



## **Board Meeting Minutes**

### **February 13, 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

Keen Gravely

Jean Kitchin (Virtual)

Charles Davis

##### Board Members Absent

Shelton Daniels

Daniel Harwell

##### Administration Present

Dr. Chaunte Garrett

Keirano Lewis

Tiara Woods

Jeanine Wallace(virtual)

1. Board Spotlight
  - a. Board Spotlight was led by Superintendent, Dr. Chaunte Garrett. Dr. Garrett highlighted the Scholars and team members that had no or least referrals. Dr. Garrett also recognized Mrs. Walker for her Leadership.
2. Call to Order
  - a. Keen Gravely, Chairman, called the meeting to order at 6:00 PM. The meeting met quorum. Jean Kitchin motioned to approve the agenda and January minutes. The motion was seconded by Charles Davis.
2. Information Items
  - a. Financial Report
    - i. Dr. Chaunte Garrett, Superintendent, shared the financial report. Keen Gravely inquired about accruing interest in the Fund Balance. Dr. Garrett stated we would have to look at the bank statements because interest will not show in the monthly budget.
  - b. Campus Update
    - i. Dr. Chaunte Garrett shared Case 21 testing dates.

- c. AVID Update
    - i. Dr. Jeaninne Wallace, Director of Instruction 9-12, shared the monthly AVID report. Dr. Wallace stated the ongoing goals for K-12 and the monthly focus on AVID Instruction.
  - d. Operations Update
    - i. Mr. Keirano Lewis, Director of Operations, shared the Operations report. Mr. Lewis discussed implementing a good system and process to make Operations flow smoothly, revising the visitor system, and interest in installing a fence on campus. Mr. Lewis also informed the Board on the dismissal of the Head of Technology.
- 3. Action Items
  - a. Academic Calendar
    - i. Dr. Chaunte Garrett proposed the 2023-2024 Academic Calendar. Jean Kitchin motioned to approve the 2023-2024 Academic Calendar.. The motion was seconded by Charles Davis.
  - b. Leave Policy Update
    - i. Ms. Tiara Woods, Human Resources Coordinator, proposed adding and removing verbiage from the Team Policy Manual around Personal Leave and Sick Leave. Shelton Daniel motioned to approve the Updated Leave Policy.. The motion was seconded by Charles Davis.
- 4. Adjournment
  - a. The board went into closed session at 6:50 pm to discuss personnel matters, moved and properly seconded by board members.
  - b. The board came out of closed session at 8:04 pm, moved and properly seconded by board members.
  - c. New hires were approved unanimously by the board.
  - d. The meeting was adjourned at 8:05 pm.