



## December 11, 2024: Riverside Leadership Academy - Board Meeting Agenda

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| <b>Board of Directors Meeting Date:</b><br><b>December 11, 2024 @ 6:00 PM</b><br><b>On Campus- In Person Building A Room 108</b>                                                                                                                                                                                                                                                                                                                                                                                          | <b>Action</b>                                                   | <b>Person</b> | <b>Notes</b><br><b>Attendance: All board members, Cory, Kelly, and Jordan</b>                 |
| <b>Open Session</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                 |               |                                                                                               |
| Meeting called to order<br>Welcome guests & recognition                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Announce                                                        | Board Chair   | Call to order 6:01 P.M.                                                                       |
| <b><u>Reading of Mission Statement</u></b><br>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.                                                                                                                                                                                   | Read the Mission Statement once the meeting is called to order. | Board Member  | Steven read mission statement                                                                 |
| <b><u>Acceptance of Meeting Minutes</u></b><br>A. Approval of <b>December 11, 2024</b> Agenda<br>B. Approval of Minutes: <ul style="list-style-type: none"><li>11/13 Regular Board Meeting-<br/> Minutes RLA - Regular Board Me...</li><li>11/27 Emergency Board Meeting-<br/> RLA- Emergency Board Meeting ...</li></ul><br><i>*Link documents</i> |                                                                 | Board Members | Motion by Alex to approve<br>Second by Greg<br>Motion approved unanimous                      |
| <b><u>Public Comment/Citizen Input</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Read Public Comment Statement and Guidelines                    | Board Chair   | Request(s) for Public Comments at Board Meeting: No public comment                            |
| <b><u>Announcements and Acknowledgements</u></b><br>A. Hubrich's support with Board and building dedication- Thank you to Matt!                                                                                                                                                                                                                                                                                                                                                                                           |                                                                 |               | Shout out to Hubrich for assistance in the hand prints in concrete and community involvement. |



## December 11, 2024: Riverside Leadership Academy - Board Meeting Agenda

### Reports

#### Administrative Report

##### A. Executive Director's Report -

 Executive Director Update December 11, ...

Executive Director

Post update: Building B air quality tested and all passed but 2 rooms and have been rescrubbed and will be retested soon.

Still down to 1 bus out of 3. Transmission on 1 is still being tended to, 1 has fuel issues still.

2 bus drivers alternating.

Happy with the current class rotation process. There has been one applicant for the science position. Plans are to stay with the current situation till next year and hire at that time.

The parade went well.

Advisement counsels recommended updates and testimonials on everything going on now. Making sure everyone knows what project base learning is and the requirements for the required parent hours.

#### New Business

##### A. Elect Board Secretary

Vote

Board

Greg motioned for Erika as Secretary  
Second by Jess  
Motion approved unanimous

#### Policies

##### A. Calendar 25/26 School Year

Vote

Board

Motioned by Erika to approve proposed Calendar with Alex's edits  
Evan seconded  
Motion approved unanimous



## December 11, 2024: Riverside Leadership Academy - Board Meeting Agenda

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| <b><u>Committee Reports</u></b><br>A. Facilities Committee- update<br>B. Finance Committee<br>a. CSP Monthly Financial Report<br>PDF 00. 2024.11 MFP RLA.pdf<br>C. Governance Committee- No update at this time<br>D. Outreach Committee- update<br>E. Personnel Committee- update |  | Board/Committee Member | <p>Facilities:</p> <p>-Greg sent updates regarding construction updates. Framing should start in January. The board looked at flooring samples and cove base. Made decisions regarding</p> <p>-Chose French Oak Almond NDP003 with black brown Cove Base 193</p> <p>Finance:</p> <p>-Separate line item addition suggested for fundraising amounts.<br/>-Bonuses have been allocated.<br/>350.00 Christmas bonus for FT employees<br/>175.00 for part time employees</p> <p>Lead Teacher stipend- 1,000 - 500 in May 2025 and 500 in December 2025</p> <p>BT Mentor stipend - 500 in May 2025</p> <p>Greg motioned<br/>Erika seconded<br/>Motion approved unanimous</p> <p>Governance:</p> <p>-No update</p> <p>Outreach:</p> <p>-Parade was successful<br/>-Winter shirts are in and will be separated and passed out.</p> <p>Personnel Committee:</p> <p>-No update</p> |
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## December 11, 2024: Riverside Leadership Academy - Board Meeting Agenda

### Closed Session

Closed Session - Pursuant to [NC GS 143.318.11](#)

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:

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.

The Board will give their best estimate of the time needed for Closed Session, but all timing will be approximate.

Personnel

Executive Director  
Board Members

Motioned to enter closed session by Steven  
Second by Greg  
Approved Unanimous

Motion to exit closed session Erika  
Second by Greg

6:46 exit closed

Motion to accept bonus additions by Greg  
Second Evan  
Motion approved unanimous

Motion to adjourn Erika  
Second by Greg  
Motion approved unanimous

### Action after Closed Session (if needed)

- 1.
- 2.
- 3.

Adjournment

Announce

Board President / Chair



## November 27, 2024: Riverside Leadership Academy - Board Meeting Minutes

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| <b>Board of Directors Meeting Date:</b><br><b>November 27, 2024 @8:00 AM</b><br><b>Virtual:</b><br><b>Google Meet joining info</b><br><b>Video call link:</b> <a href="https://meet.google.com/tyc-qybt-ywr">https://meet.google.com/tyc-qybt-ywr</a><br><b>Or dial: (US) +1 605-865-2054 PIN: 799 600 266#</b><br><b>More phone numbers:</b><br><a href="https://tel.meet/tyc-qybt-ywr?pin=2435124615475">https://tel.meet/tyc-qybt-ywr?pin=2435124615475</a> | <b>Action</b>                                                   | <b>Person</b> | <b>Notes</b>                                                                                                                                                                                                                                                             |
| <b>Open Session</b>                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                 |               |                                                                                                                                                                                                                                                                          |
| Meeting called to order<br>Welcome guests & recognition                                                                                                                                                                                                                                                                                                                                                                                                        | Announce                                                        | Board Chair   | Meeting called to order at 8:01am by Amy Hobgood<br><br>Members in attendance: Amy Hobgood, Steven Evans, Jessica Ray, Erika Butters, Evan McConnell<br>Members absent: Greg Sims, Alex Ranieri<br>Non-Board Member Present: Siobhan Brewer, Jordan Heath, Kelly Holland |
| <b><u>Reading of Mission Statement</u></b><br>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.                                                                                                                        | Read the Mission Statement once the meeting is called to order. | Board Member  | Mission read by Amy Hobgood                                                                                                                                                                                                                                              |
| <b><u>Acceptance of Meeting Minutes</u></b><br>A. Approval of <b>November 27, 2024</b> Agenda                                                                                                                                                                                                                                                                                                                                                                  |                                                                 | Board Members | Motion to approve by Steven Evans, 2nd by Jessica Ray<br>Unanimously approved by all members present                                                                                                                                                                     |



## November 27, 2024: Riverside Leadership Academy - Board Meeting Minutes

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| *Link documents                                                                                                                                                                                                                                                                                   |                                              |                                     |                                                                                                                                                                                                                         |
| <b><u>Public Comment/Citizen Input</u></b>                                                                                                                                                                                                                                                        | Read Public Comment Statement and Guidelines | Board Chair                         | Request(s) for Public Comments at Board Meeting: No public comment<br>No public attendees were present for the meeting                                                                                                  |
| <b><u>Announcements and Acknowledgements</u></b><br>A. Imprinting new concrete                                                                                                                                                                                                                    |                                              |                                     | No new date for concrete pouring at this time                                                                                                                                                                           |
| <b><u>Reports</u></b>                                                                                                                                                                                                                                                                             |                                              |                                     |                                                                                                                                                                                                                         |
| <b><u>Administrative Report</u></b><br>A. Executive Director's Report -<br>a. Propose Lottery Date of 3/10/2025 to be held virtually<br>b. Building Repair Update and Request                                                                                                                     |                                              | Executive Director                  | Steven will reach out and then email the group with updates to the construction<br><br>Lottery will be held 3/10/2025 at 6pm                                                                                            |
| <b><u>Policies</u></b><br>A. <b>Parent and Family Engagement Policy (Title...</b><br>B. <b>2.002 Admissions, Weighted Lottery, and ...</b>                                                                                                                                                        |                                              |                                     | Motion to approve the revisions to the Admissions, Weighted Lottery, and Enrollment Policy and addition of the Family Engagement Policy by Steven Evans, 2nd by Jessica.<br>Unanimously approved by all members present |
| <b><u>Closed Session</u></b>                                                                                                                                                                                                                                                                      |                                              |                                     |                                                                                                                                                                                                                         |
| <b>Closed Session - Pursuant to <a href="#">NC GS 143.318.11</a><br/>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</b> |                                              | Executive Director<br>Board Members | No closed session held                                                                                                                                                                                                  |



## November 27, 2024: Riverside Leadership Academy - Board Meeting Minutes

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| <p>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>A. Personnel</p> |          |                         |                                                                                                                                                      |
| Action after Closed Session (if needed)                                                                                                                                                                                                                                                                                                                                                                                                                                       |          |                         |                                                                                                                                                      |
| <ol style="list-style-type: none"><li>1.</li><li>2.</li><li>3.</li></ol>                                                                                                                                                                                                                                                                                                                                                                                                      |          |                         |                                                                                                                                                      |
| Adjournment                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Announce | Board President / Chair | Motion to adjourn by Steven Evans, 2nd by Erika Butters<br>Unanimously approved by all members present<br>Meeting adjourned at 8:19am by Amy Hobgood |



## November 13, 2024: Riverside Leadership Academy - Board Meeting Minutes

| Board of Directors Meeting Date:<br>November 13, 2024 @ 6:00 PM<br>On Campus- In Person Building A Room 108                                                                                                                                                                                                                             | Action                                                          | Person        | Notes                                                                                 |
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| Open Session                                                                                                                                                                                                                                                                                                                            |                                                                 |               |                                                                                       |
| Meeting called to order<br>Welcome guests & recognition                                                                                                                                                                                                                                                                                 | Announce                                                        | Board Chair   | 6:02 called to order<br>Welcome Evan McConnell- interested in becoming a board member |
| <b><u>Reading of Mission Statement</u></b><br>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. | Read the Mission Statement once the meeting is called to order. | Board Member  |                                                                                       |
| <b><u>Acceptance of Meeting Minutes</u></b><br>A. Approval of <b>November 13, 2024</b> Agenda<br>B. Approval of Minutes: <ul style="list-style-type: none"><li>10/9/2024 Regular Board Meeting-<br/>RLA - Regular Board Meeting Min...</li></ul><br><i>*Link documents</i>                                                              |                                                                 | Board Members | Motion:Erika<br>Second:Greg<br>Approved                                               |
| <b><u>Public Comment/Citizen Input</u></b>                                                                                                                                                                                                                                                                                              | Read Public Comment Statement and Guidelines                    | Board Chair   | Request(s) for Public Comments at Board Meeting: No public comment                    |
| <b><u>Announcements and Acknowledgements</u></b>                                                                                                                                                                                                                                                                                        |                                                                 |               | Ms. Brewer thanked the staff and parents and Hubrich                                  |





## November 13, 2024: Riverside Leadership Academy - Board Meeting Minutes

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| A. PSN and Grounds Beautification<br>B. Parent Feedback Messages                                                                                                                                                                                           |                     |                        | Construction for helping to spread mulch in the playground.<br>Parents feedback- pleased about the transition to RLA, students excited to come to school.<br>Encourage feedback from everyone.                                                                                                                                                                                                                                                                                                                                                          |
| <b>Reports</b>                                                                                                                                                                                                                                             |                     |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>Administrative Report</u></b><br>A. Executive Director's Report -<br>📎 _Executive Director Update November 13,...                                                                                                                                    |                     | Executive Director     | Reviewed enrollment etc.<br>Front office- need some division<br>Steven is going to reach out to Matt to find out the best plan. Storage ideas-Needs more investigation.<br>Upcoming dates: POLs 3rd grade 12/10 1pm<br>Middle school 12/11- cross curricular- afternoon<br>Ms. Davis- Kindergarten this friday<br>Service Project- K-2nd field trip to Senior Living facility<br><br>Sub hiring-need to call meetings to do that.                                                                                                                       |
| <b><u>Policies</u></b><br>A. Calendar 25/26 School Year                                                                                                                                                                                                    | 1st review by Board |                        | Things to note- mental health days added, PD days are included, 2 weeks to provide feedback to admin team. We will vote on this in December.                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>Committee Reports</u></b><br>A. Facilities Committee- update<br><br>B. Finance Committee<br>a. CSP Monthly Financial Report<br>📎 00. 2024.10 MFP RLA.pdf<br><br>C. Governance Committee- No update at this time<br><br>D. Outreach Committee- update |                     | Board/Committee Member | <b>Facilities:</b><br>Steven- Committee met this morning with Hubrich and Bond group- Reviewed modular lease agreement. Peyton with Carolina Modular offered one month free rent. This will need to be reviewed by the finance committee during their next meeting. (29K credit for inconvenience)<br>Cory will check with our attorney before we accept any credits. Steven will send information to Cory and Jessica to review.<br>Construction is going well. Slab will be poured soon.<br>Street lights have been applied for. Coming soon. Framing |



