

Research Triangle High School

Monthly Board Meeting

Date and Time

Wednesday March 18, 2020 at 5:30 PM EDT

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 February 19, 2020

D. Emergency Board Vote on Temporary Facility Closure

On March 13, the board reviewed the plan for closure of the facility and change in schedule to have students participate in Distance Learning due to a response to the continuing COVID-19 outbreak. The plan was unanimously approved. Subsequently, the Governor shut all state schools down until the end of the month, which over road the distance learning plan.

E. Monthly Finance Report

F. Vote to accept Consent Agenda above

II. CEO ACTIONS

A. CSO REPORT

B. ParentSquare Demo

A quick presentation on the school communications app that is being used to keep the Board informed of school announcements and happenings

III. Finance

A. Committee Minutes - READ

B. Progress on the Gym

A presentation on the progress that has been made of the Gymnasium Project

IV. Academic Excellence

A. Minutes from Committee Meeting

V. Development

A. Minutes from Committee Meeting

B. Progress on 2019-20 Development Committee Goals

Use Minutes as a reference. Attached is a draft version of the RTHS pitch book to use with potential corporate partners. Please review and give comments!

VI. Governance

- A.** Minutes from Committee Meeting
- B.** Board Recruitment Process and Length of Terms
Discuss the actions being worked and due dates.

VII. Closing Items

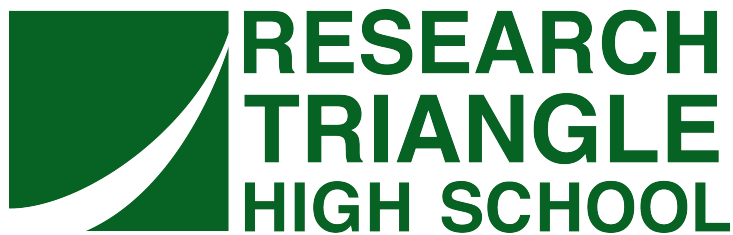
- A.** Adjourn Meeting

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 February 19, 2020

APPROVED



Research Triangle High School

Minutes

Monthly Board Meeting

Date and Time

Wednesday February 19, 2020 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 downloading the Zoom app to your phone, and then this link always works when you are mobile)

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Meeting ID: 961 729 981

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

Directors Present

A. Quigley, C. Mugge, C. Rao, E. Cunningham, G. Rodgers, S. McMullan (remote), S. Rivers-Kobler

Directors Absent

M. Johnson, T. Medhin, V. Vojnovich

Directors who arrived after the meeting opened

S. McMullan

Guests Present

E. Grunden, J. Guilford

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 Feb 19, 2020 at 5:33 PM.

C. Approve Minutes from last Board Meeting

C. Rao made a motion to approve the minutes from Monthly Board Meeting on 01-15-20.
C. Mugge seconded the motion.
The board **VOTED** to approve the motion.

D. Monthly Finance Report

- Increase in legal fees to streamline bond-related work
- check to see if surplus funds could be used for HVAC-related pending work (rather than tap into reserves for facilities expenses)
- Rendering/cost for Gym: Complete report to get it in March
- Board education on finance/understanding budget: Nicole to put in a presentation (probably in April or May)

E. Vote to accept Consent Agenda above

C. Rao made a motion to approve consent agenda.
C. Mugge seconded the motion.
The board **VOTED** to approve the motion.

II. CEO ACTIONS

A. CSO REPORT

- Doing pretty good job in getting students to college; 3 students finalist for scholarships (NC State Park Scholarship, Morehead Scholarship, GA Tech Stamp Scholarship); 1 full-ride award to UNC Chapel Hill

