



## NOTICE OF PUBLIC MEETING

# RIVERBEND PREPARATORY ACADEMY GOVERNING BOARD MEETING

Pursuant to Arizona Revised Statutes (A.R.S.) 38-431.02, notice is hereby given to the members of the Riverbend Prep members and to the general public that the Governing Body will hold a public meeting, open to the public as specified below. The Governing Body reserves the right to change the order of items on the agenda, with the exception of public hearings set for a specific time. One or more members of the Governing Body may participate in the meeting by telephonic communications.

### JOIN VIDEO CONFERENCE CALL

Microsoft Teams meeting

**Join on your computer, mobile app or room device**

[Click here to join the meeting](#)

Meeting ID: 233 406 960 060

Passcode: LUVPHK

[Download Teams](#) | [Join on the web](#)

*Pursuant to A.R.S. 38-431.03(A), the Governing Body may vote to go into Executive Session, which will not be open to the public or any party not necessary to the matter.*

*Persons with a disability may request reasonable accommodation by contacting Nick Brandt at 602-285-3003. Requests should be made as early as possible to allow time to arrange the accommodation.*

### CERTIFICATION OF POSTING

I, Marco Porras, certify that this notice of public meeting, prepared pursuant to A.R.S. 38-431.02, was posted on or before February 21, 2024 MT

**February 21, 2024**

**GOVERNING BOARD MEETING FOR**

**RIVERBEND PREP TO BE HELD VIA VIDEO CONFERENCE CALL**

**At 5:00 PM MT**

**This meeting may be accessed via internet.**



**RIVERBEND PREPARATORY ACADEMY GOVERNING BOARD MEETING AGENDA**

ALL ITEMS ON THIS AGENDA ARE OPEN FOR DISCUSSION AND POSSIBLE ACTION, INCLUDING REPORTS AND ACTIONS ITEMS.

JANUARY 10, 2024

**A. PRELIMINARY MATTERS**

1. Call to Order
2. Roll Call

Board Members	Present (Y/N)	Guests	Present (Y/N)
Marco Porras		Nick Brandt	
Lew Smith		Melissa Aguilar	
Nancy Gamez		Claudina Douglas	
Nick Heward			

3. Motion to approve the February 21, 2024 Agenda

<b>Motion Made By:</b>	
<b>Motion Seconded By:</b>	
<b>Discussion:</b>	
<b>VOTE (Y/N)</b>	
<b>Porras</b>	
<b>Smith</b>	
<b>Gamez</b>	
<b>Nick</b>	





4. Motion to approve the January 10, 2024 Meeting Minutes

Motion Made By:	
Motion Seconded By:	
Discussion:	
<b>VOTE (Y/N)</b>	
Porras	
Smith	
Gamez	
Nick	

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**B. CALL TO THE PUBLIC**

Governing Board President shall read aloud if requests are made to speak:

*The board may make an open call to the public during a public meeting subject to a reasonable time, place and manner restrictions, to allow individuals to address the public body on any issue within the jurisdiction of the public body; comments shall be limited to **education-related issues on items that do not appear on this agenda** or for which no public hearing has been held. (A.R.S. 38-431.01.G) At the conclusion of an open call to the public, individual board members may respond to criticism made by those who have addressed the Board, may ask staff to review a matter, or may ask that a matter be put on a future agenda. However, members of the Board shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. The President **may** also allow individuals from the public to address the Board on items listed on the agenda and at the time the agenda item is presented for discussion by the Board by filling out and turning in a request specific to the agenda item to the executive assistant prior to the beginning of the meeting. Comments shall be limited to **(3) minutes**.*

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**C. REPORTS, INFORMATION, AND DISCUSSION ITEMS**

1. Executive Director
  - a. Executive Director’s Report - Nick Brandt
2. Governance Board
  - a. Update on financial activity, status of grants, and bond reserve account – Claudina Douglas
  - b. Update on financial budget training – Claudina Douglas
  - c. Discussion on work-from-home policy – Nick Brandt
  - d. Discussion on teacher and staff evaluation- Nick Brandt
  - e. Discussion on point of contact for legal counsel – Nick Brandt
  - f. Discussion on recruiting board members – Nick Brandt
  - g. Discussion on marketing strategy – Melissa Aguilar
  - h. Discussion on virtual evaluation from Dr. Hattrick for executive director – Marco Porras
  - i. Discussion on board training – Marco Porras, Nick Heward, Lew Smith