## November 13, 2024: Riverside Leadership Academy - Board Meeting Minutes

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| E. Personnel Committee- update                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |                                     | <p>will go quickly- inside work will go much more slowly.</p> <p><b>Finance:</b><br/>Cory- Generally in a good place financially. End of year projection is tightening. EC Contracted services is elevated (50K adjustment from planned budget) Revenue- positive moves with federal revenues. Still awaiting local funds from Craven County. All counties have been delayed due to IC. PMRs were delayed. Funds should be arriving. PMR 1 payments have been received. Expenditures are on pace with budget.</p> <p><b>Outreach:</b><br/>Alex- RLA is registered for the New Bern Christmas Parade. PSN will take this on. Erika will be attending the PSN meetings as a board liaison.</p> <p><b>Personnel:</b><br/>Erika- Great interview with Evan McConnell- Will discuss during closed session</p> |
| <b>Closed Session</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p><b>Closed Session - Pursuant to <a href="#">NC GS 143.318.11</a></b><br/><b>Purpose of Closed Session Discussion Item #3:</b><br/><b>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:</b></p> <p><b>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.</b></p> <p><b>The Board will give their best estimate of the time needed for Closed Session, but all timing will be</b></p> |  | Executive Director<br>Board Members | <p>Greg motioned to go into closed session at 6:52. Erika seconded the motion. Unanimous vote.</p> <p>Exit Closed session 7:06<br/>Motioned by Steven and seconded by Greg.<br/>Unanimous approval</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |



## November 13, 2024: Riverside Leadership Academy - Board Meeting Minutes

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| approximate.<br>A. Personnel                                                                                                                                    |          |                         |                                                                                        |
| Action after Closed Session (if needed)                                                                                                                         |          |                         |                                                                                        |
| 1. Acceptance of Resignation of teacher 6/7<br>Science- Post position<br>2. New Subs- 3<br>3. Acceptance of Resignation of Board Member<br>4. New Board Member- |          |                         | Motion:Greg<br>Second:Erika<br><br>Unanimous vote.                                     |
| Adjournment                                                                                                                                                     | Announce | Board President / Chair | Motion to adjourn:<br>Alex motioned to adjourn at 7:10pm<br>Erika seconded the motion. |



## October 9, 2024: Riverside Leadership Academy - Board Meeting Agenda

| Board of Directors Meeting Date:<br>October 9, 2024 @ 6:00 PM<br>On Campus- In Person                                                                                                                                                                                                                                                   | Action                                                          | Person        | Notes                                                              |
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| Open Session                                                                                                                                                                                                                                                                                                                            |                                                                 |               |                                                                    |
| Meeting called to order<br>Welcome guests & recognition                                                                                                                                                                                                                                                                                 | Announce                                                        | Board Chair   | <a href="#">6:00 – Amy Hobgood</a> c                               |
| <b><u>Reading of Mission Statement</u></b><br>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. | Read the Mission Statement once the meeting is called to order. | Board Member  | Alexandra Ranieri -                                                |
| <b><u>Acceptance of Meeting Minutes</u></b><br>A. Approval of <b>October 9, 2024</b> Agenda<br>B. Approval of Minutes: <ul style="list-style-type: none"><li>9/11/2024 Regular Board Meeting-<br/>RLA - Regular Board Meeting Min...</li></ul><br><i>*Link documents</i>                                                                |                                                                 | Board Members | Alexandra Ranieri Motion<br>Erika Seconded                         |
| <b><u>Public Comment/Citizen Input</u></b>                                                                                                                                                                                                                                                                                              | Read Public Comment Statement and Guidelines                    | Board Chair   | Request(s) for Public Comments at Board Meeting: No public comment |
| <b><u>Announcements and Acknowledgements</u></b><br>A.                                                                                                                                                                                                                                                                                  |                                                                 |               | N/a                                                                |



## October 9, 2024: Riverside Leadership Academy - Board Meeting Agenda

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| <b><u>Reports</u></b>                                                                                              |  |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>Administrative Report</u></b><br>A. Executive Director's Report<br>Executive Director Update October 9, 2024 |  | Executive Director | <p>PMR 1 - Enrollment update 378.25<br/>Playground will be installed on Oct 21.<br/>Cubicle will be removed<br/>Hiring - We have some position to recommendation<br/>Family Engagement<br/>Oct 1 - 30 people attended.<br/>PSN - Oct 15 - Plan our fall festival November 2 from 4p - 6p</p> <p>Open a google form - for the Parent advisory council 6 people signed up. 1st grade isn't represented</p> <p>Student led conference is Oct 23. Parents will get communication about this and parent expectations.</p> <p>Moving hot lunch box will continue through the end of the semester - we have reduced the cost to support this program.</p> <p>Jordan (CSP) will set up Infinite Campus. This will be rolled out in January.</p> <p>SRO - Contract has been signed and in the county manager</p> <p>Fire department will be visiting the school<br/>PSN - Oct 15<br/>10.18 - spirit day<br/>21- 25 - Bus safety<br/>24th - student led conference<br/>25 Teacher workday</p> |



## October 9, 2024: Riverside Leadership Academy - Board Meeting Agenda

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|                                                                                                                                                                                                                                                                                                                                                                                                           |                 |                        | Mental health and wellness will happen<br>Oct 30 is picture day<br>Nov 1 - club day<br>Nov 2 fall festival 4p - 6p.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Policies</b><br>A.  3.009 Beginning Teacher Support Plan- RLA                                                                                                                                                                                                                                                         | Action Required |                        | DPI sent this over - The board reviewed the changes.<br><br>Motion Erika<br>Second from Greg<br>Vote passed unanimously                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Committee Reports</b><br>A. Facilities Committee- update<br><br>B. Finance Committee<br>a. CSP Monthly Financial Report<br>b. Insurance Update- amendments<br> 2024.09.27 Insurance Ammendm...<br><br>C. Governance Committee<br>a. Filling vacant Board seats<br>b. Board Terms<br><br>D. Outreach Committee- update |                 | Board/Committee Member | D. Outreach - T-shirts for sale. Once the inventory runs out we will order more. Alexandra R will talk with the vendor to see if the quality of the shirts can be improved as there have been some complaints.<br><br>C. Governance -<br>a. Filling vacant board seat: Another local Board member. His background is in construction. Evan McConnel. MIV projects. He has a project management background. The Board should review the application.<br>We have also had parents apply. He has given a lot of thought about the application.<br>b. Recommending Amy Hobgood ends to 2025. Seven Motions Erika seconded. Vote passed unanimously<br><br>B.<br>a. The report is not completed but will be completed next week.<br>b. Insurance update - no action needed. Board can read.<br><br>Facilities<br>Due to the mold, the school will be going remote Friday and Monday. |



## October 9, 2024: Riverside Leadership Academy - Board Meeting Agenda

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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |                                     | K-3 in the building<br>4 & 5 Mon Wednesday Friday<br>6-8 Tues Thursday in the building<br><br>Alex Hubric repair tw rooms at a time - if they can do<br>Ericka seconds |
| <b>Closed Session</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |                                     |                                                                                                                                                                        |
| <p>Closed Session - Pursuant to <a href="#">NC GS 143.318.11</a><br/>Purpose of Closed Session Discussion Item #3:<br/>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> <ul style="list-style-type: none"><li>A. Personnel</li><li>B. Licensure</li><li>C. Real estate</li></ul> |  | Executive Director<br>Board Members | Erica Motion<br>Jessica Second<br>7:01p - in close session                                                                                                             |
| <b>Action after Closed Session (if needed)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |                                     |                                                                                                                                                                        |



## October 9, 2024: Riverside Leadership Academy - Board Meeting Agenda



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| 1.Motion to accept the two resignations and 5 new hires<br>2.<br>3. |          |                         | Motion by Steven<br>Erika Seconded<br>Approved Unanimously |
| <b>Adjournment</b>                                                  | Announce | Board President / Chair | Motion to adjourn 7:16 - Greg<br>Steven - seconded         |





## September 11, 2024: Riverside Leadership Academy - Board Meeting Agenda

| Board of Directors Meeting Date:<br>September 11, 2024 @ 6:00 PM                                                                                                                                                                                                                                                                                               | Action                                                          | Notes                                                                                                                                                                                                                                                                                                                                  |
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| <b>Open Session</b>                                                                                                                                                                                                                                                                                                                                            |                                                                 |                                                                                                                                                                                                                                                                                                                                        |
| Meeting called to order<br>Welcome guests & recognition                                                                                                                                                                                                                                                                                                        | Announce                                                        | Virtual Meeting Information: <a href="#">Public Zoom Link</a><br>6:05p call to order - Amy Hobgood                                                                                                                                                                                                                                     |
| <b><u>Reading of Mission Statement</u></b>                                                                                                                                                                                                                                                                                                                     | Read the Mission Statement once the meeting is called to order. | Erika Butters reads the statement.<br><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> |
| <b><u>Acceptance of Meeting Minutes</u></b><br>A. Approval of <b>September 11, 2024</b> Agenda<br>B. Approval of Minutes: <ul style="list-style-type: none"><li>7/10/2024 Special Called Meeting</li><li>7/31/2020 Special Called Meeting</li><li>8/14/2024 Regular Board Meeting</li><li>8/25/2024 Special Called Meeting</li></ul><br><i>*Link documents</i> |                                                                 | Erkia Butters made a motion to approve the minutes and agenda.<br>Samantha Amaral seconded.<br>Unanimous approval                                                                                                                                                                                                                      |
| <b><u>Public Comment/Citizen Input</u></b>                                                                                                                                                                                                                                                                                                                     | Read Public Comment Statement and Guidelines                    | Request(s) for Public Comments at Board Meeting: No public comment<br><br>No public comment                                                                                                                                                                                                                                            |
| <b><u>Announcements and Acknowledgements</u></b><br>A. Staff Acknowledgement                                                                                                                                                                                                                                                                                   |                                                                 | Staff have worked really hard even without the internet. They are doing a great job. They are positive and encouraging. Kids and parents love our staff. They are just amazing! There is electricity in this building. We have so much support with the families.                                                                      |
| <b><u>Reports</u></b>                                                                                                                                                                                                                                                                                                                                          |                                                                 |                                                                                                                                                                                                                                                                                                                                        |



## September 11, 2024: Riverside Leadership Academy - Board Meeting Agenda

### **Administrative Report**

#### A. Executive Director's Report

ADM is at 378 as of today.

Biggest concern with students is getting records for new students. We will be sending letters (drafted by legal) to schools who haven't given records. We are behind in IEP meetings.

#### **Marketing:**

We will have another highlight video in the making.

#### **Playground**

Playground quotes - This includes swing set and bench

FFE - we are at 240K. Both options keep us under the budget.

Boy Scouts will be building benches and shade. It is their fall project.

We will move to the playground tomorrow. We are looking into whether we need a permit.

Steven H - Meeting went well. Updated timeline on constructions. Communication will go through Matt who will send a weekly update. The building permit was received today.

We have no master keys for these buildings. We have a locksmith

#### **Transportation:**

We moved from 3 routes to three routes. We took off some a few stops. The daycare will be sending a bus to the school to pick up their scholars.

One of the buses needs a new transmission

Carpool is going well and down to 20 minutes.

Hiring -

Still looking for Substitutes and part-time maintenance personnel.

We are fully staffed for teachers!

#### **Community Engagement**

For family engagement - grandparents week this week. We have people come in



## September 11, 2024: Riverside Leadership Academy - Board Meeting Agenda

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|                                                                                                                                                     |  | <p>everyday to have lunch with kiddos. We will meet as an admin team to see what worked and what didn't work.</p> <p>Once the building is built we should have a ribbon cutting.</p> <p>School Lunch Program:<br/>Lunch - income verification. 50% - qualify for free and reduced lunch. Jordan from CSP with infinite campus to transition the order to that platform. Hot lunch box - we will be ending with the hope to end by October. We are doing this to decrease the prices of our lunches.</p> <p>SRO grant was submitted. We should be getting it.</p> <p>Upcoming events -<br/>First day of clubs and spirit day - Sept 22nd.<br/>Oct 4th the office of Charter School will visit the schools. They will be there at 9a.</p>                           |
| <p><b><u>Policies</u></b></p> <p><b>A. Review Retirement Plan- Action Required</b></p> <p><b>B. Review Insurance Policy- No Action Required</b></p> |  | <p>Retirement plan - Hulcrum partners who will be communicating with the employees and supporting them.</p> <p>The documentation is from empower and the planned sponsors.</p> <p>The delay was getting both the two groups aligned and going through the onboarding process.</p> <p>We are going to get up to 6% for all full time staff who are eligible. Part time would not be eligible for the match. The vesting happens immediately. We allowed for employees to be able to take allowances. Are target date for deduction is October payroll</p> <p>Vote: Greg made a motion<br/>Alex seconded<br/>Vote passes unanimously</p> <p>Insurance policy - The insurance people are the insurance advisor. They insure we are in compliance with the state.</p> |



