

Research Triangle High School

Monthly Board Meeting

Date and Time

Wednesday November 20, 2019 at 5:30 PM EST

Location

RTHS Board Room

This meeting will be held at RTHS but available as a teleconference. If you need to call in, you may Join Zoom Meeting

(By the way, you can download the Zoom app to your phone, and then this link always works when you are mobile)

<https://zoom.us/j/9194264274>

One tap mobile

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Dial by your location

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+1 669 900 6833 US (San Jose)

Meeting ID: 919 426 4274

Find your local number: <https://zoom.us/u/adEctfyWX7>

Agenda

I. Opening Items

Opening Items

- A.** Record Attendance and Guests
- B.** Call the Meeting to Order
- C.** Approve Minutes from last Board Meeting
Approve minutes for Monthly Board Meeting on October 9, 2019
- D.** Approve Minutes from Annual Board Meeting
Approve minutes for Annual Board Retreat on October 9, 2019
- E.** Monthly Finance Report
- F.** Vote to accept Consent Agenda above

II. CEO ACTIONS

- A.** CSO REPORT
- B.** Discuss Changes in Salary Plan

III. Finance

- A.** Committee Minutes - READ
- B.** REVIEW PROGRESS ON FY 19-20 BUDGET

IV. Governance

- A.** Minutes from Committee Meeting
Sign these sheets in your in-mail and send to Pamela this evening.
- B.** Review of Annual Board Meeting
Discuss the actions taken and associated due dates, so that they can be recorded and tracked within Board-On-Track

V. Academic Excellence

- A.** Minutes from Committee Meeting

B. Review and Discussion of the Consultant Report

VI. Development

A. Minutes from Committee Meeting

Reviewed key work items from Retreat:

- Board members to join meetings with corporate stakeholders
 - Board Members will be invited to attend future meetings
 - Current focus has been internships and companies have initiated the contact
- Using CRM approach to manage stakeholders (helps to connect with alumni etc)
 - Boomerang tool is now being used and provides for CRM functions
 - Development committee will review to determine whether broader access would be beneficial
- Stories to be related in Pitchbooks
 - Ashley is putting together "student stories" to share by email and social media for Giving Tuesday - Dec 3rd
 - Those stories will be incorporated in Pitch book as well
- Fundraising plan for multi-use facility for the school
 - Will engage as the plans come together - may require hiring a resource to lead the capital campaign

VII. Closing Items

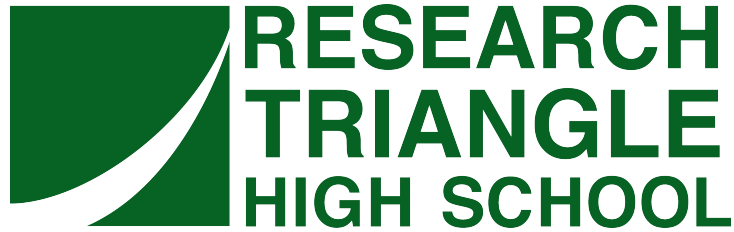
A. Adjourn Meeting

Coversheet

Approve Minutes from last Board Meeting

Section: I. Opening Items
Item: C. Approve Minutes from last Board Meeting
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Monthly Board Meeting on October 9, 2019

APPROVED



Research Triangle High School

Minutes

Monthly Board Meeting

Date and Time

Wednesday October 9, 2019 at 8:00 AM

Location

Frontier Blue Ridge Room

This Meeting will be held in person at The Frontier, 800 Park Offices Dr, Research Triangle, NC. If you are unable to attend in person, please join the meeting via ZOOM.

Zoom Meeting <https://mcnc.zoom.us/j/113552962>

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Dial by your location

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+1 669 900 6833 US (San Jose)

Meeting ID: 113 552 962

Find your local number: <https://zoom.us/u/acETO8qqn1>

Directors Present

A. Quigley, C. Mugge, C. Rao, E. Cunningham, G. Rodgers, M. Johnson, S. McMullan, S. Rivers-Kobler, V. Vojnovich

Directors Absent

R. Cohn, T. Medhin

Directors who arrived after the meeting opened

A. Quigley

Guests Present

E. Grunden

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

G. Rodgers called a meeting of the board of directors of Research Triangle High School to order on Wednesday Oct 9, 2019 at 8:09 AM.