III. Finance

A. Committee Minutes - READ

Nicole L related three items in the 1/31/20 budget update

- a. Addition of Fines and Forfeitures money
 - b. Addition of AP bonus funds (directly passed through to teachers)
 - c. Legal and Consulting is 133% of budget due to new contract with new bond dissemination agency (\$12,500 for the first year). EG noted there will be a further charge against this to pay for dissemination by US Bank for service through the beginning of the new contract.
2. Carmen M. suggested that we need an outlook column. After discussion it was agreed to rename the "working budget" column to reflect this capacity.
 3. Nicole L. explained how the DSCR is calculated after a question about the surplus was asked. The surplus is larger than expected at this point.
 4. Eric G. presented the cost of the HVAC repair. AQ suggested this might be expensed out of cashflow rather than exhausting the repair and maintenance fund required by the bondholders. NL will check with the auditors to see if this should be done or if it should be capitalized.
 5. EG updated progress on the gym facilities plan. HagerSmith will present to the board at the March meeting.
 6. NL, Alex Q, EG will develop a plan for teaching the board about school finances, probably in April or May.

B. Review Progress on FY19-20 Budget

C. Progress on Transportation Committee

IV. Academic Excellence

A. Minutes from Committee Meeting

- Presentation done by E. Cunningham about Alumni Survey

V. Development

A. Minutes from Committee Meeting

B. Progress on 2019-20 Development Committee Goals

Credit-based Internship with eni at pilot phase

- Cisco: 4-week externship program; almost like shadowing followed by technology project; unpaid; potential to make it a credit-based externship
- Bloomerang (CRM tool): work in progress; expand its use to include ALL parents, companies and alumni (whether they gave or not); use it to log volunteer hours to monetize with corporations that match those hours
- Contact companies to obtain their community relations person to introduce RTHS
- Engagement (giving) by Board and parents is critical; Corporations are interested in knowing this and will ask

VI. Governance

A. Minutes from Committee Meeting

B. Board Recruitment Process and Discussion

- Board members to suggest a couple of names to join the Board; 2 names suggested by ex-Board member, John Kerr, to join the Board (skills with facilities matter)
- Send list of potential candidates names to Gary Rodgers and Victoria Vojnovich
- Board on Track documents organized now; presentation by Carmen Mugge; Only 3 broad levels: Permanent Board Documents, New Board Member Orientation and Committee Documents

S. McMullan arrived.

C. Board Orientation Documents / Board Expectations

VII. Closing Items

A. Adjourn Meeting

E. Cunningham made a motion to adjourn the meeting.

C. Rao seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:43 PM.

Respectfully Submitted,

G. Rodgers

Documents used during the meeting

- FY 2019-20 Budget Update 01.31.20 updated.xlsx
- CSO report 021920.pdf

- Copy of College Advising Notes for the Board-Feb 2020.pdf
- AcEx_ Committee for RTHS Board, 2-2020.pdf
- 2020_02_12_development_committee_meeting_minutes.pdf
- 2020_02_14_monthly_governance_meeting_minutes.pdf

Coversheet

Monthly Finance Report

Section: I. Opening Items
Item: E. Monthly Finance Report
Purpose: FYI
Submitted by:
Related Material: FY 2019-20 Budget Update with Board Education Information.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 with Board Education Information.xlsx

Coversheet

CSO REPORT

Section:	II. CEO ACTIONS
Item:	A. CSO REPORT
Purpose:	Discuss
Submitted by:	
Related Material:	CSO report 031820.pdf

CSO Report March 18, 2020

Admissions Lottery

1. Admissions lottery held March 12. 280 students were drawn to place enough students in the class of 2024 to keep total enrollment consistent with the historical run rate (ADM = 557 day 20, 575 day 1).
 - a. 86 Math 1
 - b. 134 Math 2
 - c. 60 Math 3
 - d. 17 10th graders drawn
 - e. Total of 94 students with preferences.
 - f. These numbers are 50% higher than are needed. We are overdrawing and will begin mining the waitlist once we get below the 575 mark.
2. Reducing acceptance window to one week versus previous years' two weeks.
 - a. Designed to help get to those families who are committed rather than allowing families who dither to drive away those who want to come.
 - b. Increased churn rate early but we believe this is more effective than waiting until the summer.
 - c. The overdraw is higher than last year in order to help move the noncommitted out earlier.
3. Temporary hold on scheduling open house nights for accepted students, pending gathering size restrictions.