## September 11, 2024: Riverside Leadership Academy - Board Meeting Agenda

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| <p><b><u>Employee Agreements</u></b></p> <p>A. Teacher Assistant Agreement</p>                                                                                                                                              |  | <p><a href="#"><u>TA Agreement</u></a></p> <p>Their contracts are written hourly. The board cover sheet has it as salary. I met with the finance people and they explained it to me and I tried to explain. TA only got paid for 15 days vs the month.</p> <p>Recommendation is to pay our teachers the same amount over the 10 months.</p> <p>Steven Evans made a motion -<br/>Sam Amaral Seconded<br/>Vote passes unanimously</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <p><b><u>Committee Reports</u></b></p> <p>A. Facilities Committee- update</p> <p>    a. Playground Equipment Quotes</p> <p>B. Finance Committee</p> <p>    a. CSP Monthly Financial Report</p> <p>C. Outreach Committee</p> |  | <p><a href="#"><u>00. 2024.08 MFP RLA.pdf</u></a></p> <p>Great meeting with Hubric - Steve and Matt were present. We had a frank conversation to get a clear understanding of the barriers. The barriers we experienced in this phase will not be the barriers we will experience in the next phases with little to no delays.</p> <p>We as a team have decisions to make and we will make a decision in a timely manner. We will have all our signed be redone with the new mascots.</p> <p>Finance Report - First full time for a financial report.<br/>We have access to state funding<br/>We do not have access to federal fund (normal)<br/>County funds we don't have actively yet (normal) - end of Sept or earliest October.<br/>Behind pace in our revenue but that makes sense due to our ADM drop which affected our revenue stream.<br/>Final numbers will come from the state by early november.<br/>Expense - Major expenses are salary and benefits. We were behind pace due to open positions and vacancies.<br/>The committee made adjustments to the budget to create a balanced budget. Total spend 535K. Left with cash at 68K which we will send back to the bond holders later in the year.<br/>Cash on hand is around 21 days - this will fluctuate.</p> |



## September 11, 2024: Riverside Leadership Academy - Board Meeting Agenda

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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  | <p>Outreach</p> <p>Do we want to do the Christmas Parade? December 7th. Have the PTO take the lead. Alex will register the team up for the Parade.</p> <p>Shirts are being printed! We should have the tshirts at the end of the month.</p>                                                                                                                                                                           |
| <b>Closed Session</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p>Closed Session - Pursuant to <a href="#">NC GS 143.318.11</a></p> <p><b>Purpose of Closed Session Discussion Item #3:</b></p> <p><b>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:</b></p> <p><b>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.</b></p> <p><b>The Board will give their best estimate of the time needed for Closed Session, but all timing will be approximate.</b></p> <p>Personnel</p> |  | <p>7:28</p> <p>Sam motions to move into close session</p> <p>Erika Butters seconded</p> <p>Motioned passed unanimously</p> <p>Closed session:</p> <p>Discussed personnel</p> <p>Steven Evan - 731</p> <p>Greg Seconded</p> <p>Motioned passed unanimously</p> <p>Erika Butter - motioned to approved the personnel</p> <p>Alex seconded.</p> <p>Alex made a motion to end the meeting at 733pm</p> <p>Greg second</p> |
| <b>Action after Closed Session (if needed)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <ol style="list-style-type: none"><li>1.</li><li>2.</li><li>3.</li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |                                                                                                                                                                                                                                                                                                                                                                                                                       |



## September 11, 2024: Riverside Leadership Academy - Board Meeting Agenda



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| Adjournment | Announce |  |
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## August 25, 2024: Riverside Leadership Academy - Special Called Board Meeting Agenda

| Board of Directors Meeting Date:<br>August 25, 2024 @ 2:00 PM                                                                                                                                                                                                                                                                    | Action                                                          | Notes                                                                                                                                                                                                                                                                                                                                       |
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| <b>Open Session</b>                                                                                                                                                                                                                                                                                                              |                                                                 |                                                                                                                                                                                                                                                                                                                                             |
| Meeting called to order<br>Welcome guests & recognition                                                                                                                                                                                                                                                                          | Announce                                                        | Virtual Meeting Information: <a href="#">Google Meet</a><br>Amy Hobgood called the meeting into order at 2:01 p.m.                                                                                                                                                                                                                          |
| <b>Reading of Mission Statement</b><br>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. | Read the Mission Statement once the meeting is called to order. | Amy Hobgood reads the mission statement<br><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> |
| <b>Acceptance of Meeting Minutes</b><br>A. Approval of <b>August 25, 2024</b> Agenda<br><br>*Link documents                                                                                                                                                                                                                      |                                                                 | Samantha Amaral motioned to approve the agenda<br>Erika Butters seconded<br>Unanimous approval                                                                                                                                                                                                                                              |
| <b>Public Comment/Citizen Input</b>                                                                                                                                                                                                                                                                                              | Read Public Comment Statement and Guidelines                    | No public comment                                                                                                                                                                                                                                                                                                                           |
| <b>Announcements and Acknowledgements</b><br>A.                                                                                                                                                                                                                                                                                  |                                                                 |                                                                                                                                                                                                                                                                                                                                             |
| <b>Reports</b>                                                                                                                                                                                                                                                                                                                   |                                                                 |                                                                                                                                                                                                                                                                                                                                             |
| <b>Administrative Report</b>                                                                                                                                                                                                                                                                                                     |                                                                 | ADM is 380 which is a significant decrease from projections. This                                                                                                                                                                                                                                                                           |



## August 25, 2024: Riverside Leadership Academy - Special Called Board Meeting Agenda

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| A. Enrollment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <p>cause a reduction in force.</p> <p>The Dean of middle Grades is now a full time admin.</p> <p>Financial: Siobhan and Cory met to discuss the effects of ADM and the school budget. They were able to create a balanced budget. School Leaders with the partnership of CSP are taking actions that are sustainable.</p> <p>Question from Greg: Have we exhausted our waitlist?<br/>Answer: Yes.</p>              |
| <b><u>Committee Reports</u></b><br>A. Facilities Committee<br>B. Governance Committee<br>C. Finance Committee<br>D. Outreach Committee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <p>A. The white boards have not been hung yet. Siobahn will be following up with the contractors to get an updated timeline for this project.</p> <p>a. Kelli has secured a sponsorship for RLA with Keller Williams Realty. This is a 1 year sponsorship. They wanted a full list of needs. The list RLA leaders sent them included the playground and lunch programs. This is wonderful news for the school!</p> |
| <b><u>Closed Session</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Closed Session - Pursuant to <a href="#">NC GS 143.318.11</a></b><br>Purpose of Closed Session Discussion Item #3:<br>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:<br>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. | Personnel | <p>At 2:17p Alexandra Ranieri made a motion to move into closed session. Erika Butters Seconded.<br/>Unanimous approval</p> <p>Topic was personnel</p> <p>22pm Greg S made a motion to move out of closed session<br/>Alexandra Ranieri seconded<br/>Unanimous approval</p>                                                                                                                                        |





## August 25, 2024: Riverside Leadership Academy - Special Called Board Meeting Agenda



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| The Board will give their best estimate of the time needed for Closed Session, but all timing will be approximate. |          | 2:25p - Samantha Amaral made a motion to end the session<br>Erika Butters Seconded<br>Unanimous approval |
| Action after Closed Session (if needed)                                                                            |          |                                                                                                          |
| 1.<br>2.<br>3.                                                                                                     |          |                                                                                                          |
| Adjournment                                                                                                        | Announce |                                                                                                          |



## August 14, 2024: Riverside Leadership Academy - Board Meeting Minutes

| Board of Directors Meeting Date:<br>August 14, 2024 @ 6:00 PM                                                                                                                                                                                                                                                                                                                                        | Action                                                          | Person        | Notes                                                                                                                                                                                                                                                        |
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| Open Session                                                                                                                                                                                                                                                                                                                                                                                         |                                                                 |               |                                                                                                                                                                                                                                                              |
| Meeting called to order<br>Welcome guests & recognition                                                                                                                                                                                                                                                                                                                                              | Announce                                                        | Board Chair   | Virtual Meeting Information: <a href="#">Google Meet</a><br>Meeting was called to order at 6:00p<br>Attendees: Alex Ranieri, Jessica Ray, Steven Evans, Greg Sims, Erika Butters, Siobhan Brewer, Kelly Holland<br>BOD Absent - Samantha Amaral, Amy Hobgood |
| <b><u>Reading of Mission Statement</u></b><br>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.                                                              | Read the Mission Statement once the meeting is called to order. | Board Member  | Alex Ranieri reads the Mission Statement                                                                                                                                                                                                                     |
| <b><u>Acceptance of Meeting Minutes</u></b><br>A. Approval of <b>August 14, 2024</b> Agenda<br>B. Approval of Minutes: <ul style="list-style-type: none"><li>7/10/2024 Special Called Meeting</li><li>7/18/2024 Special Called Meeting</li><li>7/24/2024 Special Called Meeting</li><li>7/31/2020 Special Called Meeting</li><li>8/8/2024 Special Called Meeting</li></ul><br><i>*Link documents</i> |                                                                 | Board Members | Jessica motioned to approved the minutes for 7/18/2024, 7/24/2024, and 8/8/2024<br>Steven seconded<br>Unanimous approval                                                                                                                                     |



## August 14, 2024: Riverside Leadership Academy - Board Meeting Minutes

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| <b><u>Public Comment/Citizen Input</u></b>                                                                                                                                                                                  | Read Public Comment Statement and Guidelines | Board Chair            | Request(s) for Public Comments at Board Meeting: No public comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>Announcements and Acknowledgements</u></b><br>A.                                                                                                                                                                      |                                              |                        | Siobhan announced that State funding allotment should be received by the end of the week                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>Reports</u></b>                                                                                                                                                                                                       |                                              |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>Administrative Report</u></b><br>A. Invoice for Installation of Furniture- BOARD ACTION<br>B. Executive Director's Report                                                                                             |                                              | Executive Director     | Steven motioned for the approval the Invoice for Installation of Furniture<br>Greg seconded<br>Unanimous approval                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>Policies- BOARD ACTION</u></b><br>A. Parent's Bill of Rights<br>B. Title VII Policy<br>C. Title IX Policy<br>D. Pregnancy Workers Fairness Act, and The Providing Urgent Maternal Protections for Nursing Mothers Act |                                              |                        | Steven Motioned to approve all policies: Parent's Bill of Rights, Title VII Policy, Title IX Policy, Pregnancy Workers Fairness Act, and The Providing Urgent Maternal Protections for Nursing Mothers Act<br>Jessica seconded<br>Unanimous approval                                                                                                                                                                                                                                                                                                                       |
| <b><u>Committee Reports</u></b><br>A. Facilities Committee<br>B. Governance Committee<br>C. Finance Committee- Updates<br>D. Outreach Committee                                                                             |                                              | Board/Committee Member | A. Steven and Greg reviewed concerns with facilities. They feel there is a confident plan in place with the onsite contractor. There is a plan in place to have the punch list completed. List will be shared with classroom punch list items from teachers.<br>B. Governance worked on about policies for completion<br>C. Jessica Reported: Surplus sits at \$9k approx, increased title 1 funding, Compensation budget has a buffer, Update on working capital (I.e what will be replenished), Trending toward budgeted surplus target but will update as we have final |



## August 14, 2024: Riverside Leadership Academy - Board Meeting Minutes

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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                     | enrollment numbers<br>D. Alex reported the apparel order is being processed                                                  |
| <b>Closed Session</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |                                     |                                                                                                                              |
| <p>Closed Session - Pursuant to <a href="#">NC GS 143.318.11</a><br/>Purpose of Closed Session Discussion Item #3:<br/>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> | Personnel | Executive Director<br>Board Members |                                                                                                                              |
| <b>Action after Closed Session (if needed)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           |                                     |                                                                                                                              |
| 1. Staff Approvals                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                     | Motion to accept staff hires as presented in closed session made by Steven Evans<br>Seconded by Greg Sims<br>Vote: Unanimous |
| Adjournment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Announce  | Board President / Chair             | Motion to adjourn at 6:43pm made by Steven                                                                                   |



## August 14, 2024: Riverside Leadership Academy - Board Meeting Minutes



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|  |  |  | Seconded by Erica Butter<br>Vote: Unanimous |
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## August 8, 2024: Riverside Leadership Academy - Special Board Meeting Agenda

| Board of Directors Meeting Date:<br>August 8, 2024 @ 7:00 PM                                                                                                                                                                                                                                                                            | Action                                                          | Minutes                                                                                         |
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| <b>Open Session</b>                                                                                                                                                                                                                                                                                                                     |                                                                 |                                                                                                 |
| Meeting called to order<br>Welcome guests & recognition                                                                                                                                                                                                                                                                                 | Announce                                                        | Called to order by Amy Hobgood at 7:01pm                                                        |
| <b><u>Reading of Mission Statement</u></b><br>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. | Read the Mission Statement once the meeting is called to order. | Alex Ranieri read the mission statement.                                                        |
| <b><u>Acceptance of Meeting Minutes</u></b><br>A. Approval of <b>August 8, 2024</b> Agenda<br><br><i>*Link documents</i>                                                                                                                                                                                                                |                                                                 | Motion to accept the agenda made by Steven Evans<br>Seconded by Alex Ranieri<br>Vote: Unanimous |
| <b><u>Public Comment/Citizen Input</u></b>                                                                                                                                                                                                                                                                                              | Read Public Comment Statement and Guidelines                    | No public present                                                                               |
| <b><u>Announcements and Acknowledgements</u></b><br>A. Enrollment Update                                                                                                                                                                                                                                                                |                                                                 | Enrollment update given by Siobhan Brewer. Enrollment numbers are approx. 480.                  |
| <b><u>Reports</u></b>                                                                                                                                                                                                                                                                                                                   |                                                                 |                                                                                                 |
| <b><u>Administrative Report</u></b><br>A. Amazon Purchase Request- Approval for Spending                                                                                                                                                                                                                                                |                                                                 | Motion to approve Amazon purchase made by Steven Evans<br>Seconded by Greg Sims                 |



