



December 2023: Riverside Leadership Academy - Board Meeting Minutes



Board of Directors Meeting Date: December 20, 2023 @ 6:30 PM Virtual Meeting: Google Meet	Notes
Opening Session	
Meeting called to order Welcome guests & recognition	Called to Order at 6:31pm by Board Chair Damien Perez Quorum Status Confirmed. Attendance Record
<u>Reading of Mission Statement</u>	Siobhan Brewer - Read the mission statement for the Board <i>Through project based and leadership curriculums, Riverside Leadership Academy develops confident, community focused, future ready leaders. Students thrive from meaningful connections between families, school staff, and community members curated by involvement of all stakeholders.</i>
<u>Consent Agenda</u> a. Approval of December 20 Agenda b. Approval of December 13 Meeting Minutes <i>*Link documents</i>	Erika Butters motions to approve the agenda & minutes Siobhan Brewer seconds Vote passed: Unanimous
<u>Public Comment/Citizen Input:</u> Public Comment Statement and Guidelines	No public comments
<u>Announcements and Acknowledgement</u>	Dee Taylor has submitted her paperwork to run for Craven County School Board (District 3). Discussion regarding split time between RLA board responsibilities and campaign. The board will begin interviewing potential new board members in January 2024, and Dee will continue to serve on the board for the time being.
<u>Reports</u>	
<u>Administrative Report</u> N/A	Projected Administrative Report Start- June 2024
<u>Committee Reports</u>	Motion to open bank account by Erika Butters



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a. Marketing: Sponsor Opportunity	Sara Boileau will send out a social media blast about RLA's recruitment of new board members. Discussion about becoming a sponsor for the Craven Literacy Council's Daddy/Daughter Dance. Proposal to approve silver sponsorship for dance. Siobhan Brewer motions to become a silver sponsor for the Daddy/Daughter dance. Siobhan Brewer seconds Vote passed: Unanimous
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	Erika Butters motions to go into closed session Dee Taylor seconds Vote: Unanimous General Discussion Topic: Discussion of final candidate for Director of Curriculum, Instruction, & School Culture Erika Butters motions to go into closed session Greg Sims seconds Vote: Unanimous
Action after Closed Session	
1. Director of Curriculum, Instruction, & School Culture	Dee Taylor motions to extend contract to candidate for the Director of Curriculum, Instruction, & School Culture with a start date of July 1, 2024. Siobhan Brewer seconds Vote: Unanimous



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	Siobhan Brewer motions to adjourn Erika Butters seconds
Adjournment	7:38pm
Minutes Prepared by	Alex Ranieri
Board Approved	Jan 10, 2024



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Board of Directors Meeting Date: December 13, 2023 @ 6:00 PM In-person Meeting	Notes
Opening Session	
Meeting called to order Welcome guests & recognition	Called to Order at 6:00pm by Board Chair Damien Perez Quorum Status Confirmed. Attendance Record
<u>Reading of Mission Statement</u>	Greg Sims - Read the mission statement for the Board <i>Through project based and leadership curriculums, Riverside Leadership Academy develops confident, community focused, future ready leaders. Students thrive from meaningful connections between families, school staff, and community members curated by involvement of all stakeholders.</i>
<u>Consent Agenda</u> a. Approval of December 13 Agenda b. Approval of December 2 Meeting Minutes <i>*Link documents</i>	Siobhan Brewer motions to approve the agenda & minutes Alex Ranieri seconds Vote passed: Unanimous
<u>Public Comment/Citizen Input:</u> Public Comment Statement and Guidelines	No public comment
<u>Announcements and Acknowledgement</u>	None
<u>Reports</u>	
<u>Facility Update</u> a. BOA Meeting & Annexation	Facility Update: Steve Hubrich, contractor, will attend the January 9th Board of Alderman meeting in New Bern to address the notion of annexing RLA's property into the city of New Bern. Do not want to be annexed because it will require additional permits and time before the school can start being built. Board members encouraged to attend the BOA meeting if possible.
<u>Administrative Report</u>	Projected Administrative Report Start- June 2024



