

Research Triangle High School

Monthly Board Meeting

Date and Time

Wednesday January 15, 2020 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 downloading the Zoom app to your phone, and then this link always works when you are mobile)

<https://zoom.us/j/961729981>

One tap mobile:

+16465588656,,961729981# US (New York)

+16699009128,,961729981# US (San Jose)

Dial by your location

+1 646 558 8656 US (New York)

+1 669 900 9128 US (San Jose)

Meeting ID: 961 729 981

Find your local number: <https://zoom.us/u/aNTeilvg5>

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 November 20, 2019
- D. Monthly Finance Report
- E. Vote to accept Consent Agenda above

II. CEO ACTIONS

- A. CSO REPORT

III. Finance

- A. Committee Minutes - READ
- B. Review Progress on FY19-20 Budget
- C. Progress on 2019-20 Finance Committee Goals

IV. Governance

- A. Minutes from Committee Meeting
- B. Progress on 2019-20 Governance Committee Goals
Discuss the actions being worked and due dates.
- C. Presentation of Proposed Articulation Agreement with Healthy Start Academy

V. Academic Excellence

- A. Minutes from Committee Meeting
- B. Progress on 2019-20 Academic Excellence Committee Goals
Talk about progress and actions on annual committee goals.

VI. Development

- A. Minutes from Committee Meeting

B. Progress on 2019-20 Development Committee Goals

Discuss progress and actions that have taken place to achieve annual goals.

VII. Closing Items

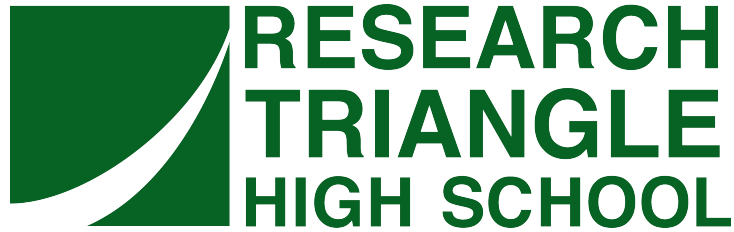
A. Adjourn Meeting

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 November 20, 2019

APPROVED



Research Triangle High School

Minutes

Monthly Board Meeting

Date and Time

Wednesday November 20, 2019 at 5:30 PM

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

+16468769923,,9194264274# US (New York)

+16699006833,,9194264274# US (San Jose)

Dial by your location

+1 646 876 9923 US (New York)

+1 669 900 6833 US (San Jose)

Meeting ID: 919 426 4274

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

Directors Present

A. Quigley, C. Mugge, C. Rao, E. Cunningham, G. Rodgers, M. Johnson, S. McMullan

Directors Absent

R. Cohn, S. Rivers-Kobler, T. Medhin, V. Vojnovich

Guests Present

E. Grunden, Jeff Guilford

I. Opening Items

A. Record Attendance and Guests

- Jeff Guilford will be attending the Board meeting henceforth as representative of School Staff

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 Nov 20, 2019 at 5:38 PM.

C. Approve Minutes from last Board Meeting

G. Rodgers made a motion to approve minutes from the Monthly Board Meeting on 10-09-19 Monthly Board Meeting on 10-09-19.

C. Rao seconded the motion.

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

D. Approve Minutes from Annual Board Meeting

G. Rodgers made a motion to approve minutes from the Annual Board Retreat on 10-09-19 Annual Board Retreat on 10-09-19.

C. Rao seconded the motion.

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

E. Monthly Finance Report

- School budget in good shape (whether increase in raise or not by state legislature)

- Gym project: Talking to city to determine what is allowed, approval of drawings, etc.

Architect is known; Proposal in hand from the Architect - cost \$15,000. Will get us to renderings/plans. Then go forward with Capital Campaign. Will not proceed till we have certain amount of funding.

- Get buy-in from other stakeholders at the onset and during the process. Will help when doing Capital Campaign.

Alex Quigley moved to approve hiring Architect HagerSmith. Carmen Mugge seconded the motion. All approved unanimously.

F. Vote to accept Consent Agenda above

A. Quigley made a motion to approve Consent Agenda.

C. Mugge seconded the motion.

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

II. CEO ACTIONS

A. CSO REPORT

- Cross Program Audit: Some documentation was missing but has been remedied. Was done in a hurry in Spring. Hence, that happened.

