Rocky Mount Prep

Minutes

Monthly Board Meeting

March 2026

Date and Time
Monday March 9, 2026 at 6:00 PM

Directors Present
C. Davis, J. Kitchin (remote), K. Gravely, S. Parker

Directors Absent
None

Guests Present
D. Artis, D. Dixon, D. Wallace, D. Witherspoon, J. Hines, L. Glass, S. Farmer, S. Gardner, S. Jones, Samantha Battle, T. Dawes, W. Etheridge (remote), Y. Phillips

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I. Opening Items

A. Meet and Greet

B. Call the Meeting to Order

K. Gravely called a meeting of the board of directors of Rocky Mount Prep to order on Monday Mar 9, 2026 at 6:09 PM.

C. Prayer/Moment of Reflection

Mr. Gravely led a brief prayer for our school and country.

D. Pledge of Allegiance

Mr. Gravely led the meeting in the Pledge of Allegiance.

II. Approval of Agenda

A. Approval of Board Agenda and Minutes

J. Kitchin made a motion to approve agenda.
C. Davis seconded the motion.
The board **VOTED** unanimously to approve the motion.
S. Parker made a motion to approve the minutes from Monthly Board Meeting on 02-09-26.
C. Davis seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. Information Items

A. Financial Report

Dr. Collins discussed the financial report with the Board of Directors.

Dr. Collins discussed that she is working with transportation to address the need for more buses. We need 5 buses to sustain our fleet.

B. Campus Updates

Dr. Collins discussed the campus updates with the Board of Directors from the Coversheet that was included in the documentation.

NC Check-Ins are happening this week.

We had a successful Read across America and National School Breakfast Week last week.

We will kick-off March Madness with an Alumni Game on March 13, 2026 at 4:30 pm

We have started our Candy-Man fundraiser to help our Booster Club. Mr. Davis shared concerns with children handling money and parents or others possibly mishandling funds. Dr. Collins addressed the issues and what we are doing to provide information and deter this from happening.

C. Year Round Calendar Discussion

Dr. Collins opened back up the discussion on the Year Round Discussion. She stated that the Board would have to make a decision today to help us meet a deadline with NCDPI to have our Calendar and Master Schedule by April 1st. Dr. Collins read the compiled summary to the Board on the steps taken to accommodate moving to a year round calendar.
S. Parker made a motion to move to a year round schedule for the 2026-2027 school year.
J. Kitchin seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. MTSS Presentation

Ms. Glass discussed the MTSS Framework Presentation to the Board of Directors that we stated we would implement before the Office of Charter Schools.
She discussed the benefits of using this tiered level of support for our scholars stating that ensures that no scholar falls through the cracks.

Ms. Kitchin had concerns that this was a lot of work and how we would spread the workload so that we can implement it properly. Ms. Glass reassured Ms. Kitchin and the Board that the processes are in place, but we are putting more structure in place.

IV. Action Items

A. Annual Update Conflict Resolution & Nepotism Acknowledgement

1. The Board of Directors signed the Annual update of the Resolution and Nepotism Acknowledgement. No updates were made to these policies, but the signatures are due for update.

B. Crisis Plan Updates

The Board received a copy of our Critical Plan for their review. We are in the process of reviewing and updating the plan. The Board will have an opportunity to review the updates and make suggestions for changes if needed.

C. Alt HR Partners Engagement Letter

Dr. Collins discussed the transition of Ms. Chloe Bell to employment closer to home and her last day is May 13, 2026. Dr. Collins discussed that RM Prep has had two HR employees. We are already in business with Alt HR Partners and they will begin a more forward role in HR. Ms. Nautica Williams will work on the administrative smaller projects in house to help support Alt HR Partners. Ms. Brown will also come to campus as well when needed.
C. Davis made a motion to have Dr. Collins sign the letter of Engagement with Alt HR Partners.
S. Parker seconded the motion.

The board **VOTED** unanimously to approve the motion.

D. Smithson Quote

Dr. Collins discussed the College and Career Readiness Program moving to the secondary media center in a room that is still open to the full media center. This is hard when she needs quiet or scholars are focusing on college prep.

The Board raised concerns about the cost of the bid that we received, and they will help us to secure better pricing to complete the project. They would like to have 3 bids to solidify the procurement process.

Ms. Kitchin and Ms. Parker suggested voting that once they have a bid that they agree on, Dr. Collins could immediately proceed.
S. Parker made a motion to to close in the area once they have a bid that they approve and she can immediately move forward.
C. Davis seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Prestige Engagement Letter

Dr. Collins presented the Engagement Letter to the Board of Directors with Prestige. Its time to sign the annual agreement.

Mr. Gravely addressed the increase in price from the previous year. Dr. Collins assured that the price was worth what they were asking given the tasks that they complete.
S. Parker made a motion to Sign the Engagement Letter.
J. Kitchin seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Community Liaison Discussion

Dr. Collins discussed with the Board of Directors the position of Community Liaison and how it will help us strengthen our community engagement, visibility, and advocacy for Rocky Mount Prep.

Ms. Rose Lewis is here today at the request of Dr. Collins as the candidate for the job. She discussed her background and history with Rocky Mount Prep as a parent and why she would like to be an advocate.
S. Parker made a motion to create the position to Community Liaison.
C. Davis seconded the motion.
The board **VOTED** unanimously to approve the motion.
S. Parker made a motion to select Ms. Rose Lewis as the person to fill that position.
J. Kitchin seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. Closed Session

A. Closed Session

S. Parker made a motion to go to closed session to discuss personnel matters.
J. Kitchin seconded the motion.
The board **VOTED** unanimously to approve the motion.
S. Parker made a motion to End closed session.
C. Davis seconded the motion.
The board **VOTED** unanimously to approve the motion.
S. Parker made a motion to approve new hires.
C. Davis seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:08 PM.

Respectfully Submitted,
C. Davis