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N/A	
<u>Committee Reports*</u> a. Personnel Committee: Second Interviews b. Marketing: Town Hall	Personnel Committee: There will be a second interview, in person, with the candidate for Director of Curriculum, Instruction, and School Culture. The meeting will be conducted by the personnel committee and the Executive Director. Marketing: Town hall meetings are scheduled in New Bern and Vanceboro for January 6th and 7th. RLA will participate in the Mardi Gras festival on February 10th as a vendor and parade participant. Enrollment update: 220 students enrolled
<u>Closed Session</u>	
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.
<u>Action after Closed Session</u>	
	Motion to Adjourn by: Erika Butters Seconded by: Greg Sims Vote: Unanimous



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Adjournment	7:00pm
Minutes Prepared by	Alex Ranieri
Board Approved	December 20, 2023



December 2023: Riverside Leadership Academy - Board Meeting Minutes



Board of Directors Meeting Date: December 2, 2023 @ 11:40am In-person	Notes
Opening Session	
Meeting called to order Welcome guests & recognition	Called to Order at 11:40am by Board Chair Damien Perez Quorum Status Confirmed. Attendance Record
<u>Reading of Mission Statement</u>	Greg Sims - Read the mission statement for the Board <i>Through project based and leadership curriculums, Riverside Leadership Academy develops confident, community focused, future ready leaders. Students thrive from meaningful connections between families, school staff, and community members curated by involvement of all stakeholders.</i>
<u>Consent Agenda</u> a. Approval of December 2 Agenda <i>*Link documents</i>	Alex Ranieri motions to approve the agenda Erika Butters seconds Vote passed: Unanimous
<u>Public Comment/Citizen Input:</u> Public Comment Statement and Guidelines	No public comments
<u>Announcements and Acknowledgement</u>	None
<u>Policies</u>	
<u>Policies</u> a. All RTO 1 Policies	Siobhan Brewer motions to approve all RTO 1 policies in the consent agenda Alex Ranieri seconds Vote passed: Unanimous
<u>Closed Session</u>	
Closed Session - Pursuant to NC GS 143.318.11	No Closed Session



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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:

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Action after Closed Session

Siobhan Brewer motions to adjourn
Greg Sims seconds

Adjournment

11:55am

Minutes Prepared by

Alex Ranieri

Board Approved

December 13, 2023



November 2023: Riverside Leadership Academy - Board Meeting Minutes



Board of Directors Meeting Date: November 22, 2023 @ 6:00 PM Virtual Meeting: Google Meet	Notes
Opening Session	
Meeting called to order Welcome guests & recognition	Called to Order at 6:05pm by Board Chair Damien Perez Quorum Status Confirmed. Attendance Record
<u>Reading of Mission Statement</u>	Dee Taylor - Read the mission statement for the Board <i>Through project based and leadership curriculums, Riverside Leadership Academy develops confident, community focused, future ready leaders. Students thrive from meaningful connections between families, school staff, and community members curated by involvement of all stakeholders.</i>
<u>Consent Agenda</u> a. Approval of November 22 Special Agenda b. Approval of November 08 Board Meeting Minutes <i>*Link documents</i>	Siobhan Brewer motions to approve the agenda & minutes Dee Taylor seconds Vote passed: Unanimous
<u>Public Comment/Citizen Input:</u> Public Comment Statement and Guidelines	No public comment
<u>Announcements and Acknowledgement</u>	None
<u>Reports</u>	
<u>Facility Update</u>	None
<u>Administrative Report</u> N/A	Projected Administrative Report Start- June 2024



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<u>CSP Financial Report</u> a. Audit & Tax Services	Siobhan Brewer motions proposal for audit and tax services from Sharpe Patel, CPA. Dee Taylor seconds Vote passed: Unanimous
<u>Committee Reports</u>	
<u>Committee Reports</u> a. Personnel Committee b. Governance Committee	Discussion of the Director of Curriculum, Instruction, & School Culture Job Posting: There are 6 applicants for the job, but only 3 of them meet the minute requirements for the position. They are Kelli Miller, Healthier French, and Sandra Walters. These three are the only applicants with any teaching experience. The whole board will interview candidates. Discussion of New Bern Christmas parade: Float building will take place Sunday, November 26 at 12:00pm at Erika Butters' house. Alex Ranieri will pick up supplies for float.
<u>Policies</u>	
<u>Governance</u> a. Review and approve policies: Consent Agenda: i. 4.000 Accessing Funds Policy - ... ii. 4.001 Budget Planning and App... iii. 4.002 Third-Party Contracts - RLA iv. 4.003 Financial Audits - RLA v. 4.004 Purchasing and Payments... vi. 4.005 Use of Federal Funds - RLA vii. 4.006 Financial Controls Policy -... viii. 4.007 Refund Policy - RLA ix. 5.000 Student Records Policy - ... x. 5.005 Homebound Services Poli... xi. 5.006 Exceptional Children Serv... xii. 5.01 10/20 Day Rule Policy - RLA <u>Discussion:</u> I. RLA Board Evaluation II. Riverside Leadership Academy _ School...	Siobhan Brewer motions to approve all policies in the Consent Agenda. Alex Ranieri seconds Vote: Unanimous Siobhan Brewer motions to approve the RLA Board Evaluation. Dee Taylor seconds Vote: Unanimous Siobhan Brewer motions to allow Damien Perez to correct the date of adoption for the bylaws in previous meeting minutes. Erika Butters seconds Vote: Unanimous