- Consultant to look at school performance; Done that because of dramatic downturn in performance; Happened more due to revised EOC standard; Seeing this drop in other schools/counties. Not an anomaly with RTHS only; Collecting data to support we are doing what we should be doing

- Received an application for Math teacher last week. Reviewing it. 3 teachers handling the work till a teacher is hired; CSO is also helping in this regard

Carmen Mugge made a motion to approve the School Calendar; Chaya Rao seconded the motion. It was unanimously approved by the Board

B. Discuss Changes in Salary Plan

- Teacher taking additional courses/extra work on their own volition received salary increase; fixing a couple of such situations; does not affect the bottom line

- Has worked well

III. Academic Excellence

A. Minutes from Committee Meeting

B. Review and Discussion of the Consultant Report

Summarized the Consultant Report as follows:

- Provide a summer Boot Camp as stated in the RTHS Charter prior to fall enrollment.

Goal is to

review basic math concepts for students and increase students' math vocabulary

- Extensive programming be provided during Seminar or after school. To increase student self-efficacy in mathematics; support students in mastering grade level math standards; reteach critical concepts and skills based on the students' previous year's EOG/EOC scores etc

- Math I students need additional support in understanding and using math vocabulary.

- Use research-based strategies to reach those students who are under performing; utilize culturally responsive teaching

Some observations and a review of documents evidence successful, balanced research-based curriculum in RTHS math program; recommend that the school continue with these practices

IV. Development

A. Minutes from Committee Meeting

- Focusing on Internships; Corporations approaching RTHS
- Using CRM to manage stakeholders; using a tool called Boomerang; Raleigh Charter uses this software; Ashley has already started using it;
- Compelling student stories to support Giving Tuesday; integrate it into pitchbook
- Fundraising for Multi-use facility: Need to hire someone for Capital Campaign to be determined

V. 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 6:38 PM.

Respectfully Submitted,

G. Rodgers

C. Rao made a motion to adjourn the meeting.

C. Mugge seconded the motion.

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

Coversheet

Monthly Finance Report

Section: I. Opening Items
Item: D. Monthly Finance Report
Purpose: FYI
Submitted by:
Related Material: 010820 minutes.docx
FY 2019-20 Budget Update 12.31.19 with Working Budget 01.08.20.xlsx

Finance Committee Meeting Minutes

1/8/2020

Attendance: Eric Grunden, Nicole Lightner, Carmen Mugge, Gary Rodgers

Absent: Alex Quigley

- I. Review of budget statement
 - a. Income
 - i. Firm allotment based on ADM of 557
 - ii. Includes 13 State EC transfers
 - iii. Does not yet include Federal EC transfers, which will increase income
 - iv. Some federal funds not yet received because applications have not been completed by school admin (PRC 050, PRC 103, etc)
 - b. Expenses
 - i. Salary changes updated; still under June budget projection
 - ii. Some zeroed:
 1. Strategic initiatives – included by Pamela; current admin not undertaking any
 2. Transportation – no plans to purchase bus this year but still researching. Committee has asked school admin to propose a comprehensive strategic transportation plan for February BOD meeting
 - iii. Some small increases made in technology, capital projects (due to additional unforeseen capital expenses)
 - c. Working Budget
 - i. Nicole and Eric agreed to Alex's earlier suggestion about running a firm working budget rather than monthly adjustments as had been practiced in previous years.
 - ii. This may mean delaying some expenditures until the end of the year when we consider remaining surplus, rather than making them a little at a time. School is OK with this change.
 - iii. BOD will still have to approve a final budget at year end.
- II. Update on Gym project
 - a. EG met with architects and City of Durham to examine project feasibility. City has no objections to any preliminary aspects of the project at this point but will do detailed review.
 - b. It may still be possible to add a small field space adjacent to the gym. Earlier it was thought we could do one or the other.

