rate. There will be a more detailed report next month.
- Human Resources: Sabrina Francis
  - Nothing to report
- Policy and Procedures: Sabrina Francis
  - The Board reviewed the policies during its annual review.
- Nomination: Chuck Hensey
  - Welcome Barbara Pearson as the Faculty and Staff representative.
  - Nomination of new Board members for 2017 - 2020 term
    - Larry Williams is originally from Detroit, Mi. He had careers in engineering and business before relocating to Raleigh. He is a parent of a sophomore.

- Chuck Hensey moves to approve. Joyce Munro seconds the motion. Motion carries unanimously.

7:15pm      ADJOURNMENT

Joyce Munro moves to adjourn Chuck Hensey seconds. The Motion carries unanimously.

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