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III. 02. Riverside Leadership Academy Bylaw...

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:

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No closed Session this Board Meeting

Final Updates

Siobhan Brewer motions to adjourn
Alex Ranieri seconded
Vote passed: Unanimous

Adjournment

6:51pm

Minutes Prepared by

Alex Ranieri

Board Approved

December 2, 2023

Oct 25, 2023 Special Meeting Minutes

4:08pm Damien called the meeting to order

Present: Damien, Siobhan, Alex, Greg, & Dee

Absent: Erika

No public in attendance.

Siobhan motioned to approve the October 25th Special Agenda.

Dee seconded

Unanimous approval

Dee motioned to approve the job description for Director of Instruction & School Culture.

Siobhan seconded the motion

Unanimous approval

Discussion of Press Release: Siobhan will make grammatical edits, add town hall dates, and send out the press release on Monday, October 30, 2023.

Siobhan motioned to approve RLA press release.

Dee seconded the motion

Unanimous approval

Alex motioned to approve Policy 2.000: Admissions & Weighted Lottery Policy.

Greg seconded the motion

Unanimous approval

Alex motioned to approve Policy 1.003-1.004: Board Members & Committees.

Greg seconded the motion

Unanimous approval

Alex motioned to approve Policy 3.000: Equal Opportunity Employer.

Greg seconded the motion

Unanimous approval

Alex motioned to approve Policy 3.003: Staff Evaluations.

Greg seconded the motion

Unanimous approval

Alex motioned to approve Policy 1.021: Participation at Board Meetings.

Greg seconded the motion

Unanimous approval

Alex motioned to approve Policy 1.005: Conflict of Interest & Nepotism.
Greg seconded the motion
Unanimous approval

Alex motioned to approve Board Meetings & Calendar Policy.
Greg seconded the motion
Unanimous approval

4:28pm- Siobhan motioned to adjourn the meeting
Greg seconded
Unanimous approval

Oct 11, 2023 Meeting Minutes

6:02 Damien called the meeting to order

Present: Damien, Siobhan, Alex, Greg, Erika, Amy (non-voting), Zach from CSP

Absent: Dee

No public in attendance.

Erika motioned to approve the October Agenda and [September 17, 2023 Minutes](#)

Greg seconded

Unanimous approval

Siobhan motioned to approve the board chart and committee appointments (Greg to become treasurer)

Erika seconded the motion

Unanimous approval

Alex named marketing point person- all board members are marketing committee- everyone needs to work toward marketing the school in the coming months

Siobhan will write press release and present for board approval on Oct 25, 2023

Greg motioned to co-sponsor SpongeBob Jr.

Erika seconded the motion

Unanimous approval

Personnel Committee- will write job description for second admin position and present for board approval on Oct 25, 2023

Erika motioned to extend contract for ED to candidate

Greg seconded

Unanimous approval

7:14- Siobhan motioned to adjourn the meeting

Alex seconded

Unanimous approval

September 27, 2023 special called meeting

Siobhan called meeting to order 4:01 pm

Erika motioned to move to closed session: Personnel

Greg seconded

Unanimous approval

Closed session 4:01 pm

4:19 pm Greg motioned to move out of closed session

Erika seconded

Unanimous approval

Erika motioned to rescind the offer to candidate A and accept recommendation of candidate B.