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 12.31.19 with Working Budget 01.08.20.xlsx

Coversheet

CSO REPORT

Section:	II. CEO ACTIONS
Item:	A. CSO REPORT
Purpose:	Discuss
Submitted by:	
Related Material:	CSO Report 011520.pdf

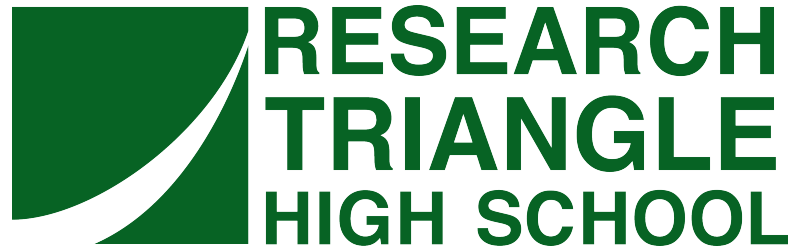
- I. State of the School
 - a. New Math 3 teacher in service
 - b. Biology temp teacher in place (covering for teacher on maternity leave)
 - c. Departments are generating course needs as the first step of the scheduling process for 2020-2021
 - d. Seeking a provider to train staff in recognizing signs of sex trafficking as required by SB 199.
 - e. Facilities issues
 - i. Restriping parking lot, including vanity crosswalks
 - ii. Repair needs – new HVAC for server room, replace basement water heater.
 - f. Contacting other schools re: math1 as suggested by consultant. Trying to build a network of middle school teachers and our teachers to facilitate math 1 transition and share practices.
 - g. College advising--sending first semester transcripts for all students.
- II. Bond management
 - a. The firm seeking our business in managing our bond disclosure contacted me to tell me about problems with our profile that could affect our position with investors
 - i. Missing information about school performance and enrollment
 - ii. Information from another school that was mistakenly posted to our account and misrepresents our financial performance
 - iii. I have never been notified by our liaison at US Bank about these issues; we have been compliant with filing disclosures and have not been told anything else about these problems.
 - b. As a result, I have officially engaged this group to manage our bond disclosures. The board and the finance committee had previously authorized this.
- III. Employment changes – please approve
 - a. Resignation – Kim Jackson, one of our seminar aides. She is continuing to sub in limited capacity but has chosen to step away from full time work.
 - b. Hire – Alina Mihai, Math 3. Ms. Mihai has degrees in math and statistics, 24 years of experience including several in NC public schools. She knows math and NC standards. She is assuming 4 of the 5 classes left by a previous resignation. The remaining class is being absorbed by another teacher.
 - c. Hire—Karen Cho, a recent UNC graduate in science education. She is taking over teaching duties for Sarah Lasseter who will be out on maternity leave until May. This is a temporary hire that will sunset when Sarah returns.

Coversheet

Minutes from Committee Meeting

Section: IV. Governance
Item: A. Minutes from Committee Meeting
Purpose: Discuss
Submitted by:
Related Material: 2020 01 13 Monthly Governance Meeting Minutes.pdf

DRAFT



Research Triangle High School

Minutes

Monthly Governance Meeting

Date and Time

Monday January 13, 2020 at 11:00 AM

Location

Dial in

Callin

(712) 451-0709 access code 214-330

Committee Members Present

C. Muge (remote), C. Rao (remote), G. Rodgers (remote), V. Vojnovich

Committee Members Absent

M. Johnson

I. Opening Items**A. Record Attendance and Guests****B. Call the Meeting to Order**

V. Vojnovich called a meeting of the Governance committee of Research Triangle High School to order on Monday Jan 13, 2020 @ 11:05 AM at Dial in.

II. Follow Up**A. Action Items from Retreat**

Victoria reviewed the goals stated in the board retreat that were then transposed to Board Goals on BOT.

Carmen started with the "Reorganize and Improve on the BOT database of documents" which is actually 50% complete. It has been redesigned (structured) but must be implemented. Carmen and Chaya will meet and propose a solution to get us to 100% complete.

"Finalized Board Member Orientation Framework"

1. Have each committee outline the "must know" items for orientation. Make request of all committees in 1/15/2020 board meeting, with one month turnaround.
2. Set expectations for board members. (Gary and Victoria will own.) A board expectation document exists on BOT in documents to be a starting point. To present to board in February meeting.

"Improve on Board Recruitment Process"

1. Ask board members in January board meeting to start thinking of names of new board members. Will use board expectations document in February to move forward with formal ask. Also ask members to consider 1-2 committee members who are not on the board.
2. Use February Governance meeting to identify skills needed for new board members.
3. Create information and "interview questions" to ensure new board recruit fit with board needs.

Partner with CEO

1. Invite Eric as active member of Governance Committee. He could delegate some of the meetings to his staff, but should be a key member of this committee.

