




April 2024: Riverside Leadership Academy - Board Meeting



Board of Directors Meeting Date: April 10, 2024 @ 6:00 PM	Notes
Opening Session	
Meeting called to order Welcome guests & recognition	Virtual Meeting Information: Google Meet Called to Order at 6:00pm by Board Chair Siobhan Brewer Quorum Status Confirmed. Attendance Record
<u>Reading of Mission Statement</u> Through project based and leadership curriculums, Riverside Leadership Academy develops confident, community focused, future ready leaders. Students thrive from meaningful connections between families, school staff, and community members curated by involvement of all stakeholders.	Erika Butters- Read mission statement <i>Through project based and leadership curriculums, Riverside Leadership Academy develops confident, community focused, future ready leaders. Students thrive from meaningful connections between families, school staff, and community members curated by involvement of all stakeholders.</i>
<u>Consent Agenda</u> a. Approval of April 10 Agenda b. Approval of March 13 Minutes ▪ RLA - Board Meeting Minutes - March 13, 2024.pdf	Erika Butters motioned to approve the Agenda for April 10, 2024 and the March 13th Board minutes. Jessica Ray seconds Vote passed: Unanimous
<u>Public Comment/Citizen Input</u> Public Comment Statement and guidelines	Request(s) for Public Comments No public comments
<u>Announcements and Acknowledgement</u>	Madam Board Chair stated that she has received exciting news and excitement about the opening of Riverside Leadership Academy from members of her community. The RTO second stage has been approved. Thank you Damien!
<u>Reports</u>	
<u>Facility Update</u> a. Update from Hubrich Project Manager b. Update from RMP Financing Call (4/9)	a. Hubrich has assigned the school a project manager. The Hubrich Project manager is Matt Linebarger. Matt Linebarger will be a member of the facility committee for Riverside Leadership Academy. The committee will not only work on a consistent cadence but also a general report to



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<ul style="list-style-type: none"> i. Appraisal (RLA Foundation Section below) c. Furniture quotes in process d. Tech quotes in process 	<p>share with the board during the monthly board meetings.</p> <ul style="list-style-type: none"> i. The Riverside sign is at the shop being built. The hope is that the sign will be delivered by April 20, 2024 for the community event. ii. Due to the rain, there was some runoff that was affecting the surrounding properties. TMatt Linebarger is aware of the situation and is being proactive to avoid situations like this in the future. <ul style="list-style-type: none"> b. RMP Financial has sent over the term sheets for review. The financial committee will meet to review the form prior to presenting the form on April 20th during the in-person board meeting. Though this form is not bonding, it is a great first step to finalizing the lending process. c. Furniture quote - Damien is working to narrow down the choices. The facilities committee will take the first glance at this quote. Once the quote is finalized and the contract is completed, the Board will review both for approval to move forward. The hope is this contract will be approved and finalized at the April 20th in-person board meeting. d. The school utilizes a company called Emerge for all the tech needs listed below. Damien and others will review the quotes received by Emerge. Once the quote has been finalized, the board will review for approval. <ul style="list-style-type: none"> i. Laptops ii. Ipads (classroom Ipads, the school will not be 1 to 1 for students) iii. Projectors iv. TV's
<p><u>Administrative Report</u> N/A</p>	<p>Projected Administrative Report Start- June 2024</p>
<p><u>CSP Financial Report</u></p> <ul style="list-style-type: none"> a. FY25 Budget First Reading b. Finance Project Manager (Applications & Interviews) <p> RLA FY25 Draft Budget.pdf</p>	<ul style="list-style-type: none"> A. The Board was able to review the FY 25 budget. Cory discussed the process of this draft budget. The board reviewed the budget and the 5 year projections including the bond to support the debt service overtime. <ul style="list-style-type: none"> a. The finance committee together to review this budget to make the final edits to this budget. <ul style="list-style-type: none"> i. Key takeaways include the following: <ol style="list-style-type: none"> 1. The school will be more reliant on state and county funds and less on federal. 2. We predict the federal revenue will grow over the years 3. The school will not participate in the state retirement 4. The school is projected to have a surplus by the end of the FY 24/25 school year.