C. Approve Minutes from last Monthly Board Meeting

C. Rao made a motion to approve minutes from the Monthly Board Meeting on 09-18-19 Monthly Board Meeting on 09-18-19.

M. Johnson seconded the motion.

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

D. Vote to accept Consent Agenda above

C. Rao made a motion to approve consent agenda.

M. Johnson seconded the motion.

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

E. CSO Report

- Curb vaping behavior early this year
- Send note to parents; as a high school, there will be issues; reached breaking point due to open communication; students forthcoming with information
- one student potential long-term suspension; keep him off campus for rest of the year; will work with helping him complete studies (school given plenty of opportunities to redeem/correct his behavior)
- Board to help put together a Committee to officially go through the process; Schedule next week to the extent possible as required
- Board requested CSO to forward communication sent to parents to the Board (to be kept in the loop) or to copy the Board in real time
- spike in bad behavior; administrative team active in curbing; culture of no tolerance for such behavior

- one student with psychological behavior; hospitalized; potential consumption of some substance but no evidence; could be due to other reasons (10-day suspension)
- teacher leaving now means hire teacher in the middle of the year; interview scheduled to hire another person; fairly high level class (Honor Math 3);
- CSO to consider leadership/management needs of teacher staff; create professional opportunities for them in this regard;

II. Finance

A. Committee Update

- More in the next Board meeting
- A. Quigley arrived.

III. 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 8:40 AM.

Respectfully Submitted,

G. Rodgers

V. Vojnovich made a motion to adjourn the meeting.

S. Rivers-Kobler seconded the motion.

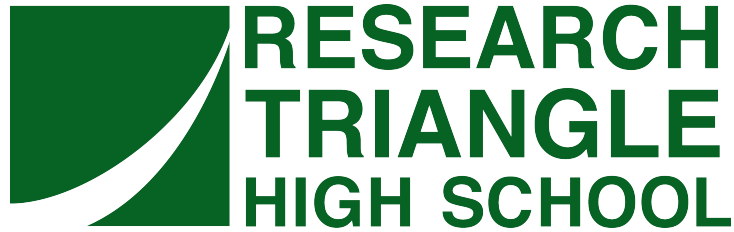
The board **VOTED** unanimously to approve the motion.

Coversheet

Approve Minutes from Annual Board Meeting

Section: I. Opening Items
Item: D. Approve Minutes from Annual Board Meeting
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Annual Board Retreat on October 9, 2019

APPROVED



Research Triangle High School

Minutes

Annual Board Retreat

Date and Time

Wednesday October 9, 2019 at 8:00 AM

Location

The Frontier RTP (Blue Ridge Room) - Building 800 Research Triangle Park, NC 27709

-
- What's worked, what hasn't – Please use Assessment Results from Board on Track as an input
 - Key challenges
 - Goals – 1 year and longer

In addition, we would like input from each committee on their view of the **1 or 2 recommended Board Priorities** for the year.

Directors Present

A. Quigley, C. Mugge, C. Rao, E. Cunningham, G. Rodgers, M. Johnson, S. Rivers-Kobler, V. Vojnovich

Directors Absent

R. Cohn, S. McMullan, T. Medhin

Guests Present

E. Grunden, M. Hall, N. Danehower

I. Opening Items

A.

Record Attendance and Guests

B. Call the Meeting to Order

G. Rodgers called a meeting of the board of directors of Research Triangle High School to order on Wednesday Oct 9, 2019 at 8:50 AM.

II. Monthly Board Meeting

A. Abbreviated Board Meeting

Board meeting was held, previous month draft minutes were approved and CSO report was discussed.