## August 8, 2024: Riverside Leadership Academy - Special Board Meeting Agenda

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|                                                                                                                                                                                                                       |           | Vote: Unanimous                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>Transportation</u></b><br>A. Buses and Before School Care                                                                                                                                                       |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>Committee Reports</u></b><br>A. Facilities Committee- Update on building<br>B. Governance Committee-<br>a. Public Record Request Policy Draft-<br>Board Action<br>C. Finance Committee<br>D. Outreach Committee |           | <p>Motion to approve updated 2024-2025 school calendar with changes due to tropical storm Debby made by Steven Evans<br/>Seconded by Jessica Ray<br/>Vote: Unanimous</p> <p>Motion to go into closed session at 8:04pm made by Steven Evans<br/>Seconded by Greg Sims<br/>Vote: Unanimous</p> <p>Motion to come out of Close session at 8:12pm made by Steven Evans<br/>Seconded by Greg Sims<br/>Vote: Unanimous</p>                                                                                                                                    |
| <b><u>Closed Session</u></b>                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Closed Session - Pursuant to <a href="#">NC GS 143.318.11</a></b>                                                                                                                                                  | Personnel | <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> |



August 8, 2024: Riverside Leadership Academy - Special Board Meeting Agenda

|                                         |          |                                                                                                                                |
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|                                         |          | The Board will give their best estimate of the time needed for Closed Session, but all timing will be approximate.             |
| Action after Closed Session (if needed) |          |                                                                                                                                |
| 1. Staff approvals                      |          | Motion to accept staff hires as presented in closed session made by Steven Evans<br>Seconded by Jessica Ray<br>Vote: Unanimous |
| Adjournment                             | Announce | Motion to adjourn at 8:17pm made by Alex Ranieri<br>Seconded by Greg Sims<br>Vote: Unanimous                                   |



## July 24, 2024: Riverside Leadership Academy - Board Meeting Agenda

| Board of Directors Meeting Date:<br>July 24, 2024 @ 7:00 PM                                                                                                                                                                                                                                                                             | Action                                                          | Person             | Notes                                                                                                                                                                                                                                   |
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| <b>Open Session</b>                                                                                                                                                                                                                                                                                                                     |                                                                 |                    |                                                                                                                                                                                                                                         |
| Meeting called to order<br>Welcome guests & recognition                                                                                                                                                                                                                                                                                 | Announce                                                        | Board Chair        | Virtual Meeting Information: <a href="#">Google Meet</a><br>Called to order at 7:04pm<br>Present: Alex, Steven, Jess, Siobhan                                                                                                           |
| <b><u>Reading of Mission Statement</u></b><br>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. | Read the Mission Statement once the meeting is called to order. | Board Member       | Mission statement read by Jess.                                                                                                                                                                                                         |
| <b><u>Acceptance of Meeting Minutes</u></b><br>A. Approval of <b>July 24, 2024</b> Agenda<br><br><i>*Link documents</i>                                                                                                                                                                                                                 |                                                                 | Board Members      | Motion by Alex<br>Second by Steven<br>Approved Unanimously                                                                                                                                                                              |
| <b><u>Public Comment/Citizen Input</u></b>                                                                                                                                                                                                                                                                                              | Read Public Comment Statement and Guidelines                    | Board Chair        | Request(s) for Public Comments at Board Meeting                                                                                                                                                                                         |
| <b><u>Announcements and Acknowledgements</u></b><br>A. Dan Glanton-Thank you!<br>B. Request to change 8/14/2024 Meeting<br>C. Meeting needed for week of 7/29/2024                                                                                                                                                                      |                                                                 |                    | Siobhan made announcements and acknowledgements as listed.                                                                                                                                                                              |
| <b><u>Reports</u></b>                                                                                                                                                                                                                                                                                                                   |                                                                 |                    |                                                                                                                                                                                                                                         |
| <b><u>Administrative Report</u></b><br>A. Executive Director Report                                                                                                                                                                                                                                                                     | Report                                                          | Executive Director | County commissioners meeting update- all are invited to attend.<br><br>Furniture is being donated from Maureen Joy Charter School. We need help getting the furniture picked up in Durham. Siobhan will communicate time and day. Board |

## July 24, 2024: Riverside Leadership Academy - Board Meeting Agenda

|                                                      |  |                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------------------------------|--|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                      |  |                                           | <p>members that are available next week will assist with the unloading of furniture.</p> <p>My Hot LunchBox- Vendors have been secured by Kelly and Siobhan (Lacaseda, Jimmy Johns, Moore's, and Pizza Hut)</p> <p>We are in need of a 4th kindergarten class to fill our enrollment numbers and to provide more opportunity for our families on the waitlist for Kindergarten. Alex made a motion to increase out kindergarten classrooms from 3 to 4 and to hire an additional kindergarten TA. Steven seconded. No further discussion. Motion passed unanimously.</p> <p>Next newsletter will go out either Friday or Monday.</p> <p>There have been some questions about families having their own spirit wear created. Recommendation that spirit wear should have the approved RLA logo, and nothing else. Team agrees.</p> |
| <b><u>Transportation</u></b><br>A. <b>Bus Update</b> |  | Executive Director and CSP Representative | <p>Siobhan discussed bus updates. There is a recommendation to purchase used buses as reviewed by Mr. Glanton. Mechanic reviewed and approved. Steven motioned to accept the recommendation to purchase 3 used buses. Jess seconded. No further discussion. Motion approved unanimously</p> <p>Community stops- have a few more to solidify. Some businesses have agreed. Alex suggested asking Temple if we could stop there. Siobhan said she would ask, but another school is already using that space as a stop.</p>                                                                                                                                                                                                                                                                                                          |

## July 24, 2024: Riverside Leadership Academy - Board Meeting Agenda

|                                                                                                                                                                                                                                                                    |           |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b><u>Committee Reports</u></b></p> <ul style="list-style-type: none"> <li>A. Finance Committee</li> <li>B. Facilities Committee</li> <li>C. Personnel Committee</li> <li>D. Governance Committee</li> <li>E. Outreach Committee- Spirit Wear Update</li> </ul> |           | Board/Committee Member              | <p><b>Facilities-</b> Steven gave update- Still awaiting our temporary CO. Furniture should be delivered on Monday. We anticipate having our TCO on Friday of this week.</p> <p><b>Outreach-</b> Spiritwear purchasing plan is ready to implement. We will use google sheet to collect orders. Alex will manage payments and submit to CSP for money transfer to ensure all financial security measures are met. Alex recommended we deploy spirit wear order forms. Steven motioned to accept recommendation Jess seconded. Motion approved unanimously</p>                                                                                                                                                                                                                                                                            |
| <b><u>Closed Session</u></b>                                                                                                                                                                                                                                       |           |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <p><b>Closed Session - Pursuant to <a href="#">NC GS 143.318.11</a></b></p>                                                                                                                                                                                        | Personnel | Executive Director<br>Board Members | <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>Motion to enter closed session at 7:44pm by Alex. Seconded by Steven. Motion passes unanimously.</p> <p>Returned from closes session at 7:51.</p> |
| <b>Action after Closed Session (if needed)</b>                                                                                                                                                                                                                     |           |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <ul style="list-style-type: none"> <li>1. Personnel recommendations</li> <li>2.</li> <li>3.</li> </ul>                                                                                                                                                             |           |                                     | <p>Steven motioned to approve personnel as presented. Alex seconded. No further discussion.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

July 24, 2024: Riverside Leadership Academy - Board Meeting Agenda

|             |          |                         |                              |
|-------------|----------|-------------------------|------------------------------|
|             |          |                         | Motion approved unanimously. |
| Adjournment | Announce | Board President / Chair | Meeting adjourned at 8:05pm. |



## July 18, 2024: Riverside Leadership Academy - Board Agenda



| Board of Directors Meeting Date:<br>July 18, 2024 @ 7:00 PM                                                                                                                         | Action                                                          | Notes                                                                                                                                                                                                                                                                                                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Opening Session</b>                                                                                                                                                              |                                                                 |                                                                                                                                                                                                                                                                                                                                      |
| Meeting called to order<br>Welcome guests & recognition                                                                                                                             | Announce                                                        | Virtual Meeting Information: <a href="#">Google Meet</a><br>Meeting was called to order at 7:03p<br>Amy Hobgood, Alex Ranieri, Jessica Ray, Steven Evans, Greg Sims, Samantha Amaral<br>BOD Absent - Erika Butters                                                                                                                   |
| <b><u>Reading of Mission Statement</u></b>                                                                                                                                          | Read the Mission Statement once the meeting is called to order. | Amy Hobgood reads the Mission Statement<br>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. |
| <b><u>Consent Agenda</u></b><br>a. Approval of <b>July 18, 2024</b> Agenda                                                                                                          |                                                                 | Samantha motioned to approved the minutes<br>Alex seconded<br>Unanimous approval                                                                                                                                                                                                                                                     |
| <b><u>Public Comment/Citizen Input</u></b><br>Read <a href="#">Public Comment Statement</a> and Guidelines                                                                          |                                                                 | No public comment                                                                                                                                                                                                                                                                                                                    |
| <b><u>Announcements and Acknowledgement</u></b>                                                                                                                                     | Share                                                           |                                                                                                                                                                                                                                                                                                                                      |
| <b><u>Reports</u></b>                                                                                                                                                               |                                                                 |                                                                                                                                                                                                                                                                                                                                      |
| <b><u>Facility Update</u></b> <ul style="list-style-type: none"><li>CO Update</li></ul>                                                                                             | Report                                                          | We do not have a CO yet, however we are working on a temporary CO. There is a final inspection on July 19.                                                                                                                                                                                                                           |
| <b><u>Administrative Report</u></b> <ul style="list-style-type: none"><li>Purchasing</li><li>SRO Update</li><li>Buses</li><li>Next Special Called Board Meeting 7/24/2024</li></ul> | Report                                                          | <b>Tech Quotes</b><br>The technology budget was for \$87K. We are now projected to spend around \$90,597. It was requested that we use \$3,597 out of the furniture capital. This will support all technology needs for classrooms, students and staff.<br>Samantha motioned to approve using the furniture capital to cover the     |



## July 18, 2024: Riverside Leadership Academy - Board Agenda



|                                                                                                                                                                                                                                                                                                                                      |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                      |                          | <p>additional costs for technology.<br/>Greg Sims seconded<br/>Unanimous Approval</p> <p>RLA was approved for the SRO. In addition the city approved to cover 1/3rd of the cost. 1/3 will be covered under the safety grant and RLA will cover the remaining 1/3.</p> <p>Buses - We still do not have buses however we found a 2004 66 passenger bus. Steven, along with a few other members will drive down next week to take a look at the bus in north hampton.</p> <p>Next special meeting will be 7/24/24 to discuss personnel.</p> |
| <p><b><u>Committee Reports</u></b></p> <ul style="list-style-type: none"><li>a. Finance Committee</li><li>b. Facilities Committee</li><li>c. Personnel Committee</li><li>d. Governance Committee</li><li>e. Outreach Committee</li><li>f. Grant Committee</li></ul> <p><i>Update committee assignments due to board changes.</i></p> | No information to report | <ul style="list-style-type: none"><li>a. One concern is we have a might higher need for EC services which could cost the school additional funds to support the students.</li><li>b. We continue to look at playgrounds as the quote for the playground came in \$10K over the budgeted price.<ul style="list-style-type: none"><li>i. We are working on a store link for swag. Waiting for Sarah from CSP. We are hoping we can get pre-orders from families before school starts</li></ul></li></ul>                                   |
| <b><u>Policies</u></b>                                                                                                                                                                                                                                                                                                               |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                                                                                                                                                                                                                                                                                                                      |                          | No information to report                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>Insurance</u></b>                                                                                                                                                                                                                                                                                                              |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                                                                                                                                                                                                                                                                                                                      |                          | No information to report                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>Trainings</u></b>                                                                                                                                                                                                                                                                                                              |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                                                                                                                                                                                                                                                                                                                      |                          | No information to report                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>Closed Session</u></b>                                                                                                                                                                                                                                                                                                         |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |



## July 18, 2024: Riverside Leadership Academy - Board Agenda



### Closed Session - Pursuant to [NC GS 143.318.11](#)

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:

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.

The Board will give their best estimate of the time needed for Closed Session, but all timing will be approximate.

No closed session

Steven Evans motioned adjourn the meeting

Samantha Amaral Seconded.

### Action after Closed Session

- 1.
- 2.
- 3.

