

APPROVED



# Rocky Mount Prep

## Minutes

### Board Retreat 2024

Annual Board Retreat 2024

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#### Date and Time

Tuesday July 30, 2024 at 10:00 AM

#### Location

Dear Board Members,

I hope this message finds you well. I am pleased to inform you that our annual Board Retreat has been scheduled for Tuesday, July 30th, from 10:00 AM to 4:00 PM. Your presence is highly valued, and we kindly request that you attend this important event.

#### Details of the Retreat:

**Date:** Tuesday, July 30th, 2024

**Time:** 10:00 AM – 4:00 PM

#### Board Chair Preparation:

- Please review the attached agenda so that you will have the scope of the retreat.
- Come prepared with any questions, feedback, or suggestions to contribute to our discussions.

**RSVP:** Please confirm your attendance by responding to this email no later than July 26, 2024. If you have any dietary restrictions or special requirements, kindly let us know so we can make the necessary arrangements.

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**Contact Information:** Should you have any questions or require further information, please do not hesitate to contact me directly at 252-955-3084 or [shamika.gardner@rmprep.org](mailto:shamika.gardner@rmprep.org).

We look forward to your participation and valuable contributions as we reflect on our achievements and plan for the future. Your engagement and insights are crucial to the success of our organization.

Thank you for your commitment and dedication.

Warm regards,

Shamika Gardner  
Executive Administrative Assistant

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**Directors Present**

C. Davis, J. Kitchin, K. Gravely, M. Latham, S. Parker

**Directors Absent**

*None*

**Guests Present**

C. Bell, C. Moore, H. Collins, J. Hines, J. Wallace, K. Grant, L. Glass, Q. Witherspoon, S. Gardner, T. Dawes, T. Hunter, W. Artis, W. Etheridge

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**I. Opening Items**

**A. Meet and Greet**

**B. Call the Meeting to Order**

K. Gravely called a meeting of the board of directors of Rocky Mount Prep to order on Tuesday Jul 30, 2024 at 10:10 AM.

**C. Pledge of Allegiance was recited by the entire team and Board of Directors**

**II. Governance 101- Board On Track - Gina Fafard**

**A. Governance 101**

Gina introduced herself to the team and went over the presentation with the room about Board Governance.

Jean Kitchin asked questions about what types of Board Members they should be recruiting, and Gina recommended someone with good financial background, maybe a parent or teacher would be beneficial.

She went over the different roles of the board members. The need for background checks on file for the Board members as well as documents that should be kept on file.

She stated that minutes should be short and concise.

### **III. School 3-5 Year Goals - Dr. Collins**

#### **A. RMP 3-5 Year School Goals**

Dr. Collins went over her plans for the next 3-5 years with the board in detail. She discussed the following:

- Leadership Priority
  - Growing the capacity of our leadership
- Academics Priority
  - **Continuing to create a college prep environment to prepare our middle school scholars for college and careers.**
- School Culture Priority
  - **Create a culture of high expectations for staff, scholars, and parents.**
- Community Stakeholders Priority
  - **Develop a more positive relationship and increase involvement with parents and the community.**
- Finance
  - **Maintain financial stability to operate the school successfully.**
- Facility Goals
  - **Improve and maintain school facilities.**

### **IV. 24-25 Instructional Direction for RMP**

- A. Mr. Etheridge presented to the Board information related to the direction for instruction to the Board. He presented pacing guides and curriculum standards. He stated the difference between what is taught versus what is assessed by testing.**

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### **V. CTE Updates - Dr. Artis**

#### **A. CTE Updates**

Dr Artis spoke about the plans for the CTE future of RMP. He stated his vision for the CTE program. He talked about Job readiness for high school students and creating pathways for each and every scholar. He spoke about incorporating CTE classes with NC Standards, so they have opportunities to find a passion.

## **VI. CCA Updates - Dr. Wright**

### **A. CCA Updates**

Dr. Wright discussed updates and goals for the 24-25 school year. She stated that they want to continue to press towards their previous efforts as well as strengthen others like dual enrollment and partnerships. We have increased our number of students that are applying for the dual enrollment program. We had students that spent a week at college campuses this summer to learn about different pathways.

## **VII. AVID Overview - Ms. Palmer**

### **A. AVID Overview**

Dr. Wallace did the reporting for Ms. Palmer who couldn't be present. she talked about getting AVID strategies for the entire campus K-12.

## **VIII. 9-12 Goals and Growth Strategy - Dr. Wallace**

### **A. Grades 9-12 Goals and Growth Strategy**

Dr Wallace discussed the 3 strategies for the 24-25 SY

- Enhance Student Engagement COALSCE - Customer Service
- Foster a Positive School Culture - Communicate
- Improve academic achievement - Collaborate

This set of goals is based on our 24-25 School-Wide focus of the 3C's

## **IX. 6-8 Goals and Growth Strategy - Dr. Grant**

### **A. Grades 6-8 Goals and Growth Strategy**

The focus for 6-8 is to Improve core subject area, data driven instructions, and AI Training.

Behavior Intervention Planning is ramped up and they are re-training teachers on how to use it.

Positive Behavior Supports also for students that are behaving appropriately. We have a new SEL Class to discuss mindfulness with our scholars as well as SEL Strategies.

There will be more focus on Professional development for the teachers and more parental involvement.

## **X. K-5 Goals and Growth Strategy**

### **A. K-5 Goals and Growth Strategy**

Ms. Glass spoke about unifying the teams as they were two teams last year they will be one team this year. They have SMART goals for this year.

- Working towards 100% growth for all.
- Increase 5th grade Science proficiency by 10%
- Increase parent participation in school events through targeted communication and outreach strategies
- Implement a school-wide recognition program to acknowledge students and staff achievements and promote a positive school culture.

The Theme for Elementary is One Team, One Goal, One Mission.

## **XI. Legal Updates - Attorney Brandon McPherson**

### **A. Legal Updates**

Attorney McPherson presented his Legal and legislative Update for 2024. There is a case law update and a legislative update to discuss. He talked about adverse employment action and other important cases that are relevant to our school and potential issues.

## **XII. Closing Items**

### **A. Open Session Items**

Dr Collins discussed the Prayer Assurance that needed to be resigned.

J. Kitchin made a motion to Approve the Re-Signing of the document.

K. Gravely seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **B. Fernandez Assurance - (School Based Mental Health Services)**

M. Latham made a motion to Approve the continued relationship with Fernandez as our School Based Mental Health Provider.

C. Davis seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **C. Adjourn Meeting**

Dr. Collins addressed the room to ask if there were any questions to anyone and to commend everyone for their patience on such a long meeting. She gave some closing remarks.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 4:02 PM.

Respectfully Submitted,  
K. Gravely

**D. Filtration Repairs**

J. Kitchin made a motion to Spend \$37,000 to repair the filtration system.

M. Latham seconded the motion.

The board **VOTED** unanimously to approve the motion.

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