III. Overview and Icebreaker

A. Introduction and Ice Breaker Exercise

- Introduction by all; Guests: Maime Hall, Dean of Students and Nan Danehower, Curriculum and Instruction Director
- Ice breaker game
- Innovation to be the focus as has been in the past and to continue
- Make a clear distinction between Board role vs. Role of CSO

IV. CEO Update

A. CEO Update

Innovations this year:

- District C program: Students work as a Research team with a company; working on actual products; course designed accordingly; Freshman starting on this right through their senior level; team based sponsored project
- Internships with new companies (CISCO, Ubisoft)
- Advanced research(reading papers, communicating about their work, placing them in industrial sector) and physics course
- Building science beyond core requirements
- Develop quality of tools to assess PL
- Revaluating management work done in the past; thinking more strategically
- Creating responsible use of technology for critical thinking - more so in 9th Grade than 12th Grade; Students have knowledge about excel worksheets and comfortable working in it
- Have an effective college preparatory model

Challenges

- Physical Plant
- Adapting to change in administrative capacity
- Mission Compliance

- Evolution of Educational Program (adapt Summit program for RTHS's innovation mission; use PLP but adapt it to define RTHS's uniqueness; a process to change the platform after discussion with staff; need to know if it is worth it; maybe a 2-yr process)
- Faculty Working Conditions
- Faculty hiring

Strategic Initiatives

- Partnering with Kestrel Heights?
- Working on changing daily schedules (some constraints everyday)
- Backfilling 11th and 12th grade?
- Measures of achievement not so high or as much as it should be
- Diversity initiative for hiring faculty?

V. Committee Updates

A. Finance Update

- School has done very well with cash reserves

WORKING SESSION

1. Educate Board members on charter school finances
2. Educate & make Board comfortable with Audit process
3. Work with Eric to ensure we end the year with the required surplus amount
4. Establish the appropriate model to attract, develop and retain outstanding teachers
5. Ensure access to top tier students from diverse demographics through strategic outreach and recruitment
6. Establish a plan to provide transportation to attract and retain students who would otherwise not have access to the school
7. Develop outstanding internship opportunities at local tech centers
8. Develop a plan for Facility expansions
9. Evaluate Bond Buyback and other financial options to improve operational cash flow

B. Academic Excellence Update

WORKING SESSION:

1. Establish a Student subgroup growth and performance study (data, priorities)
2. Study and Understand Fluctuation in Math I scores
3. Look at MAP assessment data (or additional independent measures of growth)
4. Develop and Implement an Alumni survey program

C. Development Update

WORKING SESSION:

- 1 .Update Parents' Employer Roster
2. Establish Target Companies
3. Leverage parents and/or board members to establish connection with targeted organizations
4. Update RTHS Pitchbook (including students' stories)
5. Ask board member and/or parent to present at initial meeting with the Community Outreach team (Cornelius and Ashley)
6. Hold more volunteer events for families (Raptor Refresh)
7. Continue to work on community building events
8. Establish a Direct Mail Campaign
9. Establish a Giving Tuesday Campaign
10. Establish the Raptor Fund as the single fundraising vehicle
11. Parents and other stakeholders are confused where to give money/frustrated by all of the different asks from various internal groups
12. Streamline all giving into the Raptor Fund
13. Establish an internal RTHS grant program

D. Governance Update

WORKING SESSION:

1. Use the BOT Terms Function to identify three year recruitment needs
2. Continue non Board Members serving on committees to as possible Board Pipeline
3. Establish a Board Pipeline list: gathered from CSO and Board Members
4. Establish a standard set of information and questions to use with Board Recruits to help ensure a good fit and availability to serve on Board
5. Finalize the Board Member Orientation Framework
6. Partner with CEO to focus on CEO Awareness and involvement in Governance
7. Partner with CEO to ensure Board supports CEO's Strategic Plan
8. Formalize a Short-Term and Long-Term CEO Succession Plan

VI. Work Session

A. Develop Unified Set of Actions

- Investment Priority List
 - Operational
 - Capital (Need to act on it soon to make it effective)
- Alumni Focus
 - Success?
 - Development
- Parent Grade Teams for Financial Development and other needs
- Communications to the Board

- Continuity for Committee (Chairs & Officers)

B. Review Action Item List

Action item list/3 top Board priorities FOR 2019/2020 will be considered and **reviewed next week as PART II of the RETREAT**

Part II or FOLLOW ON: WEDNESDAY, OCTOBER 16, 2019 (5.30 pm to 7.00 pm)