### Adjournment

Announce



## July 10, 2024: Riverside Leadership Academy - Board Meeting Minutes



| Board of Directors Meeting Date:<br>July 10, 2024 @ 6:00 PM                                                                                                                                                                                                                                                                             | Action                                                          | Notes                                                                                                                                                                                                                                                                                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Open Session</b>                                                                                                                                                                                                                                                                                                                     |                                                                 |                                                                                                                                                                                                                                                                                                                    |
| Meeting called to order<br>Welcome guests & recognition                                                                                                                                                                                                                                                                                 | Announce                                                        | Virtual Meeting Information: <a href="#">Google Meet</a>                                                                                                                                                                                                                                                           |
| <b><u>Reading of Mission Statement</u></b><br>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. | Read the Mission Statement once the meeting is called to order. |                                                                                                                                                                                                                                                                                                                    |
| <b><u>Acceptance of Meeting Minutes</u></b><br>A. Approval of <b>July 10, 2024</b> Agenda<br>B. Approval of <b>June 12</b> Board Meeting Minutes<br>C. Approval of <b>June 27</b> Special Called Board Meeting Minutes<br><i>*Link documents</i>                                                                                        |                                                                 |  _ Board Minutes - June 12, 2024.pdf<br> Minutes Special Called Meeting Board Agenda - Jun...                                                |
| <b><u>Public Comment/Citizen Input</u></b>                                                                                                                                                                                                                                                                                              | Read Public Comment Statement and Guidelines                    | Request(s) for Public Comments at Board Meeting<br>None                                                                                                                                                                                                                                                            |
| <b><u>Announcements and Acknowledgements</u></b><br>A. Share about the Employee Social                                                                                                                                                                                                                                                  |                                                                 | Staff Social went really well! Thank you for all who helped (Alex and Kelli)                                                                                                                                                                                                                                       |
| <b><u>Reports</u></b>                                                                                                                                                                                                                                                                                                                   |                                                                 |                                                                                                                                                                                                                                                                                                                    |
| <b><u>Administrative Report</u></b><br>A. Starting Weekly Newsletter Fridays<br>B. Staff Announcements<br>C. New RLA Staff active now                                                                                                                                                                                                   | Report                                                          |  Executive Director Update July 10, 2024.pdf<br>Enrollment update - In the attached<br>Recommendation - Student that have on the waitlist and moving them<br>Facilities - Sidewalks are poured<br>Waiting to pour the asphalt |





## July 10, 2024: Riverside Leadership Academy - Board Meeting Minutes



|                                                                                        |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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|                                                                                        |  | <p>If you want to see the modulers please reach out to Siobahn.</p> <p>We have developed community stops for transportation</p> <p>Hiring fully staff - English teacher vacancy</p> <p>PC</p> <p>2nd EC teacher</p> <p>Floating TA - Vacant</p> <p>Office assistant - Hired and has been super helpful</p> <p>Lead EC will start next week to start the process of IEPs.</p> <p>ED - meeting with families who wish to meet.</p> <p>CSP is updating the website and logos.</p> <p>SRO - County Commissioner will take a 3rd of the cost</p> <p>We have grant to cover 3rd of the cost</p> <p>July 15 on the board meeting to adjust these funds</p> <p>August 5 all day - Board invited.</p> <p>Sneak a peek - Aug 12</p> <p>Aug 14 - first day of school</p> |
| <p><b><u>CSP Financial Report</u></b></p> <p>A. Bond</p> <p>B. Bank Account Status</p> |  | <p>A. The Bond closed on Tuesday, July 9th. Closed 18 million in total bond. Money was released to cover the costs that have already ocuredThe fund will sit in a trust account.</p> <p>a. Working capitol</p> <p>B. We have a bank account. We need to complete the signature piece for the bank to give CSP online account.</p> <p>a. Getting access to working capitol to pay staff and invoices this month.</p> <p>b. By the end of July we should have access to our state funds</p> <p>c. FFE - Furniture fixtures and equipment does sit with the truty account. There is a process to release those funds.</p> <p>d. CSP is not a signer just a view</p>                                                                                              |



## July 10, 2024: Riverside Leadership Academy - Board Meeting Minutes



|                                                        |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------------------------------------|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                        |  | <ul style="list-style-type: none"><li>i. Signers are treasurer, vice chair and executive director</li><li>e. Finance committee will be meeting tomorrow around payroll and account payable and that process.</li><li>f. Admin and CSP discussed the budget</li><li>g. August will be the first official finance committee meeting.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>Furniture</u></b><br>A. Updated Furniture Vendor |  | <p> Hertz Furniture- Playground Visuals.pdf</p> <p> Hertz Furniture Quote 708813 - 07-10-2024 4_31p...</p> <p>Hit a snag with the furniture. Prior vendor couldn't meet the obligation with the prior quote. We have moved to a different direction. They changed the financial change term shifted it doesn't resemble what we originally agreed. No payment has been made.</p> <p>They have connected with other vendors and are ready to go and can deliver by July 29th. This move may save us money.</p> <p>Whiteboards and rugs will come a week later.</p> <p>They will take care of the installation. It is a separate fee but this is the best option for the school.</p> <p>We will be ready for August 12 for the sneak a peak.</p> <p>We are working on the quote for the playground.</p> <p>Donation from Maureen Joy</p> |
| <b><u>SRO</u></b><br>A. County Commissioners Agenda    |  | See ED report                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>Handbooks</u></b><br>A. For Approval             |  | <p> 2024-2025 RLA Employee Handbook- Draft for Appr...</p> <p>The employee handbook is complete.</p> <p>The Board will need to review and approve.</p> <p>Steven Evans motioned to approve the handbook and grading</p> <p>Greg Sims seconded</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |



## July 10, 2024: Riverside Leadership Academy - Board Meeting Minutes



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  | Vote: Unanimous                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>Transportation</u></b><br>A. Community Stops<br>B. Buses (Quote)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  | Community stop - view ED report<br><br>Bus Quote - Brand new bus<br>Yellow bus with wheelchair - 63 passenger<br>72 - Bus<br>Total \$193,000 - We have the option to finance them for 10 year. It would be around 20 K (depending on the rate with the credit application).                                                                                                                                                           |
| <b><u>Committee Reports</u></b><br>A. Finance Committee<br>B. Facilities Committee<br>C. Personnel Committee<br>D. Governance<br>a. Standards Based Grade Proposal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  | Committee members to provide report(s) under each section for this portion of the agenda<br><a href="#">2.009 Grading Systems - RLA.pdf</a><br><br>Outreach-<br>Graphic designer at southern revival and they will be working together to create a mock up. Create a preorder link. Alex will send the Board an update on the mock up for the swag.<br>Link it to the newsletter.<br>Infinite campus - By end of July a viable option |
| <b><u>Closed Session</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Closed Session - Pursuant to <a href="#">NC GS 143.318.11</a></b><br>Purpose of Closed Session Discussion Item #3:<br>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:<br><br>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.<br>The Board will give their best estimate of the time needed for Closed Session, but all timing will be approximate. |  | Sam Amaral motioned<br>Greg Sims Seconded<br>Vote: Unanimous<br>Entered Closed Session at 6:37pm<br><br>Kinder TA Board approved to hire<br>Sam Amaral motioned to come out of closed session at 6:50pm<br>Jessica Ray seconded<br>Vote: Unanimous                                                                                                                                                                                    |



## July 10, 2024: Riverside Leadership Academy - Board Meeting Minutes



|                                         |          |                                                                                                             |
|-----------------------------------------|----------|-------------------------------------------------------------------------------------------------------------|
|                                         |          | Alex Ranieri motioned to approve hires presented in closed session<br>Amy Hobgood second<br>Vote: Unanimous |
| Action after Closed Session (if needed) |          |                                                                                                             |
| 1.<br>2.<br>3.                          |          |                                                                                                             |
| Adjournment                             | Announce | Alex Ranieri Motioned to adjourn at 7:03pm<br>Sam Amaral Seconded<br>Vote: Unanimous                        |



| Board of Directors Meeting Date:<br>June 12, 2024 @ 6:00 PM                                                                                                                                                                                                                                                                                 | Action                                                          | Person        | Notes                                                                                                                                                                                                                                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Opening Session                                                                                                                                                                                                                                                                                                                             |                                                                 |               |                                                                                                                                                                                                                                                                                                               |
| Meeting called to order<br>Welcome guests & recognition                                                                                                                                                                                                                                                                                     | Announce                                                        | Board Chair   | Virtual Meeting Information: <a href="#">Google Meet</a><br><br>Amy Hobgood call to order 6:03 PM<br><br>Board members present: Amy Hobgood, Alex Ranieri, Jessica Ray, Steven Evans, Greg Sims, Erika Butters<br><br>Board members absent: Sam Amaral<br><br>Guests- Cory Draughon, Paul Jasin, Andrew Eagan |
| <b><u>Reading of Mission Statement</u></b><br><br>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. | Read the Mission Statement once the meeting is called to order. | Board Member  | Jessica Ray read the mission statement                                                                                                                                                                                                                                                                        |
| <b><u>Consent Agenda</u></b><br>a. Approval of <b>June 12</b> Agenda<br>b. Approval of <b>May 30</b> Minutes<br><br><i>*Link documents</i>                                                                                                                                                                                                  |                                                                 | Board Members |  RLA - Board Agenda - May 30, 2024_Minutes.pdf<br><br>Erika motioned to approve consent agenda<br>Steven seconded<br>Unanimous approval                                                                                  |
| <b><u>Public Comment/Citizen Input</u></b>                                                                                                                                                                                                                                                                                                  | Read <a href="#">Public Comment Statement</a> and Guidelines    | Board Chair   | Request(s) for Public Comments<br><br>No public in attendance                                                                                                                                                                                                                                                 |
| <b><u>Announcements and Acknowledgement</u></b>                                                                                                                                                                                                                                                                                             | Share                                                           | Board Members | Amy acknowledged the CSRB approval with no follow-up questions                                                                                                                                                                                                                                                |



## Reports

### Facility Update

- a. Timeline
- b. Bond closing documents

Report

Paul Jasin  
Andrew Egan

- [P Riverside Leadership - Parameter Sale 6.10.24.pptx](#)
- [W Riverside 2024 - Resolutions Borrower and Lessee \(...\)](#)
- [W Riverside Leadership Academy Timeline.docx](#)
- [W Redline-Riverside 2024 - Contractor Consent-4870-1...](#)
- [W Riverside 2024 - Collateral Assignment of Contracts...](#)
- [W Riverside 2024 - Contractor Consent.docx](#)
- [W Riverside 2024 - Form of Opinion of Borrower's Cou...](#)
- [W Riverside 2024 - Memorandum of Lease Agreement...](#)

Steven motioned to approve bond resolution and parameters as presented  
Erika seconded  
Unanimous approval

### Administrative Report

- Proposed New Hires

Report

Executive Director

#### [P Proposed Hires June 12 2024](#)

Siobhan reviewed the hiring process from the past month  
Will present third batch of recommendations for hire in closed session

### CSP Financial Report

N/A

Report

CSP

### Riverside Leadership Academy Foundation

- Update on Foundation Action

Report

CSP

### Committee Reports

Report

Board/Committee Chair

- [W 1.008 Prohibition Against Discrimination, Harassme...](#)



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |         |                                    |                                                                                                                                                                                                                                                                                                                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>a. Finance Committee</li><li>b. Facilities Committee<ul style="list-style-type: none"><li>i. Playground</li></ul></li><li>c. Personnel Committee<ul style="list-style-type: none"><li>i. Update on hiring process</li><li>ii. Retirement Vendor Recommendation</li></ul></li><li>d. Governance Committee<ul style="list-style-type: none"><li>i. Employee Handbook</li><li>ii. Bell Schedule</li><li>iii. Anti-Harassment and Bullying Policy</li><li>iv. Approval of the Charter Agreement</li></ul></li><li>e. Outreach Committee<ul style="list-style-type: none"><li>i. Mumfest</li><li>ii. New Mascot</li><li>iii. School Apparel</li></ul></li><li>f. Grant Committee</li></ul> <p><i>Update committee assignments due to board changes.</i></p> |         |                                    | <p>Facilities- new proposal for furniture with a slight increase in price.<br/>Steven motioned to approve Siobhan to sign for 246,000 for furniture purchase<br/>Greg seconded<br/>Unanimous pass</p> <p>Siobhan reviewed the bell schedule is being finalized<br/>Siobhan shared the employee handbook for the board to review</p> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |         |                                    |                                                                                                                                                                                                                                                                                                                                     |
| <b>Policies</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |         |                                    |                                                                                                                                                                                                                                                                                                                                     |
| <p><u><b>Policies</b></u></p> <ul style="list-style-type: none"><li>a. Approve Child Sexual abuse and trafficking policy</li><li>b. Create and approve policy on how frequently and in what forms the Child Sexual Abuse and Trafficking Policy will be presented to staff, parents, students, and volunteers<ul style="list-style-type: none"><li>i. Create sign of acknowledgement for this policy<ul style="list-style-type: none"><li>1. Add to volunteer application</li></ul></li><li>ii. Add to handbooks<ul style="list-style-type: none"><li>1. Ensure that all employees sign handbook/understanding of this policy (required by Utica Insurance Policy - pg.2, question 2b)</li></ul></li></ul></li></ul>                                                                         | Discuss | Board Members / Executive Director | <p>Steven motioned to approve policy 1.008<br/>Greg seconded<br/>Unanimous pass</p>                                                                                                                                                                                                                                                 |



### Insurance

#### Insurance

- a. Review
  - i. Before and after care requirements: Utica, page 2, question 3

Discuss

Board Members /  
Executive Director

- 📎 2024 RLA Student Accident App - unsigned.pdf
- 📎 2024 RLA UTICA SUPPLEMENTAL SCHOOL ...

Steven motioned to approve the vendor recommendation from CSP  
Erika seconded  
Unanimous approval

### Trainings

#### DPI Required Training / Submissions

- Update on New Charter Leader Training

Update / Discussion

Executive Director

### Closed Session

#### Closed Session - Pursuant to [NC GS 143.318.11](#)

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:

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.

The Board will give their best estimate of the time needed for Closed Session, but all timing will be approximate.