Celebrations

1. Science Olympiad
 - a. Finished second at the Durham Regional.
 - b. Medal count: 4 first place, 2 second place, 1 third, 1 fourth, and 5 fifth. Only one event placed out of the top 10 (16 teams)
 - c. Second state competition berth in two years.
 - d. State and national events cancelled.
2. Robotics
 - a. Won second place at the Wake County event and are ranked 8th in NC.
 - b. Won Engineering Inspiration award
 - c. All competitions cancelled.
3. Athletics
 - a. All suspended through April 6.
4. College Advising Report
 - a. Morehead winner
 - b. Oum Lahade chosen as a Stamps Scholar at Georgia Tech
 - c. 2 student finalists for the Meyerhoff Scholarship at UMBC (STEM, promoting advancement of minorities)

Coversheet

Committee Minutes - READ

Section: III. Finance
Item: A. Committee Minutes - READ
Purpose: FYI
Submitted by:
Related Material: 2019 Audit pg 26.pdf
2020_03_11_monthly_finance_committee_meeting_minutes.pdf

CONTEMPORARY SCIENCE CENTER, INC.
NOTES TO THE FINANCIAL STATEMENTS
 For the Fiscal Year Ended June 30, 2019

2. Detail Notes on All Funds (Continued)

B. Liabilities (Continued)

3. Long-Term Obligations (Continued)

a. Bonds Payable (Continued)

Under the terms of the bond agreement, the School is obligated under certain debt covenants to maintain days cash on hand of 45 days for the year ending June 30, 2019. The calculation of this covenant for the year ended June 30, 2019 is as follows:

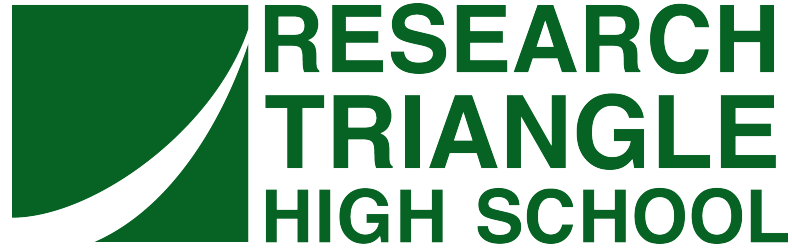
Total operating expenses	\$ 5,205,854
Divided by 365 days	<u>365</u>
Operating expense per day	14,263
Multiplied by 45 days	<u>45</u>
Minimum balance required for Unrestricted cash and investments	<u>\$ 641,835</u>
Total unrestricted cash and cash equivalents	<u>\$ 1,869,555</u>

Under the terms of the bond agreement, the School is obligated under certain debt covenants to maintain debt service coverage ratio at or above 1.00 to 1 for the year ended June 30, 2017 and 1.20 to 1 for each subsequent year. The calculation of this covenant for the year ended June 30, 2019 is as follows:

Change in net assets for year ended June 30, 2019	\$ 328,936
Add: Interest expense	588,744
Add: Depreciation expense	253,112
Add: Loss on Sale of Capital Assets	<u>140</u>
Net Income Available for Debt Service	1,170,932
Maximum Annual Debt Service	<u>\$ 766,909</u>
Cash flow coverage ratio	<u>1.53</u>

Additionally, the School must maintain minimum enrollment of 490. The School's actual enrollment was 549 as of June 30, 2019.

DRAFT



Research Triangle High School

Minutes

Monthly Finance Committee Meeting

Date and Time

Wednesday March 11, 2020 at 4:30 PM

Location

<https://mcnc.zoom.us/j/680110618>

The RTHS Board of Directors meets monthly on the Third Wednesday of each month, except for December and July. Meetings are held onsite at 5:30pm until 7pm, upstairs in the FBC Conference Room.

Committee Members Present

A. Quigley (remote), C. Mugge (remote), G. Rodgers (remote), N. Lightner (remote)

Committee Members Absent

None

Guests Present

E. Grunden (remote)

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

A. Quigley called a meeting of the Finance committee of Research Triangle High School to order on Wednesday Mar 11, 2020 @ 4:32 PM at <https://mcnc.zoom.us/j/680110618>.

