



March 2024: Riverside Leadership Academy - Board Meeting Minutes



Board of Directors Meeting Date: March 13, 2024 @ 6:00 PM Virtual Meeting: Google Meet	Notes
Opening Session	
Meeting called to order Welcome guests & recognition	Called to Order at 6:00pm by Board Chair Siobhan Brewer Quorum Status Confirmed. Attendance Record
<u>Reading of Mission Statement</u>	Jessica Ray - Read the mission statement for the Board <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 March 13 Agenda <i>*Link documents</i>	Erika Butters motions to approve the agenda Jessica Ray seconds Vote passed: Unanimous
<u>Public Comment/Citizen Input:</u> Public Comment Statement and Guidelines	No public comment
<u>Announcements and Acknowledgement</u>	Erika Butters spoke with the outreach committee and stated that the planning for the outreach events in April has started. More details below.
<u>Reports</u>	
<u>Facility Update</u> a. OCS Update and Construction Schedule	Damien, Siobhan, and Cory met with the potential investor group earlier this month. The meeting went well and the group received positive feedback. The decision maker of the potential inverter group verbally committed to investing in Riverside Leadership Academy. The investment commitment is for \$19 Million. This investment would support phase one for the land prep, parking pad and the infrastructure to get the site ready for school. The timeline for moving out of the modules and into the building have shifted. Riverside Leadership will conduct the 2024/2025 school year in the new modules and move into the building in June 2025. It looks like in June we will be getting the final document and funding.



March 2024: Riverside Leadership Academy - Board Meeting Minutes

	<p>The modules will be delivered on May 1, 2024. As we move closer to the finish line, Damien; Executive Director, expects to be assigned a project manager to give detailed updates on the construction of the school campus.</p> <p>RLA Facility Update as of 3/8/24</p> <p>Riverside Charter School Schedule 2.26.24.pdf</p>
<p><u>Administrative Report</u> N/A</p>	<p>Projected Administrative Report Start- June 2024</p>
<p><u>CSP Financial Report</u></p> <p>a. CSP and Admin working together on FY25 budget; will review with the finance committee in March and 1st reading for the full board at the April Meeting.</p>	<p>The financial committee has been actively working on the 2024/2025 FY budget. The Board will receive the first draft of this budget during the April 3, 2024 board meeting. The financial committee stated that a final draft of the 2024/2025 school budget will be ready for board approval during the May board meeting.</p>
<p><u>Committee Reports*</u></p> <p>a. Finance Committee</p> <p style="padding-left: 20px;">i. Invited to FY25 Meeting 3/20 3pm</p> <p>b. Facilities Committee</p> <p>c. Personnel Committee</p> <p>d. Governance Committee</p> <p style="padding-left: 20px;">i. SOAR Analysis Update</p> <p>e. Outreach Committee</p>	<p>a. Financial committee updates mentioned above</p> <p>b. Facilities Committee: updates mentioned above</p> <p>c. Personnel Committee:</p> <p style="padding-left: 20px;">i. Currently there are 54 applicants. Currently the team is developing a plan of action on outreach and scheduling interviews. More updates will follow in the upcoming Board meetings.</p> <p>d. *Governance Committee:</p> <p style="padding-left: 20px;">i. Early this month the Board met in person for the SOAR’s meeting. During this meeting the Board developed the vision and values for the school.</p> <p>Steven Evans motioned to approve the Vision and Values developed at the onsite board meeting. Samantha Amaral Seconds Motion passes Unanimous</p> <p style="padding-left: 20px;">ii. Damien Perez requested that all the Board members update their bio’s on the document attached by Friday, March 15th Board Bios- 13 March 2024</p> <p>e. Outreach Committee:</p> <p style="padding-left: 20px;">i. The Outreach committee members will be meeting early next week to review the applications received. In addition, the committee has started planning for the April 20th outreach event.</p>
<p><u>Family Engagement</u></p> <p>RLA Schoolmint Application/Enrollment Data Report</p> <p>a. Application Enrollment Status Update</p> <p>b. Review Calendar of Community Events</p>	<p>A. The Board reviewed the enrollment data reports.</p> <p style="padding-left: 20px;">a. Key Takeaways:</p> <ul style="list-style-type: none"> ● 531 applicants total as of March 13, 2024. ● 80 seats that have been offered are pending (due date to accept the seat has been pushed to March 15)



March 2024: Riverside Leadership Academy - Board Meeting Minutes



- 329 completed application (69%)
- 86 families are waitlisted.
- 30 seats were declined
 - Reasons vary
 - Many of those seats were for Kinder and 6th grade. There is a healthy waitlist, therefore the executive director is confident that those seats will be quickly filled.