Steven motioned to move to closed session pursuant to NC GS 143.318.11 for personnel  
Jessica seconded  
Unanimous approval





|                                                                                                                                                                                                                                                                                             |          |             |                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------|-----------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                             |          |             | Steven motioned at 7:41 to come out of closed session<br>Greg seconded<br>Unanimous approval                    |
| Action after Closed Session                                                                                                                                                                                                                                                                 |          |             |                                                                                                                 |
| 1. Erika motioned to approve new hires as presented by Siobhan.<br>Jessica seconded<br>Unanimous approval<br>2. Steven motioned to move Siobhan Brewer from Interim Executive Director to Executive Director for Riverside Leadership Academy<br>Erika seconded<br>Unanimous approval<br>3. |          |             |                                                                                                                 |
| Adjournment                                                                                                                                                                                                                                                                                 | Announce | Board Chair | Erika motioned to adjourn the meeting<br>Jessica seconded<br>Unanimous approval<br>Meeting adjourned at 7:47 pm |



## April 2024: Riverside Leadership Academy - Board Meeting



| Board of Directors Meeting Date:<br>April 10, 2024 @ 6:00 PM                                                                                                                                                                                                                                                                                | Notes                                                                                                                                                                                                                                                                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Opening Session</b>                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                               |
| Meeting called to order<br>Welcome guests & recognition                                                                                                                                                                                                                                                                                     | Virtual Meeting Information: <a href="#">Google Meet</a><br>Called to Order at 6:00pm by Board Chair Siobhan Brewer<br>Quorum Status Confirmed.<br><a href="#">Attendance Record</a>                                                                                                                                                          |
| <b><u>Reading of Mission Statement</u></b><br><br>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<br><br><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> |
| <b><u>Consent Agenda</u></b><br>a. Approval of <b>April 10</b> Agenda<br>b. Approval of <b>March 13</b> Minutes<br>📎 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.<br>Jessica Ray seconds<br>Vote passed: Unanimous                                                                                                                                                                                            |
| <b><u>Public Comment/Citizen Input</u></b><br><a href="#">Public Comment Statement and guidelines</a>                                                                                                                                                                                                                                       | Request(s) for Public Comments<br>No public comments                                                                                                                                                                                                                                                                                          |
| <b><u>Announcements and Acknowledgement</u></b>                                                                                                                                                                                                                                                                                             | Madam Board Chair stated that she has received exciting news and excitement about the opening of Riverside Leadership Academy from members of her community.<br><br>The RTO second stage has been approved. Thank you Damien!                                                                                                                 |
| <b><u>Reports</u></b>                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                               |
| <b><u>Facility Update</u></b><br>a. Update from Hubrich Project Manager<br>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                                                      |



## April 2024: Riverside Leadership Academy - Board Meeting



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| <ul style="list-style-type: none"><li>i. Appraisal (RLA Foundation Section below)</li><li>c. Furniture quotes in process</li><li>d. Tech quotes in process</li></ul>                                                                                                                                  | <p>share with the board during the monthly board meetings.</p> <ul style="list-style-type: none"><li>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.</li><li>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.</li><li>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.</li><li>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.</li><li>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"><li>i. Laptops</li><li>ii. Ipads (classroom Ipads, the school will not be 1 to 1 for students)</li><li>iii. Projectors</li><li>iv. TV's</li></ul></li></ul> |
| <b><u>Administrative Report</u></b><br>N/A                                                                                                                                                                                                                                                            | Projected Administrative Report Start- June 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>CSP Financial Report</u></b> <ul style="list-style-type: none"><li>a. FY25 Budget First Reading</li><li>b. Finance Project Manager (Applications &amp; Interviews)</li></ul> <p> RLA FY25 Draft Budget.pdf</p> | <ul style="list-style-type: none"><li>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"><li>a. The finance committee together to review this budget to make the final edits to this budget.<ul style="list-style-type: none"><li>i. Key takeaways include the following:<ol style="list-style-type: none"><li>1. The school will be more reliant on state and county funds and less on federal.</li><li>2. We predict the federal revenue will grow over the years</li><li>3. The school will not participate in the state retirement</li><li>4. The school is projected to have a surplus by the end of the FY 24/25 school year.</li></ol></li></ul></li></ul></li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |



## April 2024: Riverside Leadership Academy - Board Meeting



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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><b><u>Riverside Leadership Academy Foundation</u></b></p> <ul style="list-style-type: none"> <li>a. Rationale</li> <li>b. Organization Structure</li> <li>c. Relationship to the School</li> <li>d. Appoint Members &amp; Positions <ul style="list-style-type: none"> <li>i. 3-5 School Board, 2-3 Community</li> <li>ii. Pres, VP, Sec, Tres.</li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>• Attorney Engagement Letter</li> <li>• Appraisal Engagement Letter</li> </ul> <ul style="list-style-type: none"> <li>■ Riverside Leadership Academy Foundation - Articles of Inc...</li> <li>■ 1 - Revised Engagement New Bern Charter School 4-3-202...</li> <li>■ Riverside Leadership Academy Foundation - Engagement L...</li> </ul> | <p>Need action on appointing Foundation members.</p> <ul style="list-style-type: none"> <li>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.</li> <li>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. <ul style="list-style-type: none"> <li>i. Board Members are: Siobhan Brewer, Samantha Amaral and Jessica Ray.</li> </ul> </li> </ul> <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><b><u>RLA Logo</u></b></p> <p>-Update on proposed mascot logo</p> <p><a href="#">RLA Mascot</a></p> <p><a href="#">Logo Slide Deck</a></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><b><u>Committee Reports</u></b></p> <ul style="list-style-type: none"> <li>a. Finance Committee</li> <li>b. Facilities Committee</li> <li>c. Personnel Committee <ul style="list-style-type: none"> <li>i. Update on hiring process</li> </ul> </li> <li>d. Governance Committee</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>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.</li> <li>B. In Board meetings to follow, Damien Perez will provide a detailed report to give the board clear updates around the facilities.</li> <li>C. 80 applicants <ul style="list-style-type: none"> <li>a. 28 interviews - Kelli and Damien working on vetting the candidates.</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |



## April 2024: Riverside Leadership Academy - Board Meeting



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| <ul style="list-style-type: none"><li>e. Outreach Committee<ul style="list-style-type: none"><li>i. Spongebob Feedback</li></ul></li><li>f. Grant Committee<ul style="list-style-type: none"><li>i. Within Finance or a separate committee?</li></ul></li></ul>                                         | <ul style="list-style-type: none"><li>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.</li><li>c. To market the schools openings, the job openings have been posted on DPI website, Indeed, and other social media outlets.</li><li>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.</li><li>D. No update at this time.</li><li>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.</li><li>F. We are starting to come up with a few local grants and smaller grants. Looking for committee members</li></ul> |
| <b><u>Family Engagement</u></b> <ul style="list-style-type: none"><li>a. Family Social April 20th</li></ul>                                                                                                                                                                                             | <p>We can not have food trucks at Creekside. We will have snacks available under the pavilion.<br/>RSVP's - Damien will share an update via email<br/>Outreach committee will meet again to iron out the details. The event is from 2p - 4p<br/>Rental from 1p - 5p<br/>Board to be there at 1 to support set up.<br/>Action: Board if you have yardgames please bring them to the event.</p> <p>Board to meet - Peace Counseling Center at 9am<br/>Headshots - CSP will look at the marketing team to see the availability.</p>                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>Policies</u></b>                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>Policies</u></b> <ul style="list-style-type: none"><li>a. RTO Phase II Approval Letter Policies</li><li>b. Waiting on RTO Phase III tasks from OCS<ul style="list-style-type: none"><li>i. Due Date May 20, 2024</li></ul></li></ul> <p>📎 RTOPRII Approval Letter with Findings Riverside.pdf</p> | <ul style="list-style-type: none"><li>a. Received letter exiting from RTO II</li><li>b. Waiting on RTO III to drop. Governance committee has offered assistance on this last phase as needed.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>Trainings</u></b>                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>DPI Required Training / Submissions</u></b> <ul style="list-style-type: none"><li>a. RLA Application / Enrollment Report</li></ul>                                                                                                                                                                | <ul style="list-style-type: none"><li>a. Applications continue to increase<br/>Kelli mentioned the impact denials on school deferment at CCS may continue to increase</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |



## April 2024: Riverside Leadership Academy - Board Meeting



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| <p>b. Epicenter Status</p> <p>a. CSRB</p> <p>i. RTO Enrollment &amp; Facility Report -<br/>Apr 8, 2024 - <i>Completed</i></p> <p>ii. RTO Enrollment &amp; Facility Report-<br/>Apr 29, 2024</p> <p>c. Possible Presentation to <b>CSRB</b> for final approval<br/>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> |
| <b>Closed Session</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                            |
| <p><b>Closed Session - Pursuant to <a href="#">NC GS 143.318.11</a></b></p> <p>No Closed Session Scheduled</p> <p>Purpose of Closed Session Discussion Item #3: 143-318.11.<br/>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>                                                                                                                                                               |
| <b>Action after Closed Session</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                            |
| <p>1. <b>Cory Draughon will send the Board the Job Description for the Financial manager position.</b></p> <p>2. <b>Board members are to help look for community members to serve on the Board for the Riverside</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                            |



## April 2024: Riverside Leadership Academy - Board Meeting



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



## March 2024: Riverside Leadership Academy - Board Meeting Minutes



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| <b>Board of Directors Meeting Date:</b><br><b>March 13, 2024 @ 6:00 PM</b><br><b>Virtual Meeting:</b> <a href="#">Google Meet</a> | <b>Notes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Opening Session</b>                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Meeting called to order<br>Welcome guests & recognition                                                                           | Called to Order at 6:00pm by Board Chair Siobhan Brewer<br>Quorum Status Confirmed.<br><a href="#">Attendance Record</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>Reading of Mission Statement</u></b>                                                                                        | Jessica Ray - Read the mission statement for the Board<br><br><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>                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>Consent Agenda</u></b><br>a. Approval of <b>March 13</b> Agenda<br><i>*Link documents</i>                                   | Erika Butters motions to approve the agenda<br>Jessica Ray seconds<br>Vote passed: Unanimous                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>Public Comment/Citizen Input:</u></b><br><br><a href="#">Public Comment Statement</a> and Guidelines                        | No public comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>Announcements and Acknowledgement</u></b>                                                                                   | Erika Butters spoke with the outreach committee and stated that the planning for the outreach events in April has started. More details below.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>Reports</u></b>                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>Facility Update</u></b><br><br>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



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|                                                                                                                                                                                                                                                                                | <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><b><u>Administrative Report</u></b><br/>N/A</p>                                                                                                                                                                                                                             | <p>Projected Administrative Report Start- June 2024</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <p><b><u>CSP Financial Report</u></b></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><b><u>Committee Reports*</u></b></p> <p>a. Finance Committee</p> <p>    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>    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>    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>    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.<br/>Samantha Amaral Seconds<br/>Motion passes Unanimous</p> <p>    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>    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><b><u>Family Engagement</u></b></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>    a. Key Takeaways:</p> <ul style="list-style-type: none"> <li>• 531 applicants total as of March 13, 2024.</li> <li>• 80 seats that have been offered are pending (due date to accept the seat has been pushed to March 15)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |



## 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



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|                                                                                                                                                           | <p>*Length of the school day policy:</p> <p>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.</p> <p>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.<br/>Steven Evans Second<br/>Vote passed: Unanimous</p> <p>*Staff Evaluations Policy:</p> <p>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.</p> <p>Steven Evans motioned to approve the changes to the staff evaluations policy.<br/>Alex Rainieri seconded<br/>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.<br/>Samantha Amaral Seconded<br/>Vote passed: Unanimous</p> |
| <b><u>Trainings</u></b>                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>DPI Required Training / Submissions</u></b><br><br>a. Epicenter Status<br>i. Open Tasks Due Feb 27, 2024 = 6<br>ii. Open Tasks Due Mar 29, 2024 = 1 | <p>A. All 6 Epicenter tasks listed were completed and voted on today.</p> <p>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</p> <p>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</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |



## March 2024: Riverside Leadership Academy - Board Meeting Minutes



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| <p><b>iii. Overdue Tasks = 6</b></p> <p><u>CSRB</u></p> <p>a. RTO Enrollment &amp; Facility Report 1- 11 Mar 2024</p> <p><u>Trainings</u></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <p>Director and Board Chair</p>             |
| <b>Closed Session</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                             |
| <p><b>Closed Session - Pursuant to <a href="#">NC GS 143.318.11</a></b></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> |
| <b>Action after Closed Session</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                             |



## March 2024: Riverside Leadership Academy - Board Meeting Minutes



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| 1.<br>2.<br>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                                                                     |



## February 2024: Riverside Leadership Academy - Board Meeting Minutes



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| <b>Board of Directors Meeting Date:</b><br><b>February 27, 2024 @ 6:00 PM</b><br><b>Virtual Meeting:</b> <a href="#">Google Meet</a> | <b>Notes</b>                                                                                                                                                                                                                                                                                                                                                   |
| <b>Opening Session</b>                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                |
| Meeting called to order<br>Welcome guests & recognition                                                                              | Called to Order at 7:31pm by Board Chair Siobhan Brewer<br>Quorum Status Confirmed.<br><a href="#">Attendance Record</a>                                                                                                                                                                                                                                       |
| <b><u>Reading of Mission Statement</u></b>                                                                                           | Jessica Ray - Read the mission statement for the Board<br><br><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> |
| <b><u>Consent Agenda</u></b><br>a. Approval of <b>February 27th</b> Agenda<br><i>*Link documents</i>                                 | Steven Evans motions to approve the agenda<br>Alex Ranieri seconds<br>Vote passed: Unanimous                                                                                                                                                                                                                                                                   |
| <b><u>Public Comment/Citizen Input:</u></b><br><br><a href="#">Public Comment Statement</a> and Guidelines                           | No public comment                                                                                                                                                                                                                                                                                                                                              |
| <b><u>Announcements and Acknowledgement</u></b>                                                                                      | The next scheduled Board Meeting will be March 13, 2024. The April Board meeting is tentatively scheduled in person for April 20, 2024.                                                                                                                                                                                                                        |
| <b><u>Reports</u></b>                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>Facility Update</u></b><br><br>a. Lease Agreement & Modular Units                                                              | Siobhan signed the lease agreement for modular units - we do have the option to purchase eventually and we are getting new units. Steve Hubrich will close on the land for RLA on February 29th, and signs will go up on the property. This information should be included in the town hall meeting for March 6th.                                             |