III. Other Business

A. Action Items for Next Meeting

1. Pamela was a catalyst for the board. She helped "nudge" board members, sometimes scheduled the committee meetings, recruited members. She enabled the sustainability of the board. For the long term sustainability of the board, we may need a staff person to pick up this role. This could be a discussion at the next committee meeting when Eric attends, and can be a staff or faculty of non-board committee member.
2. Committee meetings going forward are 2nd Friday of the month at Noon. Victoria will provide her personal bridge address to include in the meeting announcement.

IV. 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 11:45 AM.

Respectfully Submitted,
V. Vojnovich

Coversheet

Presentation of Proposed Articulation Agreement with Healthy Start Academy

Section: IV. Governance
Item: C. Presentation of Proposed Articulation Agreement with Healthy Start Academy
Purpose: Vote
Submitted by:
Related Material: Articulation Agreement Healthy Start Academy 111119.pdf

ARTICULATION AGREEMENT BETWEEN RESEARCH TRIANGLE HIGH SCHOOL AND HEALTHY START ACADEMY

I. INTRODUCTION

In 2016, the North Carolina General Assembly passed House Bill 242 modifying certain provisions in the charter school law to allow a charter school to give enrollment priority to students enrolled in another charter school that does not offer the next grade level. Accordingly, North Carolina General Statute Section 115C-218.45(f)(6) now provides:

The charter school may give enrollment priority to any of the following:

(6) A student who was enrolled in another charter school in the State in the previous school year that does not offer the student's next grade level and both of the charter schools have an enrollment articulation agreement to accept students or are governed by the same board of directors.

This Articulation Agreement between the signatory schools, Research Triangle High School ("RTHS") and Healthy Start Academy ("HSA"), is intended to utilize this provision in this charter law to allow RTHS to give enrollment priority to students at HSA as set forth herein. This Articulation Agreement sets forth the eligibility requirements for HSA students to receive priority lottery position at RTHS. It also sets forth the process RTHS and HSA will utilize under this Articulation Agreement.

II. PURPOSE/INTENT

Healthy Start Academy is a K-8 public charter school and does not offer high school. The HSA student population is almost exclusively minority with the vast majority of students from disadvantaged socio-economic backgrounds. The mission of HSA is to provide its students with the academic and character skills they need to succeed in high school, college, and the world beyond. HSA endeavors to provide its students with a variety of choices for high school in accordance with each student's interests and academic strengths.

RTHS is a high school offering grades 9-12. The mission of Research Triangle High School is to increase access to globally competitive Science, Technology, Engineering, and Math (STEM) education for students and teachers across North Carolina, by incubating, proving and scaling innovative models of teaching and learning. As part of its mission, RTHS is committed to increasing access to STEM education for minority and socio-economically disadvantaged students.

The Articulation Agreement between the signatory schools, RTHS and HSA, is intended to further the mission of each school and provide an opportunity for HSA students who wish to continue their education at a public charter school as contemplated by North Carolina General Statute 115C-218.45(f)(6).

III. ELIGIBILITY

To be eligible to receive priority enrollment at RTHS, an HSA student must meet the following requirements:

1. Be enrolled in HSA as an 8th grader at the time the student submits a lottery application.
2. Be academically prepared to be able to complete Algebra I by the end of 9th grade.

IV. PROCESS

If a HSA student meets the eligibility requirements set forth in this Articulation Agreement, that student will be given priority enrollment at RTHS for the academic year for which the student is applying pursuant to RTHS's priority enrollment policies, which are attached hereto as Appendix A. However, nothing in this Articulation Agreement guarantees that an HSA student will be offered admission to RTHS. Representatives at each signatory school will meet either in person or via telephone to discuss any student interested in the priority enrollment set forth under this Articulation Agreement as necessary.

V. BOARD APPROVAL/TERMINATION

In accordance with North Carolina law, this Articulation Agreement must be voted on and adopted by each signatory school's Board of Directors as set forth in their bylaws. Once adopted, the signatory schools will sign this Articulation Agreement. Each signatory school reserves the right to terminate this Articulation Agreement at any time by providing written notice to the other school.

Healthy Start Academy

Date

Research Triangle High School

Date

APPENDIX A

RTHS Board Admissions/Lottery Policies as approved effective February 2017:

1. Lottery

a. If it is discovered after the student's name has been drawn in the lottery that information was withheld from the school during the application process, and this information would have made the student ineligible for admission to RTHS, the school may rescind the offer of admission and remove the student from the school's enrollment.

b. In keeping with the school's mission of increasing access to globally competitive STEM education, as stated in the charter application, 40% of the incoming ninth grade class is reserved for students entering Math 1.

