



Board Meeting Minutes
December 11, 2023
6:00 PM

The mission of Rocky Mount Prep is to educate, equip and empower each scholar to excel academically by providing equitable learning opportunities and collaborating with families and communities.

Attendance:

Board Members Present Administration Present Keen Gravely, Jean Kitchin, Charles Davis, Taneka Bryant (Virtual) , Shelayna Parker (New Member Candidate)

Staff: Tiara Woods, Kenya Grant, Tristan Hunter, Susan Sharpe, Lois Glass, Jeaninne Wallace, Dr. Robin Wright, Dr. Heather Collins, Casey Moore, Yoshika Phillips, Shamika Gardner

1. Call to Order

- a. Keen Gravely, Chairman, called the meeting to order at 5:59 PM. The meeting met quorum. Jean Kitchin motioned to approve the agenda and June, July, and Special minutes. The motion was seconded by Charles Davis. The next meeting was scheduled for the 2nd Monday in October.

Approval of Minutes

- a. Kitchin Second
- b. Motion to accept as presented by Davis second
- Board Appeal and Vote of New Board Member - Shelayna Parker stood to introduce herself. Trained musician, native of Rocky Mount, been in community service for over 20yrs, member and staff at Truth Tabernacle, COO of OIC, Inc. among other skills. Kitchin moved to approve membership, second by Davis, voted unanimously.
- No Public Address
- A. Information Items - Dr. Collins discussed upcoming events and breaks.
- Financial Report - Dr. Collins presented the financial report to the Board. She stated that we have a surplus of \$75,000 for the first time this year. Dr. Collins acknowledged Nautica Williams for her dedication and hard work in finance. Mr. Davis asked if she will receive schooling to help her in the future. Dr. Collins stated that she will.
- Dr. Collins is updating a copy of Bylaws and will give them to all board members in January. She is working closely with Dr. Cooper to get them updated. Mr. Gravely

asked for a new updated copy of the Conflict of Interest for the Board stating that it hasn't been updated in quite a while.

- We were required to substantiate Bonus money and we met the December 8th deadline.
- Consultant Update: Continues to serve the scholars with Saturday School. She returns from vacation and will be back this week from Australia. Ms. Kitchin asked about attendance numbers for Saturday School. Dr. Collins explained the low attendance numbers and things we are doing to encourage attendance with emails, calls, texts, free transportation and snacks.
- Communications Update: Casey Moore -
- Principals Updates - Each principal gave their report of what is going on in their grade levels and to discuss some of their key points and updates.
 - a. Ms. Sharpe - Ms. Sharpe will be leaving Dec 21st to take on the care of her mother and Ms. Glass will become the principal for K-5.
 - b. Ms. Glass - We are preparing that all of the scholars will be tracking their data with notebooks so that they can be accountable for their data. They will have benchmarks and DIBELS to see how they are progressing in January. PLC's will include MTSS and she will be training teachers on the framework. Mr. Davis pointed out that in the K-5 arena, parents are key and need to be more involved. Ms. Glass spoke of what she plans to use in the future to get them more involved.
 - c. Ms. Grant - She discussed they have a new stem teacher Ms. Ulberg. Middle school has another data night coming up in January. They have one on one meetings with families about the data and what is needed moving forward. They are using data to determine the discrepancy between grades and testing scores. They are starting Peer Observations between the staff members. They are supporting teachers with a tiered system to help them close the gaps.
 - d. Dr. Wallace - They are working with teachers that are struggling and identifying the areas and changing the culture to accommodate learning. They are refining lesson plans, instruction, and reteaching. They are preparing for EOC's with the scholars. They have lots of students in the A Honor Roll and AB Honor Roll. Mr. Davis asked about outside workshops for the teachers to help assist. Dr. Collins mentioned that Ms. Grant is utilizing ECU to help beginning teachers and we have 18 tutors in the building to help teachers. Ms. Grant has restructured the EC student priorities with instructions along with Ms. Farmer
 - e. AVID - continuing with growing the culture of AVID. Middle school is going well and they are doing well in 9th and 10th grade. They are doing college events. High School students are going twice a week to middle school to tutor.
 - f. Mr. Witherspoon's reports that we are continuing to decrease by 55% in discipline areas. They are encouraging parent pop-ups to help deter behaviors. They are also working on SEL with PBIS worlds and Zones to help scholars express their feelings and teach them how to cope.
 - g. Coach Wallace - they are supporting teachers with feedback and modeling for teaching. They traveled to Charlotte NC for training and brought back resources that are proving valuable.
 - h. Mr. Hunter - He submitted data and the updates are in from NCDPI. They added a 5 year rate now for students that want to continue or fail a year. We are 100% in compliance with NCDPI standards and we are getting ready for testing in the new year. ELA and math projected proficiency rates are in so that we can get an idea of how they will perform. We are looking for a math teacher for middle school as they are still learning from NCVPS.
 - i. Ms. Farmer - They are happy about the parent night that was a success. Parents were engaging and it was a big turnout. We had new benefits for our scholars while in school and moving forward. Safe Schools grant has been submitted and other grants are also going out as well. We are applying for grants for vape

sensors and security systems also.

- j. Mr. Abrams - new cleaning crew starting a week ago and he is requesting a female custodian.
- k. Dr. Wright - continue to encourage registration for college. 11th and 12th grade scholars went to Nash Community College to get experience about putting jobs to the test. They have several institutions coming to speak to the scholars about what they offer. We are creating partnerships with them.

3. Action Items

- 1. Dr. Collins talked about the MOU with NCWU and the benefits of going to their college. They have many incentives for our scholars to go to their program. It will be a dual enrollment for our scholars.
- 2. Ms. Kitchin moved to accept the MOU and Mr. Davis seconded the motion

4. Adjournment

- a. The board went into closed session at 7:35 pm to discuss personnel matters, moved and properly seconded by board members.
- b. The meeting was adjourned at 7:45 pm.