



Board Meeting Minutes
Monthly Meeting
February 8th, 2021
Virtual Zoom Meeting
6:00 p.m.

The mission of Rocky Mount Prep is to educate, equip and empower each scholar to excel academically by providing equitable learning opportunities and collaborating with families and communities.

Board Members in Attendance:

Board Members Present

Keen Gravely
Jean Kitchin
Shelton Daniel
Charles Davis
Daniel Harwell
Mark Piatkowski

Board Members Absent

Administration Present

Dr. Chaunte Garrett
Brandon Evans
Shaneki Cauble
Glorious Crowder

Keen Gravely, Chairman, called the meeting to order at 6:07 p.m.

1. Board Spotlight

- a. Breona Walker, Dean of Culture (Elementary) spotlighted the winners of the 100th Day Contest for Elementary School.
- b. Mrs. Stephanie Horton, Director of Instruction (Elementary) spotlighted the 4th Grade Team in the efforts in educating 4th grade scholars in college and career readiness.
- c. Dr. Chaunte Garrett, Superintendent, spotlighted Joey Abrams for his leadership and dedication to maintaining the facilities and buses at Rocky Mount Prep.

2. Approval of Agenda

- a. Dr. Chaunte Garrett, Superintendent, asked that the agenda be amended to remove “School Updates” and move the “Reopening Plan Update “ below “School Audit Report”.
- b. Motion made by Shelton Daniel, seconded by Jean Kitchin, and unanimously approved.

3. Approval of Minutes

- a. Motion made by Jean Kitchin, seconded by Shelton Daniel, and unanimously approved.

4. Charter Success Report

- a. Cory Draughon with Charter Success Partners provided an update on the December 2020 financials. Mr. Draughon asked that the board continue to provide feedback as to what they’d like to see in the monthly reports.
- b. 50% of the year is complete as of December. Revenue draws and deposits are on pace.
- c. COVID relief funds are being utilized diligently.
- d. Salaries and benefits are running better than usual due to the conservative approach leadership is taking in regards to hiring.
- e. Supplies and technology purchases have been made due to the shift in COVID relief funds. Technology allocations are from technology reserve funds. Significant portion of expense activity was moved to COVID relief from this category.
- f. Keen Gravely asked if the budget projections and actuals included the staff bonuses. Cory Draughon and Shaneki Cauble confirmed that bonuses were paid in January 2021 so it is not included in the actuals but was included in the projections in December 2020.
- g. Shelton Daniel asked if the report includes funds paid to the school attorney due to the increase in work.

5. School Audit Report:

- a. Shaneki Cauble, Director of Operations & Finance provided a report on the 2020 Fiscal Audit. There were no findings. She also defined the meaning of a “finding” in regards to auditing.
- b. Shaneki Cauble also provided a report on the 401K audit which was conducted for the first time due the number of employees exceeding 100. There were two significant findings. The first finding was a “timely contribution processing violation” which was due to a system glitch preventing the automatic payment of 401K. The second finding was that there was not any ERISA (Employee Retirement Income Security Act) Liability Insurance insurance on the 401K. It has since been implemented. There were also three recommendations including an annual review of 401K by a board committee, initials and dates on plan documents monthly, and a comparison plan reviewed yearly.
- c. Jean Kitchin asked for clarity on what the board would need to review annually.

- d. Keen Cravely asked for two volunteers to serve on the review committee. Jean Kitchin stated that since the board is small, that it may be better to have the entire board serve to review. Board members agreed to have the entire board serve as reviewing.
- e. Motion made by Shelton Daniel to establish the entire board as the annual review committee for 401K, seconded by Jean Kitchin, and unanimously approved.

6. Reopening Plan Updates

- a. Dr. Chaunte Garrett, Superintendent, provided an update on what Rocky Mount Prep is doing to prepare for reopening. At this time, no decision has been made to return to in-person instruction for fourth quarter despite the push from North Carolina governor and legislation. It was confirmed that charter schools are not included in the bill going before legislation.
- b. Shaneki Cauble, Director of Operations & Finance provided an update on the purchase of PPE and operational equipment including an air purifier for the HVAC system, desk barriers for the scholar's desks, and portable desks for teachers who will be rotating between classes.
- c. Dr. Garrett also stated that there would be a team summit on Friday, February 12, introducing reopening plans and allowing teachers to provide feedback.
- d. Dr. Garrett stated that there will be a "survey" sent out to all scholars asking for their commitment to returning to in-person instruction if a decision is made for the fourth quarter.
- e. Shelton Daniel asked if there has been any conversation around teacher vaccinations. Dr. Garrett stated that there hasn't been a state-level conversation but there has been internal education on vaccinations. Vaccinations will play into bringing scholars back as well.
- f. Keen Gravely asked if there was pressure from families to return. Dr. Garrett stated that she isn't receiving pressure but she is trying to ensure that scholars remain safe regardless of the decision that is made. Several operational and instructional areas are being altered to accommodate for transition.
- g. Jean Kitchin asked if there has been conversation around EC scholars. Dr. Garrett stated that this is discussed during the bi-weekly reopening meetings and provides clarity as to what is best for them.
- h. Keen Gravely asked that the board be informed on the decision to reopen as soon as it is determined.

7. Security Update

- a. Dr. Chaunte Garrett, Superintendent, and Shaneki Cauble, Director of Operations & Finance, provided an update on the recent breakin. Several security measures have been implemented including the changing of all outside door locks. Outside entry is now only allowed through the use of personnel badges. The security system has been set to auto-arm each day from 5:30pm-6:00am. Only administrative personnel have access to disarm/arm the security system. All inside doors are being rekeyed to control master keys which will take approximately one month to complete.

8. Enrollment Updates

- a. Brandon Evans, Director of Marketing & Communications, presented the enrollment goals and marketing plan for the 2021-2022 academic year.
- b. Jean Kitchin suggested that emphasis be put on the safety of scholars at Rocky Mount Prep as a go-to-market message for enrollment.

10. Closed Session

- a. Motion made by Jean Kitchin to enter closed session to discuss personnel matters and confer with the school's attorney, seconded by Shelton Daniel, and unanimously approved at 7:17 p.m.

11. Adjournment

- a. _____ made a motion to adjourn, seconded _____, and the motion was approved unanimously at _____ p.m.