C. Approve Minutes**II. Finance**

A. Budget Discussion

NL

- Revamped the budget breakdown and created the BTA
- We received EC Transfers
- NL created some extra tabs for the Board Meeting - on education tabs
- Strategic Initiatives - and Transportation was zeroed out

EG

- No concerns on the budget
- No bid progress HVAC as yet
- May need to spend some money on repairs related to leak in basement
- Mock up and presentation planning for gym to be presented at RTHS

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 4:57 PM.

Respectfully Submitted,
A. Quigley

Coversheet

Minutes from Committee Meeting

Section: IV. Academic Excellence
Item: A. Minutes from Committee Meeting
Purpose: FYI
Submitted by:
Related Material: AcEx_Committee, 3-2020.pdf

RESEARCH TRIANGLE HIGH SCHOOL ACADEMIC EXCELLENCE COMMITTEE

March 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

AGENDA

Discussion of available and requested data

- Educator attrition, recruitment, hiring, and support

STATE OF THE TEACHING PROFESSION IN NORTH CAROLINA, 2017-18

Overall NC attrition rate is 8.1 percent.

Attrition rate for beginning teachers (less than 3 years of teaching experience) in NC is 12.34 percent.

Attrition rate for lateral entry teachers is 15.51 percent.

The majority (53.9%) of teachers who left employment in NC public schools cited “Personal Reasons” for their decision to depart. Retirement with full benefits and family relocation were the largest individual reasons (21.5% and 12.3%, respectively) cited for teachers’ decision to leave employment in NC public schools.

STATE OF THE TEACHING PROFESSION IN NORTH CAROLINA, 2017-18

LEAs experience attrition as the combined effect of teacher attrition from the state and mobility of teachers from one LEA to another LEA/charter school. On average, 4.37% of the state's teaching force changed employment during the year. The average effect of the LEA-attrition rate for the state is 12.45% (*8.09% state attrition rate + 4.37% mobility rate*).

Hard to Staff subject areas are determined by teacher vacancy reports submitted by the LEAs. In high schools, the highest vacancies are for CTE, Exceptional Children, and math.

STATE OF THE TEACHING PROFESSION IN NORTH CAROLINA, BY LEA

LEA	Staff	Total State Attrition	State Attrition Rate	Total Mobility	Mobility Rate	Departed LEA	LEA Attrition	Number Recouped	Recoupment Rate	40-day Vacancy Rate
Macon	325	11	3.4%	3	.9%	14	4.3%	7	50%	0.0
Chapel Hill-Carrboro	910	88	9.7%	29	3.2%	117	12.9%	43	36.8%	2.5
Durham	2420	246	10.2%	145	6%	391	16.2%	95	24.3%	3.0
Johnston	2311	146	6.3%	85	3.7%	231	10%	101	43.7%	0.0
Orange	560	36	6.4%	21	3.8%	57	10.2%	37	64.9%	1.0
Wake	10,275	803	7.8%	251	2.4%	1,054	10.3%	387	36.7%	1.0
Warren	154	32	20.8%	18	11.7%	50	32.5%	4	8%	10.7
NC	94,909	7,674	8.1%	4,145	4.4%	11,819	12.5%	3,465	29.3%	

RESEARCH TRIANGLE HIGH SCHOOL

Year	Total Staff	Departed School	School Attrition	40-day Vacancy Rate
2016-17			5%	
2017-18			8.1%	
2018-19				
2019-20				

COMPARISON SCHOOLS, ATTRITION RATE

School	2016-17	2017-18	2018-19
RTHS	5%	8.1%	
Panther Creek	10%	6.6%	
Green Hope	14%	9%	
Chapel Hill	15%	19.4%	
Raleigh Charter			
Lake Norman			