Attendees present:

Gary Rodgers
Alex Quigley
Carmen Mugge
Eric Grunden
Sherida McMullan
Elizabeth Cunningham
Chaya Rao

Guest:

Amanda (Auditor)

Absent:

Mark Johnson
Tsegga Medhin
Sondra Rivers-Kobler
Victoria Vojnovich

1. Meeting called to order at 5.33 pm
2. 5.39: Review of draft letter and financial statement by - Amanda
Unmodified opinion: highest level a school can achieve in accordance with accounting principles of US
Revenue increase over 4.8%
Restricted: Cash held by bondholder (relates to debt agreement)
Strong and financially sound school: Net position \$957,231
Student enrolment increased in 2019; State and County revenue increased also
Footnotes: Reporting Entity - Name in Contemporary Science Center as stated in the Charter
Significant asset purchases this year - Student equipment
Future schedule - what school will be paying out through maturity
In testing, found no issues
Local government commission will review the draft financial statement after Board approves

6.08 pm: Carmen made motion to approve the draft Financial Statement; seconded by Sherida MacMullan. Unanimous decision by Board

6.16 pm: DISCUSSION ON BOARD PRIORITIES

1. FINANCE:

Multi-use Facility

- Talk to county first/talk to RTHS architect; already familiar with the system here and to some extent, the needs

- Do an evaluation

- Put the wish list down first

Transportation

- bucketing in this regard - also, an Activity bus (\$50k in the budget; priority for the school)

2. ACADEMIC EXCELLENCE:

Recruit/Retain quality teachers

Performance of all students

- student subgroup growth & performance (data, priorities)

- resources required to support

3. DEVELOPMENT:

Board members to join conference calls with corporate stakeholders

Using CRM approach to manage stakeholders (helps to connect with alumni etc)

Stories to be related in Pitchbooks - updating it

Fundraising plan for multi-use facility for the school

4. GOVERNANCE:

Board recruitment and pipeline

- Get 2 more

Board orientation

5. CSO STRATEGIC PLAN

Succession plan

Emergency relocation

- most work done online

- open communication channel

- easy to access

Improve community relationship

Full school evacuation drill this year

Chaya Rao made a motion to adjourn the meeting at 7.04 pm; Carmen Mugge seconded it. Unanimous decision

Adjourn

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

VII. 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 12:00 PM.

Respectfully Submitted,
G. Rodgers

Coversheet

Monthly Finance Report

Section: I. Opening Items
Item: E. Monthly Finance Report
Purpose: FYI
Submitted by:
Related Material: FY 2019-20 Budget Update 10.31.19 (1).xlsx

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. [Adobe Reader](#):

FY 2019-20 Budget Update 10.31.19 (1).xlsx

Coversheet

CSO REPORT

Section:	II. CEO ACTIONS
Item:	A. CSO REPORT
Purpose:	Discuss
Submitted by:	
Related Material:	CSO Report 112019.pdf 2020-2021 draft calendar.pdf

CSO Report

11/20/19

- I. State of School
 - a. Halloween Food Truck Rodeo
 - i. students dressed up and food was eaten. A grand tradition.
 - ii. We are planning a blood drive and are calling it Vampire Food Truck Rodeo
 - b. Cross-Program Audit
 - i. audited some federal funds (Title I, II). There were some findings but these will be remedied. We have great support from the auditing team.
 - ii. They have encouraged us to take Title I funding. Only about \$6K.
 - c. Bond reporting
 - i. All reports to date submitted successfully.
 - ii. We have not yet contracted with the management company. Submitting the forms is getting easier; we are assessing the need.
 - d. Facilities
 - i. HagerSmith architects (handled the Sigma Xi upfit project) have submitted a proposal for doing background research and developing plans and visualizations (see action items). Cost is \$15,000 and there may be further costs depending on other engineering needs.
 - ii. Upfit to galleries (field trip!)
 - e. Accounting policies
 - i. Approval process for purchases has changed. We will rewrite policies to reflect what we are doing.
 - ii. Approval still goes through at least 2 different people.
 - f. Math EOC audit results
 - i. WCPSS 35.6%, RTHS 38.9%.
 - ii. EOC is not a useful measurement of RTHS student progress.
 - iii. Audit was not revealing.
 - g. Math hiring update
 - i. Lack of qualified applicants (though one promising one last week; we are interviewing).
 - ii. Current teachers have absorbed classes and are being paid overload. Math department preferred to take on classes rather than hire an underqualified temp teacher. We will look toward a good permanent hire.
 - h. Discipline issues
 - i. Suspension hearing indefinitely postponed. Student may not, by law, return to school until the hearing is held.
 - i. Health inspection
 - i. Annual inspection required. We did not know this and had not had one until this year.
 - ii. Some items for correction (clean carpets, replace stained ceiling tiles, raise shelving), but a 94% score.
- II. Outreach

