



**Board Retreat Meeting Minutes**  
**July 22, 2022**  
**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 Gravley

Jean Kitchin

Shelton Daniel

Charlie Davis

Board Members Absent

Daniel Harwell

Administration Present

Dr. Chaunte Garrett

Keyuna Patterson

Breona Walker

Kenya Grant

Aaron Edmundson

Veronica Howard

George Hunt

1. Call to Order
  - a. Keen Gravley, Chairman, called the meeting to order at 9:07 AM.
2. Board Legal Updates
  - a. Brandon McPherson, Board Attorney provided a legal update to the Board about current or upcoming legal issues. Board members asked questions about the updates from Mr. McPherson.
3. Action Items
  - a. Decision on Poyner Spruill
    - i. Nia Doaks, an Attorney supporting Rocky Mount Preparatory School, Inc. in employee immigration matters is joining another firm. As required, Poyner Spruill reached out to Rocky Mount Prep to notify us of the change and provide Rocky Mount Prep with options on how to proceed. Board member Charlie Davis made a motion to keep all legal matters with Poyner Spruill. The motion was seconded by Board Member Shelton Daniel. The motion passed by a vote.
  - b. Scholar Family Handbook

- i. Aaron Edmundson and Breona Walker, Deans of Culture, presented the proposed changes to the Scholar Family handbook. The proposed changes were to the following policies: Visitor Policy, Uniform Policy, Cell Phone Policy, Contraband Policy ISS (In-School Suspension) Policy, Money & Other Valuable Property, Conduct of Parents/Guardian/Visitors Policy, and Repeat Offenders Policy. These policy updates will provide stronger safety measures, set higher expectations for scholars and families, support staff efficiency and effectiveness, and improve school culture and morale overall. The board will be voting on the adoption of these changes at the August Board Meeting.
    - c. Team Handbook Changes
      - i. Tiara Woods, Director of Human Resources, presented the proposed changes to the Team Handbook. The proposed changes included the following revisions: Revised FMLA language, Accrual of time off, Change in how leave is used upon resignation, changes to Work From Home opportunities. These changes will provide better support to employees, stronger operations and more efficiency for Rocky Mount Preparatory School. The board will vote on the adoption of these changes at the August Board Meeting.
4. 2022-2023 Campus Updates
  - a. 2022-2023 Budget Update
    - i. Dr. Chaunte Garrett provided a budget update. Dr. Garrett shared that the draft budget is \$30K out of balance. The team is advertising for a Kindergarten Teacher and upon hiring will open up a Kindergarten class from the waitlist. The enrollment numbers have increased from 1000 to 1050. Revenues for the 2022-2023 include \$500K in ESSER II and \$1M in ESSER III with \$800K remaining for 2023-2024 school year.
  - b. Enrollment
    - i. Samuel Jones, Data Manager, presented the enrollment update. The enrollment numbers have increased. He discussed the amount of scholars currently enrolled, amount waitlisted, amount who have completed registration, registration in progress, and SchoolMint to Powerschool Updates.
  - c. Staffing
    - i. Dr. Garrett provided a staffing update. Staff Retention Rate is 86% and licensure rate is 60%. As of July 22, 2022, Elementary and Secondary both had two teaching positions left to fill.
  - d. College and Career Updates
    - i. Veronica Howard, College and Career Academy Coordinator, provided an update on the College and Career Academy. The program helps provide support for our scholars who are planning to attend college or join the workforce. Ms. Howard provided data for students attending Nash Community College and NC Wesleyan College. She also discussed additional support programs such as MSEN, Area L AHEC via Barton College, and the Nash Community College Fire Academy are scheduled to meet with our scholars.
  - e. Academic Progress
    - i. Dr. Garrett told the Board that reading showed improved growth overall in the elementary school and maintained growth in middle school. Math showed improved growth overall. In order to improve growth Rocky Mount Prep has NC Education Corps Tutoring. Master schedule has 45 minute intervention blocks and Math teachers have been Zearn trained throughout July.
  - f. Cultural Progress
    - i. Aaron Edmundson and Breona Walker presented the cultural updates to the Board. The cultural team discussed which grades had the highest level of referrals. They also discussed the type of disruptive behaviors that were associated with the referrals. In order to support improved behaviors, Rocky Mount Prep will utilize continued implementation of ISS, continued implementation of social emotional supports, and data driven staff training.
5. Closed Session

The Board motioned that the Board enter closed session pursuant to N.C. Gen. Stat. 143-318.11(a)(1) and (a)(6), to prevent the disclosure of confidential personnel information under N.C. Gen. Stat. 115C-319 and to consider matters relating to initial employment of an individual employee.

## 6. Adjournment