Alex seconded

Unanimous approval

4:20 pm Erika motioned to end meeting

Greg seconded

Unanimous approval

September 26 Special Called Meeting

5:30- Amy called meeting to order

Siobhan motioned to move to closed session: personnel

Alex Seconded

Unanimous approval

Closed session- 5:32

6:26- Erika motioned to move out of closed session

Dee seconded

Unanimous approval

Alex motioned to approve Amy's resignation as board chair and voting member

Greg seconded

Unanimous approval

Erika motioned to end the meeting- 6:30

Greg seconded

Unanimous approval

September 17, 2023 Board Meeting Minutes

1:14 pm- meeting called to order

Erika motioned to authorize Amy to sign 501 C3 letter

Greg seconded

Unanimous approval

Siobhan motioned to move to closed session: personnel

Alex seconded

Unanimous approval

4:28 pm- Erika motioned to move out of closed session

Dee seconded

Unanimous approval

Greg motioned to offer candidate position

Siobhan seconded

Unanimous approval

Erika motioned to adjourn meeting

Dee seconded

Unanimous approval

August 16 Meeting Minutes

6:16- Amy called the meeting to order

- I. Steve Hubric
 - A. Building k-8 permanent structure- wood frame
 - 1. 38,000-40,000 sq ft year 1
 - 2. Accommodate up to 600 students
 - B. 9-12 modular units as grow
 - 1. Second financing for 9-12 permanent structure in 4 or 5 years
 - C. Dee asked about announcing location
 - 1. Steve will check with the county and DOT and report back to Cory at the end of the week
- II. Finance
 - A. Cory shared the 5-year plan
 - 1. Bond- 16.7 million
- III. Personnel
 - A. Siobhan shared that 8 candidates were selected to extend ED interview
 - 1. Interviews will take place on 8/30 and 9/6 virtually
 - 2. Board members are invited to attend; however, if there is a quorum, a meeting link will need to be created and move into closed session
 - 3. Amy and Siobhan will create interview protocol and share with Cory to send to applicants
 - B. Alex Ranieri interviewed for board position
 - 1. Erika motioned to invite Alex to join the board
 - 2. Greg seconded
 - 3. All in favor
 - 4. No nays
 - 5. Motion passed- Cory will send Alex the invitation and work on her board email address
- IV. Governance
 - A. 501 C3 has been submitted

Erika motioned to adjourn the meeting

Greg seconded the motion

All in favor

Meeting adjourned

RLA July Meeting Minutes: July 19, 2023

Meeting start at 6:01 pm

- I. Amy announced that due to personal reasons, Jennifer Davis must resign from the board.
 - a. Personnel committee will search for a new board member.
 - b. Marketing blast for local applicants.
- II. Finance Committee Report
 - a. Cory is looking into procuring a bond
 - i. 90% start-bonds are done by single investors, so this is the focus
 - b. Gathering numbers for funding
 - i. Approximately 8-11 million
- III. Facilities Committee Report
 - a. Hold on making announcement of location – still in due diligence
 - b. Still good on timing for building
 - i. Steve says end of September need answer on start-up funding to determine building type
 - ii. Plans have been submitted
 - iii. Discussing where possible students may come from
- IV. Personnel Committee Report
 - a. Still at 15 applicants for ED
 - b. Marketing may increase the number before the cut off July 31
 - c. Cory will send forced ranking to all board members as soon as job closes
 - i. Please get this back ASAP, so Personnel Committee can meet prior to August meeting
 - ii. Amy will join Personnel Committee to review forced rankings and make decisions about interviews
 - iii. Personnel Committee will present findings at August board meeting
- V. Governance Committee
 - a. CIPAA form- added executive director title to form
 - i. Damien motioned to approve form
 - ii. Siobhan seconded
 - iii. Passed unanimously
 - b. Siobhan asked for clarification on policies and meetings
 - i. Cory advised to tag policies in question in drive and we can address them if needed
- VI. Marketing
 - a. Siobhan updated marketing info after meeting with Sara at CSP
 - b. Board members without a bio or headshot need to get to Sara ASAP
 - c. Social media presence will increase
 - d. Winter Events to plan to attend: Light up Beary Merry Christmas and New Bern Christmas Parade
 - e. Siobhan mentioned a need for middle school students in the West- may want to direct some marketing that way

VII. Closing

- a. Riverside Leadership accounts should be available
 - i. Cory will have the link sent to personal emails
- b. August meeting moved to August 16
- c. Erika motioned to end the meeting at 6:34
- d. Damien seconded the motion
- e. Motion passed unanimously