- a. Musical revue – 11/20-11/24. You should come see the show.
- b. Sports
 - i. Overall: 88 students participated in a fall sport (10 volleyball, 11 girls' tennis, 3 girls' golf, 27 boys' XC, 16 girls' XC, 21 boys' soccer).
 - ii. **VOLLEYBALL**
 - 1. 13-7 overall record
 - 2. finished 2nd in CTHC after finishing 7th a year ago.
 - 3. Second playoff berth in school history, first since 2015.
 - 4. Coach Jessie Howington is CTHC coach of the year.
 - iii. **GIRLS' GOLF**
 - 1. Finished 3rd in conference
 - 2. qualified an individual (Jiya Patel) to the regional tournament for second straight year
 - 3. qualified for states for the first time.
 - iv. **GIRLS' TENNIS**
 - 1. 10-8 overall record
 - 2. tied for 2nd in CTHC after finishing last in 2018.
 - 3. Made the 1A state semifinals in their first-ever playoff appearance in school history.
 - 4. Sabrina Grewal (CTHC Player of the Year) earned all-state honors again, was state runner-up in the individual singles' tournament.
 - 5. Katie Leonard/Grace Ulanich qualified for the individual regional tournament in doubles.
 - v. **BOYS' XC**
 - 1. Finished 4th in CTHC regular season.
 - 2. Two runners earned all-conference (Josh Lewis, Sebastian Rodriguez).
 - vi. **GIRLS' XC**
 - 1. Won CTHC for the 3rd straight year
 - 2. McCarty Hudson is Conference Runner of the Year, and 4 others also earned all-conference (Caroline Foley, Tori Swepson, Lillian Scott, Rachel Bowers).
 - 3. CTHC Champions and 1-A State champions
 - vii. **BOYS' SOCCER**
 - 1. Current record is 15-8, 10-3 in CTHC.
 - 2. 2nd in the CTHC and will host a 1st round playoff game for the 4th straight year next week.
 - 3. Received first red card in school history (notable because of history of good sportsmanship. As you would expect, we disagree with the call)
 - viii. Wells Fargo Cup
 - 1. "The award recognizes the high schools that achieve the best overall interscholastic athletic performance within each of the state's four competitive classifications."
 - 2. We currently lead in 1A and stand a very good chance of winning.

- c. Student presentation at ACS-SEED conference (provides research placements for economically disadvantaged students)
 - d. College application update (SO update – see below)
- III. Action Items
- a. Approve draft calendar for 2020-2021
 - b. Proposal for gym construction research – approve and we will find funding

College Update

- **89.3%** of the Class of 2020 has submitted at least one college application
- **26-** the number of acceptances already received
- Students have already been accepted to the following institutions:
 - The University of Alabama- Huntsville
 - Campbell University
 - Dallas Baptist University
 - East Carolina University
 - Embry-Riddle Aeronautical University, Daytona Beach
 - Hollins University
 - The King's College
 - Lenoir-Rhyne University
 - University of North Carolina at Charlotte
 - University of North Carolina at Greensboro
 - The University of Iowa
 - Stetson University
 - University of Lynchburg
 - Western Carolina University
 - Wingate University
- Students are set to submit **859** applications to **202** different colleges by the end of the 2019-2020 application cycle
- **371** applications were submitted by Early Action deadlines
- **14** applications will be submitted under binding Early Decision deadlines
- **6-** average number of applications per student
- **152-** the number of out-of-state applications that are set to be submitted by the end of the 2019-2020 application cycle