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	<p>B. Finance project manager - The committee has reviewed several candidates, two making it to the second round of interviewing. However the committee decided not to move forward with any of the applicants. The committee is still looking and interviewing candidates. The range for this position is between 45L - 65K. The Board was asked to share the job descriptions to their network.</p> <p>Action: Cory will send out the job descriptions to the Board.</p>
<p><u>Riverside Leadership Academy Foundation</u></p> <ol style="list-style-type: none"> a. Rationale b. Organization Structure c. Relationship to the School d. Appoint Members & Positions <ol style="list-style-type: none"> i. 3-5 School Board, 2-3 Community ii. Pres, VP, Sec, Tres. <ul style="list-style-type: none"> ● Attorney Engagement Letter ● Appraisal Engagement Letter <ul style="list-style-type: none"> ■ Riverside Leadership Academy Foundation - Articles of Inc... ■ 1 - Revised Engagement New Bern Charter School 4-3-202... ■ Riverside Leadership Academy Foundation - Engagement L... 	<p>Need action on appointing Foundation members.</p> <ol style="list-style-type: none"> a. After conversation with the CSP legal team, there was a decision to create the Riverside leadership academy Foundation. There is a legal theory that if the bonds are lent to the foundation who owns the asset and has a lease agreement with the school. This will protect the building from being taken by the state as the 501 C 3 Foundation (which has been filed) will be the owners of the assets. This Foundation will also support/generate a separate revenue stream for the school in the future. b. The organization structure is to have the foundation board to be controlled by school board members. They will solely exist to fund the foundation. The goal is to have 5 to 7 board members total (3 to 5 members of the Board and 2 - 3 community members). There are no term limits for the Board members. <ol style="list-style-type: none"> i. Board Members are: Siobhan Brewer, Samantha Amaral and Jessica Ray. <p>Action: Members of the Board will work closely with Cory Draughon to find 2 community members to serve on the foundations board.</p>
<p><u>RLA Logo</u></p> <p>-Update on proposed mascot logo</p> <p>RLA Mascot</p> <p>Logo Slide Deck</p>	<p>As the Board reviewed the suggested logo, there was concern around the amount of details there is in the logo. This could make it difficult for printable logos and merchandise.</p> <p>Kelli Miller has agreed to redraw the logos.</p> <p>Reaching out to Brad at Bare city impact to support design for other logos.</p> <p>The board will revisit this conversation in June around the mascots.</p>
<p><u>Committee Reports</u></p> <ol style="list-style-type: none"> a. Finance Committee b. Facilities Committee c. Personnel Committee <ol style="list-style-type: none"> i. Update on hiring process d. Governance Committee 	<ol style="list-style-type: none"> A. The finance committee had a very collaborative meeting. Jessica Ray is working on the back end to create metrics so that the board can have access to key highlighted areas around the charter schools finances. B. In Board meetings to follow, Damien Perez will provide a detailed report to give the board clear updates around the facilities. C. 80 applicants <ol style="list-style-type: none"> a. 28 interviews - Kelli and Damien working on vetting the candidates.





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<ul style="list-style-type: none"> e. Outreach Committee <ul style="list-style-type: none"> i. Spongebob Feedback f. Grant Committee <ul style="list-style-type: none"> i. Within Finance or a separate committee? 	<ul style="list-style-type: none"> b. CSP HR department has an onboarding tool to support the drug test, onboarding documents, etc. This will allow us to track the process and check compliance. c. To market the schools openings, the job openings have been posted on DPI website, Indeed, and other social media outlets. d. During the April 20th Board meeting, the Board will review all the candidates and approve job offer letters for those candidates who have made it through the final round. D. No update at this time. E. The Spongebob event was a great success. Members of the Board had the opportunity to talk to members of the community. They received positive feedback on the event and the school. This event was great exposure for the school. F. We are starting to come up with a few local grants and smaller grants. Looking for committee members
<p><u>Family Engagement</u></p> <ul style="list-style-type: none"> a. Family Social April 20th 	<p>We can not have food trucks at Creekside. We will have snacks available under the pavilion. RSVP's - Damien will share an update via email Outreach committee will meet again to iron out the details. The event is from 2p - 4p Rental from 1p - 5p Board to be there at 1 to support set up. Action: Board if you have yardgames please bring them to the event.</p> <p>Board to meet - Peace Counseling Center at 9am Headshots - CSP will look at the marketing team to see the availability.</p>
<u>Policies</u>	
<p><u>Policies</u></p> <ul style="list-style-type: none"> a. RTO Phase II Approval Letter Policies b. Waiting on RTO Phase III tasks from OCS <ul style="list-style-type: none"> i. Due Date May 20, 2024 <p>📎 RTOPRII Approval Letter with Findings Riverside.pdf</p>	<ul style="list-style-type: none"> a. Received letter exiting from RTO II b. Waiting on RTO III to drop. Governance committee has offered assistance on this last phase as needed.
<u>Trainings</u>	
<p><u>DPI Required Training / Submissions</u></p> <ul style="list-style-type: none"> a. RLA Application / Enrollment Report 	<ul style="list-style-type: none"> a. Applications continue to increase Kelli mentioned the impact denials on school deferment at CCS may continue to increase



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<p>b. Epicenter Status</p> <p>a. CSRB</p> <p>i. RTO Enrollment & Facility Report - Apr 8, 2024 - <i>Completed</i></p> <p>ii. RTO Enrollment & Facility Report- Apr 29, 2024</p> <p>c. Possible Presentation to CSRB for final approval Jun 11, 2024</p> <p> RLA Schoolmint Application/Enrollment Data Report</p> <p> April CSRB RTO updates and enrollments. 2024 (1)_39132...</p>	<p>application numbers for Riverside Academy.</p> <p>b. Confirming who is needed for June 11-June 13 for CSRB review and leadership conference- so far sure that Damien and Siobhan need to be present</p>
Closed Session	
<p>Closed Session - Pursuant to NC GS 143.318.11</p> <p>No Closed Session Scheduled</p> <p>Purpose of Closed Session Discussion Item #3: 143-318.11. Closed sessions. (a) Permitted Purposes. - It is the policy of this State that closed sessions shall be held only when required to permit a public body to act in the public interest as permitted in this section. A public body may hold a closed session and exclude the public only when a closed session is required:</p> <p>Closed Session is not always held, but if it is, members of the public shall drop from the call and can return for the open session vote/adjournment.</p> <p>The Board will give their best estimate of the time needed for Closed Session, but all timing will be approximate.</p>	<p>No closed session this Board meeting.</p>
Action after Closed Session	
<ol style="list-style-type: none"> 1. Cory Draughon will send the Board the Job Description for the Financial manager position. 2. Board members are to help look for community members to serve on the Board for the Riverside 	



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<p>Leadership Academy Foundation.</p> <p>3. Board members, if you have yard games, please bring them to the in-person board meeting on April 20th.</p>	
<p>Adjournment</p>	<p>Steven motioned to adjourn the meeting Alex seconded Unanimous approval Meeting adjourned at 7:33 pm</p>