2. Lottery Preferences (all refer to G.S. 115C-238.29F(g)(5a)):

Preferences will be given to students meeting the following conditions, according to RTHS Board policy and NC General Statute:

a. Siblings of currently enrolled students who were admitted to the charter school in a previous year. For the purposes of this subsection, the term "siblings" includes any of the following who reside in the same household: half siblings, stepsiblings, and children residing in a family foster home.

b. Siblings of students who have completed the highest grade level offered by that school and who were enrolled in at least four grade levels offered by the charter school or, if less than four grades are offered, in the maximum number of grades offered by the charter school.

c. Limited to no more than fifteen percent (15%) of the school's total enrollment, unless granted a waiver by the State Board of Education, the following:

i. Children of the school's full-time employees. In the event that an employee is hired after the lottery for that year has been drawn, the student may still be enrolled. Children of employees may be eligible for enrollment if they are rising eleventh or rising twelfth graders.

ii. Children of the charter school's Board of Directors.

d. A student who was enrolled in the charter school within the two previous school years but left the school (i) to participate in an academic study abroad program or a competitive admission residential program or (ii) because of the vocational opportunities of the student's parent.

e. RTHS will allow students who attend Global Scholars Academy or Maureen Joy Charter School to be granted enrollment priority under NC G.S. 115C-218.45(f)(b).

f. RTHS will grant admissions preference for children of all employees. In the event that an employee is hired after the lottery for that year has been drawn, the student may still be enrolled. Children of employees may be eligible for enrollment if they are rising eleventh or rising twelfth graders.

Coversheet

Progress on 2019-20 Academic Excellence Committee Goals

Section: V. Academic Excellence
Item: B. Progress on 2019-20 Academic Excellence Committee Goals
Purpose: Discuss
Submitted by:
Related Material: AcEx_Committee for RTHS Board, 1-2020.pptx

RESEARCH TRIANGLE HIGH SCHOOL ACADEMIC EXCELLENCE COMMITTEE

January 2020

GOALS

1. Consider plan to recruit/retain quality teachers
2. Enhance sharing of data and committee activities with full board
3. Study and understand fluctuation in Math I scores
4. Review/discuss student subgroup growth and performance data
5. Review/discuss MAP assessment data and additional independent measures of growth
6. Develop and Implement an Alumni survey program (February)

AGENDA

Discussion of available and requested data

Readiness: Students with no testing history, incoming student data

Performance comparison with RTHS feeder schools

RTHS responses/interventions

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

READINESS

% OF THE STUDENTS WITH NO TEST-TAKING HISTORY

Math I		
Year	No Test-Taking History	Average score
2018-19	9.2% (7/76)	3.1
2019-20	14% (7/50)	<i>(not taken yet)</i>

Biology		
Year	No Test-Taking History	Average score
2018-19	10.4% (33/162)	4.05 (3.5 with history)
2019-20	18.3% (33/180)	