**D. ACTION AGENDA ITEMS**

1. Motion to accept Nancy Gamez’s email resignation from the governing board on 01/28/24 – Nancy Gamez

<b>Motion Made By:</b>	
<b>Motion Seconded By:</b>	
<b>Discussion:</b>	
<b>VOTE (Y/N)</b>	
<b>Porras</b>	
<b>Smith</b>	
<b>Gamez</b>	
<b>Nick</b>	

2. Motion to review and approve the December 2023 and January 2024 Financial Statements – Claudina Douglas

<b>Motion Made By:</b>	
<b>Motion Seconded By:</b>	
<b>Discussion:</b>	
<b>VOTE (Y/N)</b>	
<b>Porras</b>	
<b>Smith</b>	
<b>Gamez</b>	
<b>Nick</b>	





3. Motion to review and approve revised 23/24 SY Budget – Claudina Douglass

<b>Motion Made By:</b>	
<b>Motion Seconded By:</b>	
<b>Discussion:</b>	
<b>VOTE (Y/N)</b>	
<b>Porras</b>	
<b>Smith</b>	
<b>Gamez</b>	
<b>Nick</b>	

4. Motion to approve the 24/25 SY Calendar – Mr. Brandt

<b>Motion Made By:</b>	
<b>Motion Seconded By:</b>	
<b>Discussion:</b>	
<b>VOTE (Y/N)</b>	
<b>Porras</b>	
<b>Smith</b>	
<b>Gamez</b>	
<b>Nick</b>	

5. Motion to review and approve i-Ready (Math/ELA) curriculum – Nick Brandt

<b>Motion Made By:</b>	
<b>Motion Seconded By:</b>	
<b>Discussion:</b>	
<b>VOTE (Y/N)</b>	
<b>Porras</b>	
<b>Smith</b>	
<b>Gamez</b>	
<b>Nick</b>	



6. Motion to review and approve teacher and staff bonus structure – Nick Brandt

<b>Motion Made By:</b>	
<b>Motion Seconded By:</b>	
<b>Discussion:</b>	
<b>VOTE (Y/N)</b>	
<b>Porras</b>	
<b>Smith</b>	
<b>Gamez</b>	
<b>Nick</b>	

7. Motion to review and approve the executive director’s updated job description (retroactively since start of 23/24 SY) – Nick Brandt

<b>Motion Made By:</b>	
<b>Motion Seconded By:</b>	
<b>Discussion:</b>	
<b>VOTE (Y/N)</b>	
<b>Porras</b>	
<b>Smith</b>	
<b>Gamez</b>	
<b>Nick</b>	





8. Motion to assign the Riverbend Prep. cell phone for campus and after-school use – Nick Brandt

<b>Motion Made By:</b>	
<b>Motion Seconded By:</b>	
<b>Discussion:</b>	
<b>VOTE (Y/N)</b>	
<b>Porras</b>	
<b>Smith</b>	
<b>Gamez</b>	
<b>Nick</b>	

9. Motion for board members to cancel and turn in Riverbend Prep. credit cards and assign a credit card to the executive director – Nick Brandt

<b>Motion Made By:</b>	
<b>Motion Seconded By:</b>	
<b>Discussion:</b>	
<b>VOTE (Y/N)</b>	
<b>Porras</b>	
<b>Smith</b>	
<b>Gamez</b>	
<b>Nick</b>	

10. Motion to have the executive director open a Bank of America savings account – Nick Brandt

<b>Motion Made By:</b>	
<b>Motion Seconded By:</b>	
<b>Discussion:</b>	
<b>VOTE (Y/N)</b>	
<b>Porras</b>	
<b>Smith</b>	
<b>Gamez</b>	
<b>Nick</b>	



11. Motion to review and approve Policies and Procedures and Operating Agreement – Marco Porras

<b>Motion Made By:</b>	
<b>Motion Seconded By:</b>	
<b>Discussion:</b>	
<b>VOTE (Y/N)</b>	
<b>Porras</b>	
<b>Smith</b>	
<b>Gamez</b>	
<b>Nick</b>	

E. Adjournment

This meeting was adjourned at [TIME].

<b>Motion Made By:</b>	
<b>Motion Seconded By:</b>	

The next meeting will be held Wednesday, March 13<sup>th</sup>, 2024 at 5:00 PM.

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Marco Porras, President

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Date