RESEARCH TRIANGLE HIGH SCHOOL, RECRUITMENT AND SUPPORT EFFORTS AND NEEDS

Participation in NC Teacher Working Conditions
Survey

Coaching and Professional Support and Development
Activities

NEXT STEPS

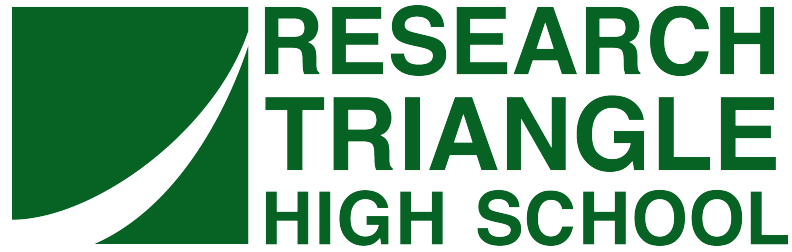
- Timeline for receipt of additional data
- Additional topics for discussion/follow-up/proposed action

Coversheet

Minutes from Committee Meeting

Section: V. Development
Item: A. Minutes from Committee Meeting
Purpose: FYI
Submitted by:
Related Material: 2020_03_11_development_committee_meeting_minutes.pdf

DRAFT



Research Triangle High School

Minutes

Development Committee Meeting

Monthly Development Meeting

Date and Time

Wednesday March 11, 2020 at 12:30 PM

Location

Ashley's office or Call in
Call in number (712) 451-0709 passcode 214330

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/i/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)

Committee Members Absent

M. Johnson, S. Rivers-Kobler, T. Medhin

I. Opening Items

- A. Record Attendance and Guests**
- B. Call the Meeting to Order**

C. Mugge called a meeting of the Development committee of Research Triangle High School to order on Wednesday Mar 11, 2020 @ 12:30 PM at Ashley's office or Call in
Call in number (712) 451-0709 passcode 214330

II. Development

A. Review Retreat Actions

Discussed Retreat Development Actions

- Board members to join meetings or conference calls with corporate stakeholders as needed
 - Asked the Board Members to provide their contacts - Carmen to send board members a note as a reminder
- Using CRM approach to manage stakeholders (helps to connect with alumni etc)
 - Should add all stake holders to the tool - All parents, alumni, corporate partners .- Ashley and Carmen discussed this and Ashley will move forward with the request to have Mae use the "work from home" time to add the data to Bloomerang
- Update pitchbook and add stories to be related in Pitchbooks - Ashley reviewed her draft pitchbook and Carmen provided minor input. Ashley to provide updated version so that Carmen can provide to Board.
- Fundraising plan for multi-use facility for the school - preliminary plans for facility being established. - will work on this once gym plans are available.

B. Development Update

- Ashley gave an update on the latest challenge to the parents - another "bench challenge" . They raised \$5K against the \$2.5K goal
- Next fundraising challenge will be for landscaping - there is a fee of \$12K for a preliminary plan. The plan would be for the new landscaping not only have aesthetic value but also be used as a teaching tool. Carmen asked Ashley to check with Eric to see if the architectural firm doing the gym plan should be considered for the landscaping plan.

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 1:30 PM.

Respectfully Submitted,
C. Mugge

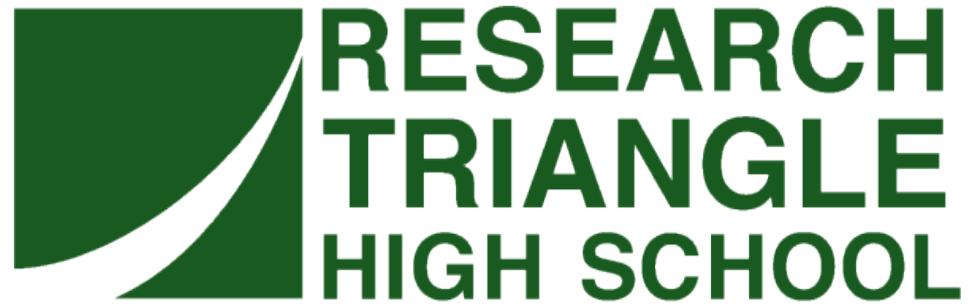
Coversheet

Progress on 2019-20 Development Committee Goals

Section: V. Development
Item: B. Progress on 2019-20 Development Committee Goals
Purpose: Discuss
Submitted by:
Related Material: RTHS Lookbook 03_18-20.pptx



Draft



Draft





Our Mission

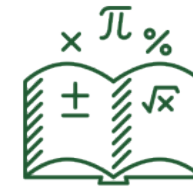
To increase access to globally competitive Science, Technology, Engineering and Math (STEM) education for students and teachers across North Carolina, by incubating, proving and scaling innovative models of teaching and learning.