Department News:

- The College Advising department hosted two College Nights this fall featuring panelists from college admissions offices around the state, including NC State and UNC Chapel Hill.
 - Senior College Night was held in September
 - Junior College Night was held in October
 - Both events were very well attended by both students and parents
- Later this spring, the College Advising department is planning to host two **new** events for students/families
 - Freshman and Sophomore Parent Night for parents of underclassmen
 - Case Studies event for juniors and parents of juniors
- We rolled out our new college planning software, SCOIR, to the junior class
 - 34% of the Class of 2021 is already actively using SCOIR to research and engage with colleges

2020-2021

Important Dates

- August 12:** School Begins!
- September 8:** Digital Learning Day
- October 14:** PSAT (required for 11th grade; 9-10 optional) **Only PSAT takers attend school!**
- October 15:** iPLT
- October 16:** Digital Learning Day
- October 26:** Pre-ACT (required for 10th grade; other students Digital Learning Day)
- November 3:** Election Day Holiday
- November 23:** iPLT
- November 24:** Digital Learning Day
- December 17:** iPLT
- December 18:** Digital Learning Day
- December 21-January 1:** Winter Holiday
- January 4:** Digital Learning Day
- February 5:** iPLT
- February 16:** Digital Learning Day
- February 17:** ACT (only 11th grade students attend)
- March 11:** iPLT
- March 12:** Digital Learning Day
- March 29-April 5:** Spring Break
- April 6:** Digital Learning Day
- April 30:** iPLT
- May 3—14:** AP Testing (affects some 10th-12th graders; regular class schedule during this time)
- May 13:** Holiday (Eid al Fitr)
- May 25-June 3:** State testing/final exam window
- May 31:** Memorial Day Holiday
- June 4:** Exam make up day
- June 5:** Graduation

JULY 2020

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AUGUST 2020

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SEPTEMBER 2020

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NOVEMBER 2020

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DECEMBER 2020

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JANUARY 2021

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MARCH 2021

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APRIL 2021

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MAY 2021

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JUNE 2021

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- Official Holiday
- iPLT Digital Learning Day: some students are invited to campus for extra help. All other students work from home. No classes meet.
- Digital Learning Day: no classes. Students work from home.
- School-wide testing: only certain students attend. DLD for others.
- 12 First/last day of school

Coversheet

Minutes from Committee Meeting

Section: V. Academic Excellence
Item: A. Minutes from Committee Meeting
Purpose: FYI
Submitted by:
Related Material: AcEx Committee Meeting, 11-2019.pptx