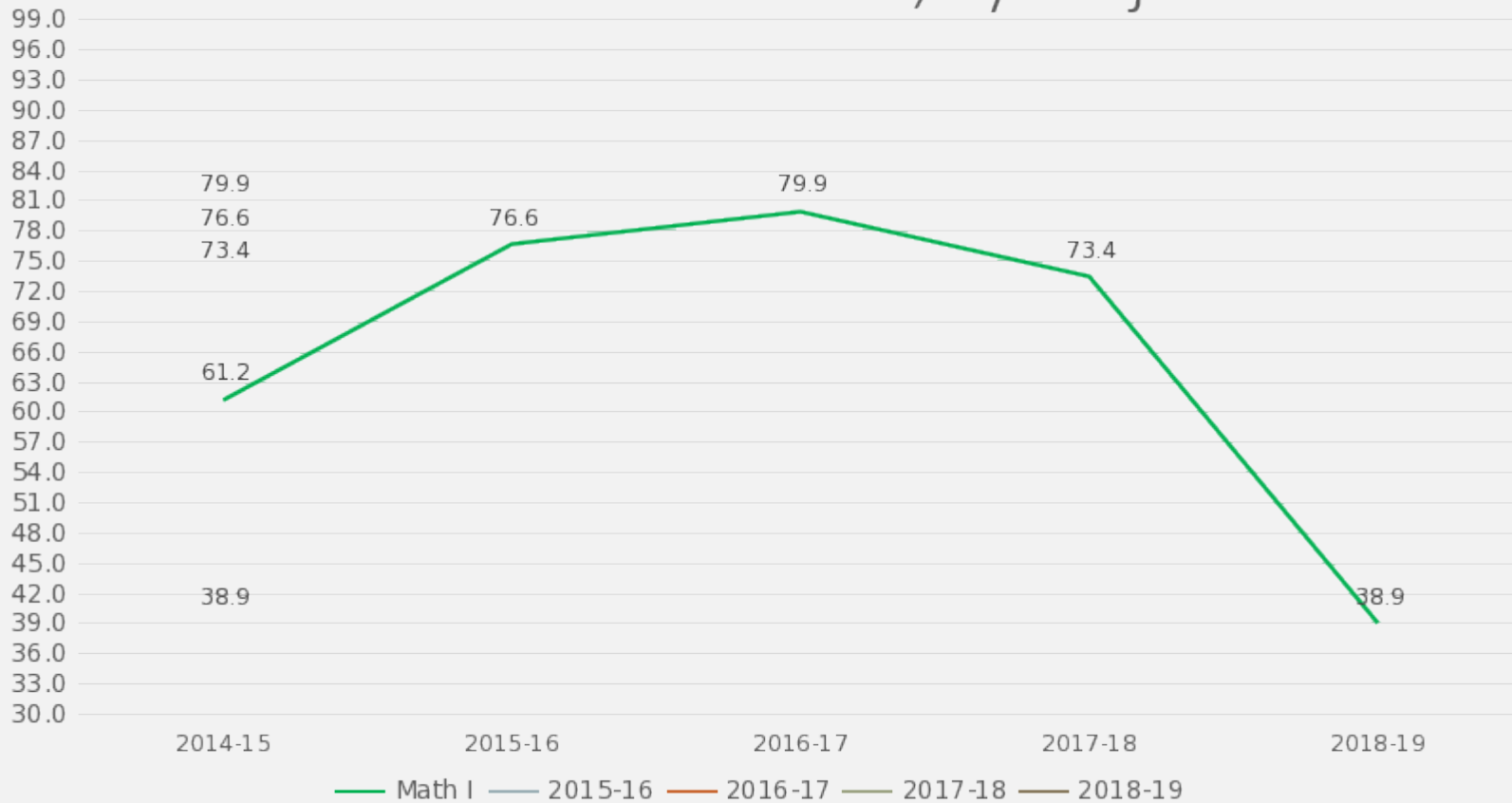
MATH I RESULTS BY INCOMING MIDDLE SCHOOL: 2020-21

School	Average Predicted	Average Actual	% difference
Sterling (13)	3.8	4.5	18
RTCA (14)	2.2	1.9	-13.6
Maureen Joy (9)	3.8	2.3	-39.5
Central Park (4)	2	1.7	-15
Kestrel (8)	3.125	2.25	-28

BIOLOGY RESULTS BY INCOMING MIDDLE SCHOOL: 2020-21

School	Average Predicted	Average Actual	% difference
Sterling (13)	4.28	4.1	-4
RTCA (14)	2.63	2.38	-10
Maureen Joy (9)	3.96	3.25	-18
Central Park (4)	3.75	3.25	-13
Kestrel (8)	3.75	3.67	-2

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	75.9
Panther Creek	66.2	77.7
Green Hope	48.2	78.7
Chapel Hill High	65	77.2
Roxboro Comm School	50.7	74.2
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 I EOC PERFORMANCE: PERCENT LEVEL 3 AND ABOVE

		Research Triangle High	Panther Creek High	Green Hope High	Chapel Hill High	Roxboro Comm	Lake Norman
All Students	Math I	38.9	66.2	48.2	65.0	50.7	63.2
Female	Math I	44.1	64.0	45.1	76.3	56.1	66.1
Male	Math I	34.2	68.3	52.8	52.0	44.1	59.0
Asian	Math I		85.7	64.5	52.9		38.5
Black	Math I	20.7	42.9	26.8	35.7		
Hispanic	Math I	38.5	56.5	40.7	48.9		
Two or More Races	Math I		58.3				
White	Math I	68.2	71.4	53.6	85.7	48.1	66.7
Economically Disadvantaged	Math I		46.2	32.1	41.0		
English Learner	Math I		63.6	42.9	22.2		
Students With Disabilities	Math I	20.0	55.1	22.2	21.6		
Academically/ Intellectually Gifted				>95	>95	81.8	
Not Economically Disadvantaged	Math I	42.9	70.3	52.1	78.2	49.3	63.8
Not a Student with Disabilities	Math I	43.9	69.2	55.8	73.8	53.6	64.8