Our RTHS Vision & Core Values

Our Vision

RTHS will provide the tools and develop the capacity for students to intentionally determine their futures.



Our Values

- We hold high standards and encourage growth through failure.
- We provide students with the tools to access power.
- We find joy in learning and exploring.
- We respect each other.
- We are responsive.

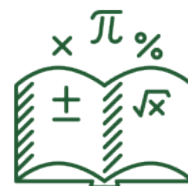


Research Triangle High School

We reach out to underserved communities
Every student deserves a great education

Our model has proven successful in helping
these kids achieve

We are one of the Top 5 NC schools for truly
changing student progress on the
ACT between 9th and 11th grades





Quick Facts

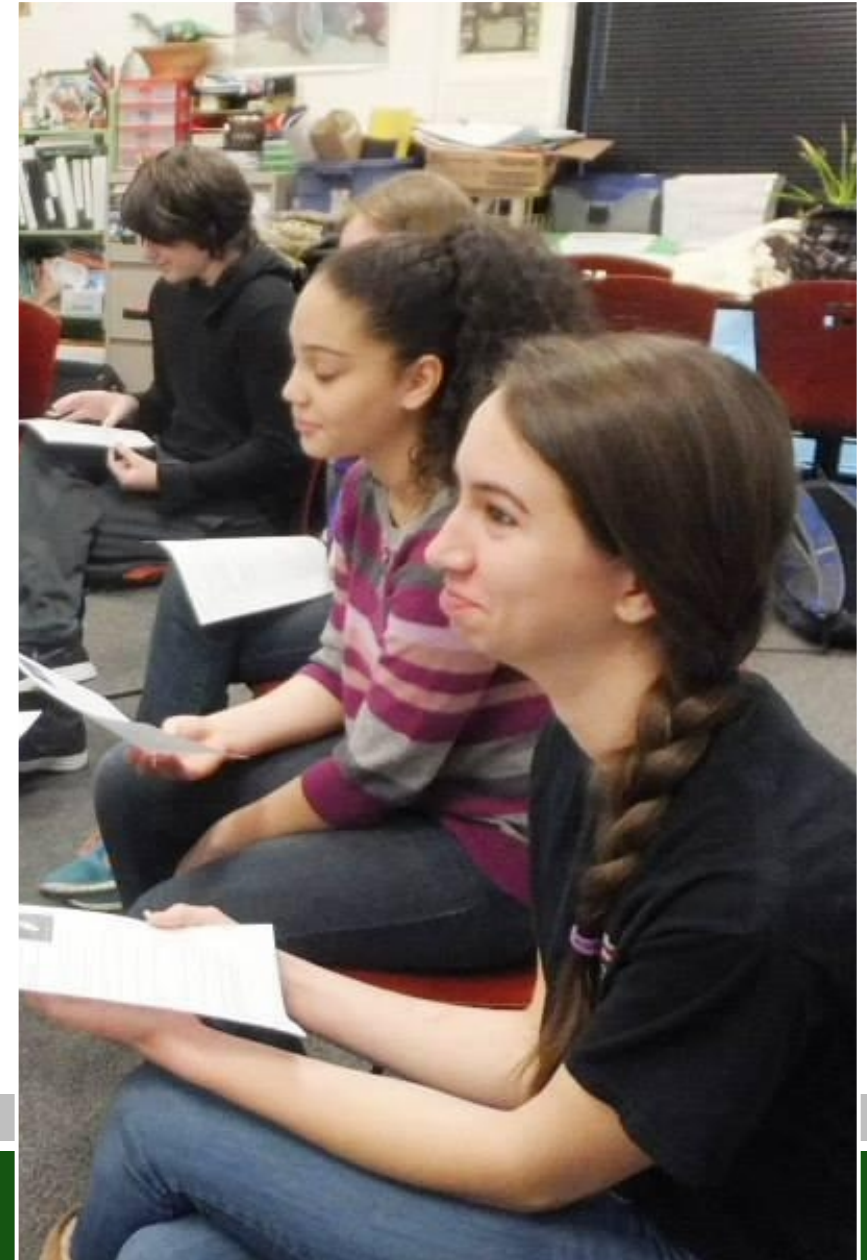
- Opened in 2012 in the heart of RTP
- 550 Students
- Grades 9-12
- Demographic Data:
 - Caucasian: 49.3%
 - Asian: 17.2%
 - African American: 14.9%
 - Latino: 10.1%
 - Multiracial: 8.2%
- We enroll students from 9 different counties and more than 60 middle schools





