



## Board Meeting Minutes

September 12<sup>th</sup>, 2016

6:00 p.m.

*Our mission is to inspire scholars to expect excellence, express excitement, extend education, and experience prep to achieve their dreams for college, career, and life in a competitive global marketplace.*

In Attendance: Thomas Parrish, Marcus Whitaker, Kelly Shore, Chip Williams, and Dewey Clark.

Staff In Attendance: Todd Pipkin, Chaunte Garrett, Tim Everett, Beverly Joyner, Ben Barnes, Richie Mitchell, Tracy McBride, Gale Parker, Lisa Bulluck, Melody Lynch, Amber Brewer, Debbie King, Rochelle Dunlop and Shaneki Cauble.

Thomas Parrish, Chairman, called the meeting to order at 6:05 p.m.

### 1. Chairman's Report – Thomas Parrish

- a. Rocky Mount Prep families are excited about the new changes moving into the school year. Mr. Parrish stated that he had spoken with D.P.I. about Rocky Mount Prep's increase in scores from last year. Although the school received a "D" rating, Rocky Mount Prep is closer to "C" rating than the year before. The Board of Trustees understands that Rocky Mount Prep still has progress to be made, however the board is optimistic about the future.
- b. Mr. Clark made a motion to approve the minutes and agenda, seconded by Mr. Williams and unanimously approved.

### 2. School Update– Todd Pipkin

- a. Our first day of school was a phenomenal day and set the presence for the school year ahead. Mr. Pipkin asked all administrative staff to give individual updates this month.
- b. Ms. Cauble, Director of Operations, updated the board with on the school's transportation. The new fleet of buses introduced this year has been a learning process. An upcoming change to the school's transportation includes adding an additional bus in South Edgecombe and Rocky Mount. Requests for future changes are being reviewed over the next few weeks. Changes would reflect from the school's current 14 bus routes visiting a total of 9 different school districts. Last year, Rocky Mount Prep serviced approximately 600 scholars through 19 buses. This year, the school serves over 900 scholars in 15 buses with 115 stops. Currently 85% of our scholars use Rocky Mount Prep's provided bus transportation.
- c. Ms. Parker, Human Resources Director, discussed the teacher retention decrease from 35% to 22% this year. Over the summer, the school hired 34 new staff, 12 of which are new staff members to the school. Rocky Mount Prep now has approximately 155 employees with 124 full-time staff on board. In addition to staffing, Ms. Parker discussed the different phases of the school's transition to ADP Total Source. The new benefit

options became effective for all staff on September 1<sup>st</sup>. The first run through ADP Payroll will take place for the month of September. Other phases of the ADP includes time and labor management and the 401K programs, which will be completed by November. We currently have a background check system in place for current employees that provides continuous background checks daily. Ms. Parker is going to explore the process of adding volunteers over the next month and begin implementing online sign ups.

- d. Mr. Whitaker made a motion to approve the 34 new staff members, seconded by Ms. Shore and unanimously approved.
- e. Ms. Boakye, Director of Specialized Services, discussed how D.P.I. has completed an informal program review our Specialized Services program in August. D.P.I.'s recommendations have already been put into place. There is one existing EC position left to fill in middle school math.
- f. Ms. McBride, Director of Communications, discussed the school's new website that was recently launched, beginning of the year information, and addressing families through first day packets, social media, email blasts, newsletters, and front office displays. Ms. McBride is collaborating with both Mr. Pipkin and Ms. Parker in planning for recruitment of both scholars and teachers for next year.
- g. Ms. Joyner, Elementary School Principal, stated that elementary school was 100% staffed and all available scholar positions are filled. The elementary school is currently working on the adjustments for overflow in grade levels with sibling admittance. Observations are already in place for teachers and the expectations have been set. Upcoming events include BOG 3 testing for 3<sup>rd</sup> grade scholars, NWEA testing next week, and building a strong culture for new scholars and staff.
- h. Mr. Barnes, Middle School Principal, discussed some of the accomplishments taking place in middle school such as small group activities, large group discussions, station-rotation model, guided practice lessons, and team teaching productivity.
- i. Mr. Mitchell, High School Principal, discussed some of the high school changes taking effect. Some of the positive changes taking place include newly concerted classrooms in the previous High School lab, decrease in scholar tardiness, small number of discipline referrals, and scholar engagement. Mr. Mitchell also discussed the success of a recent trip with 16 scholars to the Male Leadership Conference in Columbia, SC. Upcoming events in high school include an SAT/ACT Prep Seminar, Financial Aid Night, and Curriculum Night. Mr. Whitaker questioned what things seemed to be changed the most in high school specifically. Mr. Mitchell and Mr. Pipkin expressed the changes in curriculum, strong staff preparation, feedback from administration and the general mindset and culture of the staff.
- j. Mr. Everett, Chief Financial Officer, sent the board the July financials and the full budget prior to the meeting. Financially, there's been many changes taking place in the terms of the physical appearance of the school, staffing and new practices in pace. Mr. Everett discussed the importance of attendance over the first 20 days of school, as it's dependent on our budget expectations. Our goal is to exceed our set expectation of 1,245 scholars.
- k. Dr. Garrett discussed our current status in End of Grade (EOG) scores, End of Course (EOC) scores, ACT scores, graduation rates, performance by content area, EVAAS data, and our school performance grade. Our school performance grade of a "D" is calculated based on our achievement score, growth conversion score, and school performance scores. Rocky Mount Prep's SMART goal states "To improve scholar achievement so that the performance composite will increase by a minimum of 15.3 percentage points by

June 2017 as measured by End of Grade/End of Course Assessments”, which would bring Rocky Mount Prep to a “C” rated school. Mr. Parrish stated that the board has similar expectations previously set to the school’s expectations. In order to achieve our goals, Professional Learning Communities (PLC’s) are starting, professional development opportunities are taking place, and guidance from the deans and AP’s are taking place with observations.

1. In addition to the academic portion, Dr. Garret discussed a new partnership with North Carolina Wesleyan College for clubs and interests with their Student Government Organization. A Habitat for Humanity partnership is being planned, as Rocky Mount Prep would like to build a house on campus. Administration is exploring the possibility of recruiting a nurse on campus. Additionally, the school is looking into opportunities for after school tutoring programs.

### 3. Other Business

- a. Mr. Whitaker made a motion to go into a closed session to discuss personnel issues, seconded by Chip Williams and unanimously approved.
- b. Mr. Williams made a motion to move from a closed session back into an open session, seconded by Ms. Shore, and unanimously approved.

Mr. Williams made a motion to adjourn, seconded by Ms. Shore and unanimously approved. The meeting adjourned at 7:39p.m.