The first group has till **Mar 15, 2024** .

- There were two cycles for open enrollment. The first cycle of families from the lottery have until March 15th. The second and following cycles will have 48 hours to accept their seats.
- Anyone who applied after the lottery was automatically waitlisted.

Policies

Policies

Current Approved Calendar

📄 2024-2025 RLA School Calendar- 06 Feb 2024.pdf

Proposed New Calendar Aligning Quarters/Semesters:

📄 2024-2025 RLA School Calendar- Draft Mar 2024 (...)

Proposed New Calendar on Revised Format:

📄 2024-2025 RLA School Calendar- Mar 2024 New F...

- a. 24-25 RLA School Calendar

*Calendar review - February 6th approved.

- b. The Executive Director made the request to review the changes in the calendar to comply and align with instructional hours.
- c. In addition, the Board reviewed the template/formatting of the calendar.

Vote on the amended calendar

Samantha Amaral motioned to approve the amended calendar align the instructional hours

Alex Rainieri - Second

Vote passed: Unanimous

*Exceptional Children Policy:

The only change was the policy now references homebound.

*Vote: Steven Evans motioned to approve the changes in the Exceptional Children policy

Alex Rainieri seconded

Vote passed: Unanimous

*Campus Visitor Policy:

The change was that the policy now states that any volunteers for field trips or other school events must have a recent background check on file.

Steven Evans motioned to approve the changes for the Campus Visitors Policy

Erika Butters seconded

Vote passed: Unanimous.



March 2024: Riverside Leadership Academy - Board Meeting Minutes



	<p>*Length of the school day policy: The updates that were made were to be explicit about the breakdown in the school day. The policy now states the start and end time of the school, carpool lane opening and closure times, what defines a tardy student am/pm and any consequences for tardiness, breakfast time, early pick up times, etc. Added the breakdown of the school day. The daily bell schedule has not been drafted. However, the schedule will be drafted no later than July 31st, 2024. There is a disclosure that all that has been listed in this policy is an estimate and may be adjusted. Any adjustments will be communicated to stakeholders appropriately.</p> <p>Vote: Alex Rainieri motioned to approve the changes to the length of day policy. Steven Evans Second Vote passed: Unanimous</p> <p>*Staff Evaluations Policy: The only change was getting explicit about staff evaluations. The first year of opening will use NCEES, however the following year may be subject to change. Steven Evans motioned to approve the changes to the staff evaluations policy. Alex Rainieri seconded Vote passed: Unanimous</p> <p>The Board voted on adding Amy Hobgood; non-voting member, to a voting member of the Board of directors for Riverside Leadership Academy.</p> <p>Greg Sims motioned to move Amy Hobgood to an active voting member of the Board of Director. Samantha Amaral Seconded Vote passed: Unanimous</p>
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<u>Trainings</u>	
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<p><u>DPI Required Training / Submissions</u></p> <p>a. Epicenter Status</p> <ul style="list-style-type: none"> i. Open Tasks Due Feb 27, 2024 = 6 ii. Open Tasks Due Mar 29, 2024 = 1 	<ul style="list-style-type: none"> A. All 6 Epicenter tasks listed were completed and voted on today. B. The Board was made aware that The Charter School Review Board meeting minutes will be distributed weekly. The link is attached. ■ RTO Update CSRB 0324_388667ot3hueauljma11dj2fq41rar.pdf <ul style="list-style-type: none"> a. RTO virtual sessions - OCS hosts virtual learning sessions. In these meetings they will discuss changes and trends in the Charter School world. These meetings are intended for the Executive
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March 2024: Riverside Leadership Academy - Board Meeting Minutes



<p>iii. Overdue Tasks = 6</p> <p><u>CSRB</u></p> <p>a. RTO Enrollment & Facility Report 1- 11 Mar 2024</p> <p><u>Trainings</u></p>	<p>Director and Board Chair</p>
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Closed Session

<p>Closed Session - Pursuant to NC GS 143.318.11</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>
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Action after Closed Session



March 2024: Riverside Leadership Academy - Board Meeting Minutes



1. 2. 3.	Board to add the Bios to the document attached to this email. Due March 15, 2024
Adjournment	7:05p
Minutes Prepared by	Samantha Amaral
Board Approved	Apr 10, 2024