RESEARCH TRIANGLE HIGH SCHOOL ACADEMIC EXCELLENCE COMMITTEE

November 2019

AGENDA

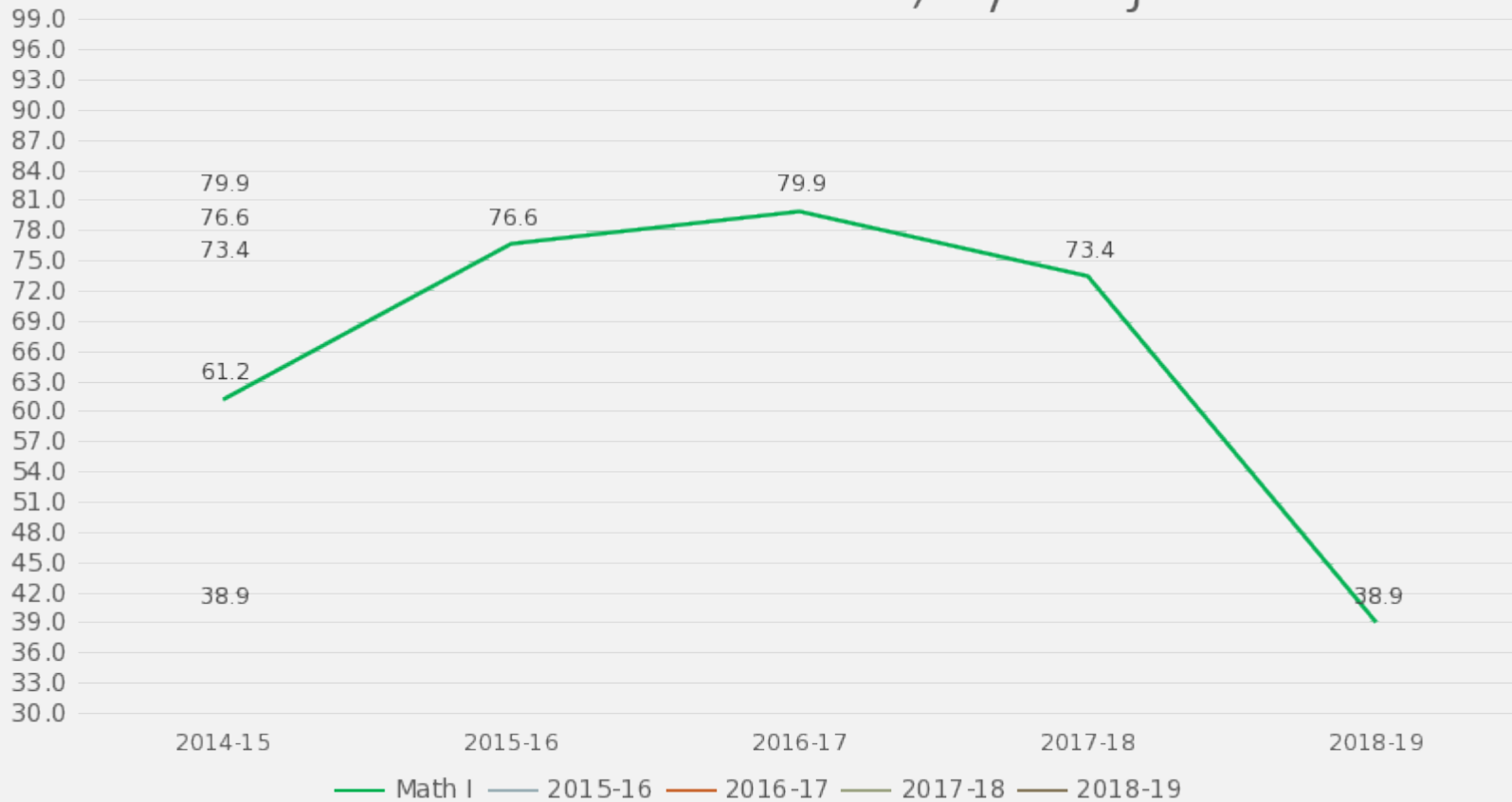
1. Welcome
2. Review of available and newly released data
 - Readiness
 - Math I and III
 - Math consultant's report

READINESS

% OF THE STUDENTS ENTERING 9TH GRADE WHO ARE PROFICIENT.

School	2018-19
RTHS	63.9
Panther Creek	71
Green Hope	80.3
Chapel Hill High	66.6
Roxboro Comm School	72.9
Lake Norman Charter	80.6
North Carolina (all)	40.9

2014-19 EOC Performance, by subject area



	2014-15	2015-16	2016-17	2017-18	2018-19
Math I	61.2	76.6	79.9	73.4	38.9

MATH EOC PERFORMANCE: PERCENT LEVEL 3 AND ABOVE

Schools	Math I	Math 3
RTHS	38.9	76.1
Panther Creek	66.2	77.7
Green Hope	48.2	77.3
Chapel Hill High	65	77.2
Roxboro Comm School	50.7	
Lake Norman Charter	63.2	77.7
North Carolina (all)	41.2	46.8

MATH EOC PERFORMANCE: PERCENT LEVEL 3 AND ABOVE

Students	Math I	Math 3
All Students	38.9	45.5
Female	44.1	44.3
Male	34.2	47.1
Asian		58.3
Black	20.7	33.3
Hispanic	38.5	45.5
Two or More Races		
White	68.2	46.8
Economically Disadvantaged		
Students With Disabilities	20	

MATH PERFORMANCE:
CONSULTANT'S REPORT
NEXT STEPS

NEXT MEETING

Committee: December 10th, 1:00 PM