STUDENT PERFORMANCE: RESPONSES AND INTERVENTIONS

Interventions for students with low incoming test scores:

Directed practice in pull out situations (2019-20)

Summer prep camp (2020-21)

Tutorial support

- Use NHS/Math Honor Society students to give M1 students in need extra test practice
- Find budget space to hire a teacher/aide to provide tutorial support during the day

NEXT MEETING

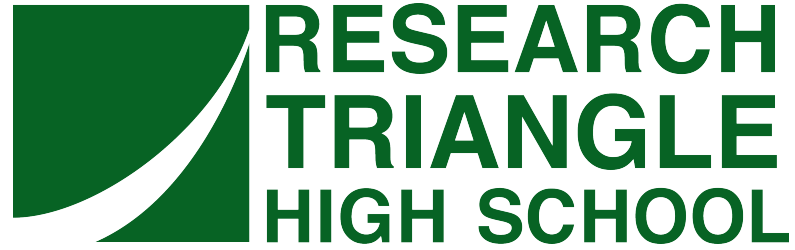
Committee: February 11th, 1:00 PM

Coversheet

Minutes from Committee Meeting

Section: VI. Development
Item: A. Minutes from Committee Meeting
Purpose: FYI
Submitted by:
Related Material: 2020_01_13_monthly_development_committee_meeting_minutes.pdf

DRAFT



Research Triangle High School

Minutes

Monthly Development Committee Meeting

Date and Time

Monday January 13, 2020 at 3:00 PM

Location

Call in or Ashley's Office

The Development Committee meets monthly - one week prior to the Board Meeting. If possible, please attend the meeting the meeting in person in Ashley's office. Alternately, you can call in at:

Dial-in number (US): (712) 451-0709

Access code: 214330#

International dial-in numbers: <https://fccdl.in//cemugge>

Online meeting ID: cemugge

Join the online meeting: <https://join.freeconferencecall.com/cemugge>

For 24/7 Customer Care, call (844) 844-1322

Committee Members Present

A. Fenoglio (remote), C. Mugge (remote), S. Rivers-Kobler (remote), T. Medhin (remote)

Committee Members Absent

M. Johnson

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

II. Development

A. Review Retreat Actions

- Corporate Relationships
 - Focus has been on establishing relationships with companies for non-paying internships for students for course credit
 - Preliminary requirements are being established to allow for students to enroll in the Fall
 - Originally 2 companies were interested, but only eni is engaged at this time. Looking for a possible partnership with Cisco
 - eni : <https://www.rtp.org/company/eni/>
 - UBISOFT: <https://www.ubisoft.com/en-US/studio/red-storm.aspx>
 - Additional opportunities for paid and unpaid internships, not for credit hours should be a focus. These 2 companies focus on internships in opportunities in the Triangle:
 - https://www.internships.com/posting/bug_38695812094
 - https://www.internships.com/posting/sam_3438517048
 - Additional focus and possibly additional resources should be applied to this area as it is a key part of our Charter and a differentiator to RTHS.
 - For the few candidates for the internships for course credit, Board Members may/ will be asked to advise them on resumes and interviewing skills. As additional students apply to internships some partnership with organizations in RTP will be established to provide assistance to students.
- Donor Relationship Management
 - The CRM tool Bloomerang is being used for tracking giving from last school year and this school year.
 - Bloomerang is not yet being used to track all past and present stakeholders such as parents, alumni, companies, etc - only those that have **given** in last couple of years.
 - We must expand to use Bloomerang to track key info for all potential donors. We should spend the additional money for the subscription to the tool to allow us to go beyond 1000 stakeholders.
 - Requested that a priority be giving to begin to populated all parents and their info into Bloomerang
 - Current giving is \$25.4K against the target of \$50K. Ashley will work to provide the latest data on giving for the year to date by stakeholder category (staff, parents, board, corporations).
- Pitch Book
 - Pitchbook being updated by Ashley with new information from counselors as well as other facts. Preliminary draft by Feb. Dev. Meeting. Development Committee will review and comment.

B. Development Update

This was discussed as part of the section above.

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 4:05 PM.

Respectfully Submitted,
S. Rivers-Kobler