## February 2024: Riverside Leadership Academy - Board Meeting Minutes



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| <b>Administrative Report</b><br>N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Projected Administrative Report Start- June 2024                                                                                                                                                                                                                                                                  |
| <b>CSP Financial Report</b><br>a. Preliminary budget set based on 5-year projections-The initial draft of the budget is able to be amended. There will be a revised version presented in April and a final in May                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Steven Evans motions to approve the budget draft<br>Erika Butters seconds<br>Vote passed: Unanimous<br><br>A checking account for RLA has been opened with Truist Bank. Jessica Ray (Treasurer) will be added as a second signer for the account.                                                                 |
| <b>Policies</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                   |
| <b>Policies</b><br><br><i>Consent Agenda:</i><br><ul style="list-style-type: none"><li>1.3 Records Retention &amp; Disposition Policy - RLA</li><li>5.002 Student Transportation Plan - RLA</li><li>3.008 Hiring &amp; License Renewal Plan- RLA</li><li>3.009 Beginning Teacher Support Plan- RLA</li><li>5.011 Exceptional Children Services- Full Continu...</li></ul>                                                                                                                                                                                                                                                                                                            | Steven Evans motions to approve the policies listed in the consent agenda.<br><br>Discussion of Beginning Teacher policy: Clarification of the language and how mentors will be chosen; clarification about "voluntary activities" for beginning teachers.<br><br>Erika Butters seconds<br>Vote passed: Unanimous |
| <b>Closed Session</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                   |
| <b>Closed Session - Pursuant to <a href="#">NC GS 143.318.11</a></b><br>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:<br><br>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.<br><br>The Board will give their best estimate of the time | No closed Session this Board Meeting                                                                                                                                                                                                                                                                              |



## February 2024: Riverside Leadership Academy - Board Meeting Minutes



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| needed for Closed Session, but all timing will be approximate                                                                                                                                                                                                 |                                                                                      |
| <b>Final Updates</b>                                                                                                                                                                                                                                          |                                                                                      |
| <ol style="list-style-type: none"><li>1. The board will review strategic hiring. Damien &amp; Kelli will edit time frames.</li><li>2. There are 39 job applicants to date.</li><li>3. All RTO policies have been completed and updated as of today.</li></ol> | Erika Butters motions to adjourn<br>Steven Evands seconded<br>Vote passed: Unanimous |
| <b>Adjournment</b>                                                                                                                                                                                                                                            | 8:06pm                                                                               |
| <b>Minutes Prepared by</b>                                                                                                                                                                                                                                    | Alex Ranieri                                                                         |
| <b>Board Approved</b>                                                                                                                                                                                                                                         | Mar 13, 2024                                                                         |





## February 2024: Riverside Leadership Academy - Board Meeting Minutes



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| <b>Board of Directors Meeting Date:</b><br><b>February 16, 2024 @ 6:00 PM</b><br><b>Virtual Meeting:</b> <a href="#">Google Meet</a>                                                                              | <b>Notes</b>                                                                                                                                                                                                                                                                                                                                                     |
| <b>Opening Session</b>                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                  |
| Meeting called to order<br>Welcome guests & recognition                                                                                                                                                           | Called to Order at 6:01pm by Board Chair <b>Damien Perez</b><br>Quorum Status Confirmed.<br><a href="#">Attendance Record</a>                                                                                                                                                                                                                                    |
| <b><u>Reading of Mission Statement</u></b>                                                                                                                                                                        | Erika Butters - Read the mission statement for the Board<br><br><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> |
| <b><u>Consent Agenda</u></b><br>a. Approval of <b>February 16</b> Agenda<br>b. Approval of February 06 Meeting Minutes<br><i>*Link documents</i>                                                                  | Erika Butters motions to approve the agenda & minutes<br>Steven Evans seconds<br>Vote passed: Unanimous                                                                                                                                                                                                                                                          |
| <b><u>Public Comment/Citizen Input:</u></b><br><br><a href="#">Public Comment Statement</a> and Guidelines                                                                                                        | No public comment                                                                                                                                                                                                                                                                                                                                                |
| <b><u>Announcements and Acknowledgement</u></b>                                                                                                                                                                   | None                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>Reports</u></b>                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>Facility Update</u></b><br><br>a. Cory updated engagement letter. He explained the purchase agreement as a pathway to receive financing for facilities. The board reviewed budget documents, lease purchase | Sam Amaral motioned to accept the Purchase Lease agreement and grant Siobhan authority to sign on the board's behalf.<br>Greg Sims seconds<br>Vote passed: Unanimous<br><br>Carolina Modular Lease-28K per month at 36 months- Cory recommends that we go with the 36 month lease.                                                                               |



## February 2024: Riverside Leadership Academy - Board Meeting Minutes



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| agreement, and modular proposal.                                                                                                                                                                                                                                                                                                                        | Steven Evans motioned that we move forward with 36 month lease and grant Siobhan authority to sign the modular agreement on the board's behalf.<br>Sam Amaral seconds<br>Vote passed: Unanimous                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>Administrative Report</u></b><br>N/A                                                                                                                                                                                                                                                                                                              | Projected Administrative Report Start- June 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>Committee Reports</u></b><br><br>a. Finance Committee<br>b. Facilities Committee<br>c. Personnel Committee<br>d. Governance Committee<br>e. Marketing & Enrollment Update                                                                                                                                                                         | <b>Governance:</b> Set a date in March in SOAR analysis and updated board headshots. Doodle poll will go out soon. Sign up for more than one time option please.<br><br><b>Marketing:</b><br>Schoolmint update- 425 currently in lottery.<br>SpongeBob- Shows run an hour. Setup and Cleanup- Board members need to sign up. Siobhan sent sign-up form to board members.<br><br>Remote town Hall is February 22, 2024 at 7pm. Board can join early Sara B will promote. Kelly and Damien will do the presentation. Sara B and Damien will work on the logistics. |
| <b><u>Policies</u></b>                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>Policies</u></b><br>a. <b><i>2024-2025 RLA School Calendar</i></b>                                                                                                                                                                                                                                                                                | Edited school calendar to reflect CSPs recommendations for optional teacher workdays. Hours will be double checked to ensure that we are meeting the 1025 instructional hour requirement for Office of Charter Schools.<br><br>Steven Evans motioned to adopt the calendar as presented.<br>Erika Butters seconds<br>Vote passed: Unanimous                                                                                                                                                                                                                      |
| <b><u>Closed Session</u></b>                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Closed Session - Pursuant to <a href="#">NC GS 143.318.11</a></b><br>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 | No closed Session this Board Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |



## February 2024: Riverside Leadership Academy - Board Meeting Minutes



public body may hold a closed session and exclude the public only when a closed session is required:

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.

The Board will give their best estimate of the time needed for Closed Session, but all timing will be approximate

### Action after Closed Session

Motion to Adjourn by: Erika Butters  
Seconded by: Steven Evans  
Vote: Unanimous

### Adjournment

6:25pm

### Minutes Prepared by

Amy Hobgood

### Board Approved

Mar 13, 2024



## February 2024: Riverside Leadership Academy - Board Meeting Minutes



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| <b>Board of Directors Meeting Date:</b><br><b>February 6, 2024 @ 6:00 PM</b><br><b>Virtual Meeting:</b> <a href="#">Google Meet</a>     | <b>Notes</b>                                                                                                                                                                                                                                                                                                                                                      |
| <b>Opening Session</b>                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                   |
| Meeting called to order<br>Welcome guests & recognition                                                                                 | Called to Order at 6:01pm by Board Chair <b>Damien Perez</b><br>Quorum Status Confirmed.<br><a href="#">Attendance Record</a>                                                                                                                                                                                                                                     |
| <b><u>Reading of Mission Statement</u></b>                                                                                              | Siobhan Brewer - Read the mission statement for the Board<br><br><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> |
| <b><u>Consent Agenda</u></b><br>a. Approval of January 24 Meeting Minutes<br>b. Approval of February 6 Agenda<br><i>*Link documents</i> | Erika Butters motions to approve the agenda<br>Greg Sims seconds<br>Vote passed: Unanimous                                                                                                                                                                                                                                                                        |
| <b><u>Public Comment/Citizen Input:</u></b><br><br><a href="#">Public Comment Statement</a> and Guidelines                              | No public comment                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>Announcements and Acknowledgement</u></b>                                                                                         | Welcome to three new board members: Steven Evans, Jessica Ray, & Samantha Amaral.<br><br>Insurance Option Update - Received insurance package from Lydia Smith with Utica. Board gave Siobhan Brewer authority at the last meeting to sign off on the package. Monthly premium will be \$2,234 to start and will change as facilities are added.                  |
| <b><u>Reports</u></b>                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>Facility Update</u></b>                                                                                                           | Discussion: Erika asked about a “rent to buy” option for the modulares since RLA will use them longer than 36 months. Steven asked about what is included in terms of maintenance - Cory said structural maintenance is usually included, but general maintenance work will fall on RLA to handle. Amy asked if the modulares are                                 |



## February 2024: Riverside Leadership Academy - Board Meeting Minutes



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| <p>a. Modular Proposals from Carolina Modular Buildings (\$28,000 per month / 36 month lease) and Mobile Modular (\$40,000 per month / 36 month lease)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p>previously used - can we find out if they were used by a school? Siobhan asked if we could see them ahead of making a decision - Cory stated that we can see a floor plan, but not the actual units. Amy requested a breakdown of costs and what is guaranteed as part of the lease agreement - stated that her past experience was an average least of \$14,000 per month. Cory will plan for a facilities committee meeting and follow up on unanswered questions.</p> <p>Steve Hubrich is ready to prepare the site for modulars and building the K-8 school building. The DOT has signed off on their recommendations - requested a traffic circle. Putting together paperwork and permits to present to the board, and hoping to start work end of February.</p> <p>Cory recapped how the building phases will work.</p> |
| <p><b><u>Administrative Report</u></b><br/>N/A</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <p>Projected Administrative Report Start- June 2024</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p><b><u>CSP Financial Report</u></b><br/>a. CSP working with Steve and Brian to continue to seek funding.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <p>Estimated cost for Hubrich to prep the land at the school site, start building, and set up modulars ~\$5.9 million. There is a finance group interested in possibly investing in the project. They are coming to walk the site with Steve Hurbich next week. If they decide to invest, we can close as early as 60 days from now, or they can opt to wait until the school has students in seats. Should they choose to invest, the group will commit to funding the land prep, modulars, and k-8 building. Total projected projects cost ~15-17 million.</p>                                                                                                                                                                                                                                                                 |
| <p><b><u>Committee Reports*</u></b></p> <p>a. Finance Committee: Need to open a bank operations account with Truist</p> <p>b. Personnel Committee: Board resignations received for Dee Taylor and Damien Perez, which will result in new officers on the board.</p> <p>c. Governance Committee: Need to schedule an in-person meeting to conduct a SOAR analysis and create a vision statement and establish core values for RLA. Siobhan will send a Doodle Poll for a date.</p> <p>d. Outreach Committee: Marketing: Enrollment currently 390; reminder about Mardi Gras event this Saturday (vendor tent &amp; parade)</p> | <p>Motion to open bank account by Erika Butters<br/>Seconded by: Steven Evans<br/>Discussion: Siobhan asked about timing of opening account. - required by RTO<br/>Vote: Unanimous</p> <p>Nomination to elect Siobhan Brewer as Board Chair<br/>Motion by: Erika Butters<br/>Seconded by: Greg Sims<br/>Vote: Unanimous</p> <p>Nomination to elect Alex Ranieri as Board Vice Chair.<br/>Motion by: Erika Butters<br/>Seconded by: Siobhan Brewer<br/>Vote: Unanimous</p> <p>Nomination to elect Samantha Amaral as Board Secretary.<br/>Motion by: Alex Ranieri<br/>Seconded by: Erika Butters<br/>Vote: Unanimous</p>                                                                                                                                                                                                          |



## February 2024: Riverside Leadership Academy - Board Meeting Minutes



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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <p>Nomination to elect Jessica Ray as Board Treasurer.<br/>Motion by: Erika Butters<br/>Seconded by: Greg Sims<br/>Vote: Unanimous</p>                                                                                                                                                                                                                                                                                              |
| <b>Policies</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <p><b>Policies</b></p> <ul style="list-style-type: none"><li>a. <b>NC Educator Evaluation System (NCEES)</b><br/>Adoption for 2024</li><li>b. Employee Agreements</li><li>- Exempt Employment Agreem...</li><li>- Non-Exempt Employment Agr...</li><li>c. Draft <b>2024-2025 School Calendar</b></li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <p>Vote on Adoption of NCEES<br/>Motion by: Erika Butters<br/>Seconded by: Samantha Amaral<br/>Vote: Majority</p> <p>Proposal to adopt Employee Agreements (Exempt/Nonexempt) policy.<br/>Motion by: Greg Sims<br/>Seconded by: Erika Butters<br/>Vote: Unanimous</p> <p>Review of proposed school calendar. Need to remove optional workdays and make minor adjustments. Board will revisit at next meeting and vote to adopt.</p> |
| <b>Closed Session</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <p><b>Closed Session - Pursuant to <a href="#">NC GS 143.318.11</a></b><br/>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>                                                                                                                                                                                                                                                                                                                                                                                         |



