



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

Board of Directors Meeting Date: September 11, 2024 @ 6:00 PM	Action	Notes
Open Session		
Meeting called to order Welcome guests & recognition	Announce	Virtual Meeting Information: Public Zoom Link 6:05p call to order - Amy Hobgood
<u>Reading of Mission Statement</u>	Read the Mission Statement once the meeting is called to order.	Erika Butters reads the statement. <i>Through project based and leadership curriculums, Riverside Leadership Academy develops confident, community focused, future ready leaders. Students thrive from meaningful connections between families, school staff, and community members curated by involvement of all stakeholders.</i>
<u>Acceptance of Meeting Minutes</u> A. Approval of September 11, 2024 Agenda B. Approval of Minutes: <ul style="list-style-type: none"> ● 7/10/2024 Special Called Meeting ● 7/31/2020 Special Called Meeting ● 8/14/2024 Regular Board Meeting ● 8/25/2024 Special Called Meeting <i>*Link documents</i>		Erkia Butters made a motion to approve the minutes and agenda. Samantha Amaral seconded. Unanimous approval
<u>Public Comment/Citizen Input</u>	Read Public Comment Statement and Guidelines	Request(s) for Public Comments at Board Meeting: No public comment No public comment
<u>Announcements and Acknowledgements</u> 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.
Reports		



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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



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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: 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 - First day of clubs and spirit day - Sept 22nd. Oct 4th the office of Charter School will visit the schools. They will be there at 9a.</p>
<p><u>Policies</u></p> <p>A. Review Retirement Plan- Action Required</p> <p>B. Review Insurance Policy- No Action Required</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 Alex seconded Vote passes unanimously</p> <p>Insurance policy - The insurance people are the insurance advisor. They insure we are in compliance with the state.</p>



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<p><u>Employee Agreements</u></p> <p>A. Teacher Assistant Agreement</p>		<p><u>TA Agreement</u></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 - Sam Amaral Seconded Vote passes unanimously</p>
<p><u>Committee Reports</u></p> <p>A. Facilities Committee- update</p> <p style="padding-left: 20px;">a. Playground Equipment Quotes</p> <p>B. Finance Committee</p> <p style="padding-left: 20px;">a. CSP Monthly Financial Report</p> <p>C. Outreach Committee</p>		<p><u>00. 2024.08 MFP RLA.pdf</u></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. We have access to state funding We do not have access to federal fund (normal) County funds we don't have actively yet (normal) - end of Sept or earliest October. Behind pace in our revenue but that makes sense due to our ADM drop which affected our revenue stream. Final numbers will come from the state by early november. Expense - Major expenses are salary and benefits. We were behind pace due to open positions and vacancies. 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. Cash on hand is around 21 days - this will fluctuate.</p>



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		<p>Outreach 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>
Closed Session		
<p>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:</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>Personnel</p>		<p>7:28 Sam motions to move into close session Erika Butters seconded Motioned passed unanimously</p> <p>Closed session: Discussed personnel</p> <p>Steven Evan - 731 Greg Seconded Motioned passed unanimously</p> <p>Erika Butter - motioned to approved the personnel Alex seconded.</p> <p>Alex made a motion to end the meeting at 733pm Greg second</p>
Action after Closed Session (if needed)		
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Adjournment	Announce	
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