## February 2024: Riverside Leadership Academy - Board Meeting Minutes



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| <b>Action after Closed Session</b>                                                                                                                                                                                                                                                                                                              |                                                                                      |
| <ol style="list-style-type: none"><li>1. RLA Faculty and staff applications will be opened in the next week or so.</li><li>2. A CSP team member will be hired in local community to manage operations between CSP &amp; RLA. Cory will send out job description.</li><li>3. Plan on having a special called meeting in late February.</li></ol> | Motion to Adjourn by: Alex Ranieri<br>Seconded by: Siobhan Brewer<br>Vote: Unanimous |
| <b>Adjournment</b>                                                                                                                                                                                                                                                                                                                              | 7:22p                                                                                |
| <b>Minutes Prepared by</b>                                                                                                                                                                                                                                                                                                                      | Alex Ranieri                                                                         |
| <b>Board Approved</b>                                                                                                                                                                                                                                                                                                                           | Feb 16, 2024                                                                         |



## February 2024: Riverside Leadership Academy - Board Meeting Minutes



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| <b>Board of Directors Meeting Date:</b><br><b>February 24, 2024 @ 1:30 PM</b><br><b>In-person Meeting</b>                               | <b>Notes</b>                                                                                                                                                                                                                                                                                                                                                 |
| <b>Opening Session</b>                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                              |
| Meeting called to order<br>Welcome guests & recognition                                                                                 | Called to Order at 1:25pm by Board Chair <b>Damien Perez</b><br>Quorum Status Confirmed.<br><a href="#">Attendance Record</a>                                                                                                                                                                                                                                |
| <b><u>Reading of Mission Statement</u></b>                                                                                              | Greg Sims - Read the mission statement for the Board<br><br><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> |
| <b><u>Consent Agenda</u></b><br>a. Approval of January 10 Meeting Minutes<br>b. Approval of January 24 Agenda<br><i>*Link documents</i> | Erika Butters motions to approve the agenda<br>Greg Sims seconds<br>Vote passed: Unanimous                                                                                                                                                                                                                                                                   |
| <b><u>Public Comment/Citizen Input:</u></b><br><br><a href="#">Public Comment Statement</a> and Guidelines                              | No public comment                                                                                                                                                                                                                                                                                                                                            |
| <b><u>Announcements and Acknowledgement</u></b>                                                                                         | None                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>Reports</u></b>                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>Facility Update</u></b><br><br>a. Quotes received from two vendors for modular units - will have decision in next couple of       |                                                                                                                                                                                                                                                                                                                                                              |





## February 2024: Riverside Leadership Academy - Board Meeting Minutes



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| weeks                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>Administrative Report</u></b><br>N/A                                                                                                                                                                                                                                                                                                                                  | Projected Administrative Report Start- June 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>Committee Reports*</u></b><br><br>a. Personnel Committee: Interviewed 9 potential new board members and the committee is prepared to recommend 3 for approval by the board<br><br>b. Marketing: Mardi Gras even date scheduled for Feb 10, 2024                                                                                                                       | Current RLA applications - 354; lottery will be held Mar 6, 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>Policies</u></b>                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>Policies - Consent Vote</u></b><br><br>a. 1.005 Conflict of Interest and Nepotism ...<br>b. 3.001 Employee Agreements Hiring Polic...<br>c. Testing Coordinator Job Description- RLA<br>d. 2024-2025 RLA Testing Calendar<br><br>Policies - Individual Vote<br><br>e. RLA By Laws Revised 2024<br>f. 2023-2024 RLA Employee Handbook<br>g. 3.004 Employee Leave - RLA | <p>Vote to approve policies in consent agenda<br/>Motion by: Erika Butters<br/>Seconded by: Alex Ranieri<br/>Vote: Unanimous</p> <p>Vote to approve RLA Bylaws - revised<br/>Motion by: Siobhan Brewer<br/>Seconded by: Erika Butters<br/>Vote: Unanimous</p> <p>Vote to approve 2023-2024 Employee Handbook<br/>Motion by: Alex Ranierivise general school information at beginning of handbook to better reflect the school's charter; future plans to write school's vision and mission.<br/>Discussion: Need to re<br/>Seconded by: Greg Sims<br/>Vote: Unanimous</p> <p>Vote to approve 3.004 Employee Leave Policy<br/>Motion by: Siobhan Brewer<br/>Discussion: Clarification needed on employees requesting PTO before or after planned holidays or breaks.</p> |



## February 2024: Riverside Leadership Academy - Board Meeting Minutes



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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Seconded by: Erika Butters<br>Vote: Unanimous                                                                                                                                                                                                                                                                                        |
| <b><u>Meeting Suspended</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Suspended at 2:10pm<br>Resumed at 3:34pm                                                                                                                                                                                                                                                                                             |
| <b><u>Closed Session</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                      |
| <b>Closed Session - Pursuant to <a href="#">NC GS 143.318.11</a></b><br>Purpose of Closed Session Discussion Item #3:<br>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:<br><br>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.<br><br>The Board will give their best estimate of the time needed for Closed Session, but all timing will be approximate | Proposal to enter closed session at 3:35pm<br>Motion by: Greg Sims<br>Seconded by: Erika Butters<br>Vote: Unanimous<br><br>General Discussion: New Board Members & contract approval for the Director of Curriculum, Instruction, & School Culture                                                                                   |
| <b><u>Action after Closed Session</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                      |
| <ol style="list-style-type: none"><li>1. Personnel Committee Recommendations</li><li>2. Next Scheduled Board Meeting - February 14</li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Vote to approve three recommended candidates to join the RLA Board of Directors.<br>Motion by: Alex Ranieri<br>Seconded by: Erika Butters<br>Vote: Unanimous<br><br>Vote to approve contract for the Director of Curriculum, Instruction, & School Culture<br>Motion by: Siobhan Brewer<br>Seconded by: Greg Sims<br>Vote: Unanimous |



## February 2024: Riverside Leadership Academy - Board Meeting Minutes



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|                            | <p>Discussion and vote on rescheduling the February Board meeting - proposal to move meeting to Feb 6, 2024 at 6:00pm.<br/>Motion by: Erika Butters<br/>Seconded by: Alex Ranieri<br/>Vote: Unanimous</p> <p>Motion to Adjourn by: Greg Sims<br/>Seconded by: Erika Butters<br/>Vote: Unanimous</p> |
| <b>Adjournment</b>         | 4:00pm                                                                                                                                                                                                                                                                                              |
| <b>Minutes Prepared by</b> | Alex Ranieri                                                                                                                                                                                                                                                                                        |
| <b>Board Approved</b>      | Feb 6, 2024                                                                                                                                                                                                                                                                                         |



**January**  
**2024: Riverside Leadership Academy - Board Meeting Minutes**

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| <b>Board of Directors Meeting Date:</b><br><b>January 10, 2024 @ 6:00 PM</b><br><b>Virtual Meeting:</b> <a href="#">Google Meet</a>             | <b>Notes</b>                                                                                                                                                                                                                                                                                                                                                     |
| <b>Opening Session</b>                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                  |
| Meeting called to order<br>Welcome guests & recognition                                                                                         | Called to Order at 6:01pm by Board Chair <b>Damien Perez</b><br>Quorum Status Confirmed.<br><a href="#">Attendance Record</a>                                                                                                                                                                                                                                    |
| <b><u>Reading of Mission Statement</u></b>                                                                                                      | Erika Butters - Read the mission statement for the Board<br><br><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> |
| <b><u>Consent Agenda</u></b><br>a. Approval of <b>January 10</b> Agenda<br>b. Approval of December 20 Meeting Minutes<br><i>*Link documents</i> | Erika Butters motions to approve the agenda & December 20 minutes<br>Greg Sims seconds<br>Vote passed: Unanimous                                                                                                                                                                                                                                                 |
| <b><u>Public Comment/Citizen Input:</u></b><br><br><a href="#">Public Comment Statement</a> and Guidelines                                      | No public comment                                                                                                                                                                                                                                                                                                                                                |
| <b><u>Announcements and Acknowledgement</u></b>                                                                                                 | None                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>Reports</u></b>                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>Facility Update</u></b>                                                                                                                   | Damien and Randy Akin attended the Board of Aldermen (BOA) meeting in New Bern last night. Recommendation to deny City of New Bern annexation of land for RLA. The BOA accepted this recommendation. This means RLA will remain in the county. Now permits can be obtained.                                                                                      |



**January**  
**2024: Riverside Leadership Academy - Board Meeting Minutes**

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| a. Damien Perez gave an update on facilities                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>Administrative Report</u></b><br>N/A                                                                                                           | Projected Administrative Report Start- June 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>CSP Employee Benefit Update</u></b>                                                                                                            | <p>Cory Draughon introduced team members, Ashley Thompson and Brian Puckett to discuss the employee benefits package. Brian with school insurance (broker) presented options (State Health Plan vs. Open Market Health Insurance). An example benefits guide for employees was shared with the board. Charters have the option to choose the State Health Plan or Open Market insurance. Cory shared that no decision was required at present. Damien Perez shared his experience with the company. Siobhan Brewer asked about funding during the first year.</p> <p>Vote approve the Open Market health insurance plan presented.</p> <p>Greg Sims motions<br/>Siobhan Brewer seconds<br/>Vote passed: Unanimous</p> <p>Vote to approve opting into private retirement for employees.</p> <p>Erika Butters motions<br/>Discussion: Siobhan Brewer asked a clarifying question regarding retirement plans. Cory Draughon and Damien Perez provided explanation and clarification.<br/>Greg Sims seconds<br/>Vote passed: Unanimous</p> |
| <b><u>Committee Reports</u></b><br><br>a. Finance Committee<br>b. Personnel Committee<br>c. Governance Committee<br>d. Marketing & Enrollment Update | <p><b>Finance Committee:</b> Damien Perez shared engagement letter from Auditor (Patel). eRate Contract Proposals have been received - CAS eRate and eRate Services, LLC - Amy Hobgood shared her experience with eRate services. Damien Perez recommended that RLA approve using Cindy Johnson with eRate Services, LLC.</p> <p>Vote approve using Cindy Johnson with eRate services, LLC.</p> <p>Siobhan Brewer motions<br/>Erika Butters seconds<br/>Vote passed: Unanimous</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |



**January**  
**2024: Riverside Leadership Academy - Board Meeting Minutes**

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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <p><b>Personnel Committee:</b> Damien Perez shared that contracts for 10, 11, &amp; 12 month employees are being revised by CSP. Damien expects those revisions within the next week and hopes to be able to extend a contract by the next meeting. Over 20 board members' applications have been received. Open floor discussion regarding how many applicants to interview. Personnel committee will narrow down and decide how to proceed with interviews. Should committee members who have stepped down from the board be permitted to reapply? Personnel committee will review and decide. Personnel committee will meet before RTO training in Raleigh on January 24, 2024. Personnel committee will interview 7-9 applicants and rate them for the board.</p> <p><b>Governance Committee:</b> Damien Perez shared feedback from Office of Charter Schools was received on what we have submitted thus far. Cory Draughon &amp; Damien are working on revisions and will bring back to the board for another vote on January 24th. School Risk Management (SRMP) training is going to be held for school leaders, and Damien Perez will attend.</p> <p><b>Marketing &amp; Enrollment Update:</b> Damien Perez shared that we currently have 330 applicants (was 287 on Saturday before Town Hall meetings). The 6th grade numbers jumped up. We must be at 75% to move to opening. CSP marketing is pushing 600 applicants by lottery time! Great job with town halls. Siobhan Brewer is grateful for Sarah's contributions and support at town halls. Alex Ranieri has compiled a list of frequently asked questions to help with consistency, etc. Damien and other board members will work on adding responses to the document.</p> <p>The Mardi Gras street fair and parade is coming up on February 10th. Vendor booth and parade entry. Forward to Cory to help finalize registration. This will be a long day and we will need everyone to pitch in to help.</p> |
| <b><u>Closed Session</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p><b>Closed Session - Pursuant to <a href="#">NC GS 143.318.11</a></b><br/>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</p> | <p>No closed Session this Board Meeting</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |



**January**  
**2024: Riverside Leadership Academy - Board Meeting Minutes**

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| the open session vote/adjournment.<br><br>The Board will give their best estimate of the time needed for Closed Session, but all timing will be approximate |                                                                                     |
| <b>Final Updates</b>                                                                                                                                        |                                                                                     |
| <b>1.</b> Next Scheduled BoD Meeting: February 14, 2024, at 6:00 PM                                                                                         | Alex Ranieri motions to adjourn<br>Erika Butters seconded<br>Vote passed: Unanimous |
| <b>Adjournment</b>                                                                                                                                          | 7:10pm                                                                              |
| <b>Minutes Prepared by</b>                                                                                                                                  | Alex Ranieri                                                                        |
| <b>Board Approved</b>                                                                                                                                       | Jan 24, 2024                                                                        |