We Are A School That...

- Accelerates learning for every student on the achievement curve
- Moves students from passive recipients to collaborative creators
- Involves RTP scientists, engineers, and experts in our learning
- Invests in support so that all can achieve success
- Personalizes learning for all students





Make a difference

Support our work with -

- STEM lunch speakers and panels
- Internships and site visits by students
- Matching donations to your employees' contributions
- Small program grants for STEM classes (for supplies and consumables)
- Larger community grants to match employee volunteer projects
(such as robotics mentor's hours, painting and cleaning days, special clubs for girls)
- Any other ideas that you may have!

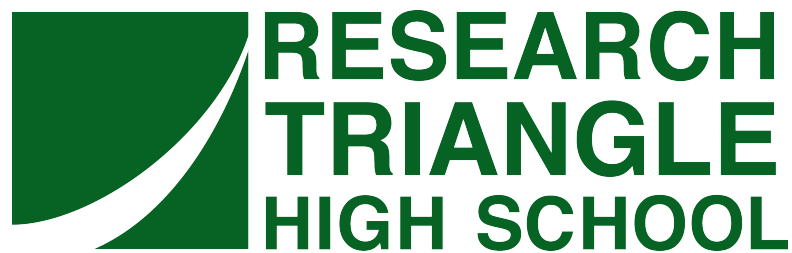


Coversheet

Minutes from Committee Meeting

Section: VI. Governance
Item: A. Minutes from Committee Meeting
Purpose: Discuss
Submitted by:
Related Material: 2020_03_13_monthly_governance_meeting_minutes.pdf

DRAFT



Research Triangle High School

Minutes

Monthly Governance Meeting

Date and Time

Friday March 13, 2020 at 12:30 PM

Location

webex

Webex

<https://www.google.com/url?q=https://cisco.webex.com/meet/vivojnov&sa=D&usd=2&usg=AOvVaw0gvTGEwSyH1gyHplyXGX8E>

Committee Members Present

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

Committee Members Absent

M. Johnson

Guests Present

E. Grunden (remote)

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 Friday Mar 13, 2020 @ 12:35 PM at webex

.

C. Review Minutes from previous meeting

C. Rao made a motion to approve the minutes from. Monthly Governance Meeting on 02-14-20

G. Rodgers seconded the motion.

Minutes were completed and approved 3/13/2020 The committee **VOTED** to approve the motion.

II. Follow Up

A. Action Items from Retreat

Document and File Organization System on BoardOnTrack:

- Document Organization is completed. Each committee needs to review their folders. Which documents are relevant? Which documents need to be added?
- Next week's board meeting: remind committees to use new system going forward.
- We will review with the board during the last meeting of the school year to get feedback about usage and any updates that may be needed.

Board Member Profiles and Skills Gaps

- Real Estate knowledge from a facilities building and development perspective.
- Gary and Victoria to review what skills will be in short supply with board members rolling off the board.
 - Finance background - Alex has stepped up but would be good to search for a finance background.
- Board development for continued alignment with how board members and the school stay in lock step. BoardOnTrack keeps us on operational framework. Need to focus on strategic principles and distinctions in our role as a board. Carver governance model? Materials from Pamela from prior sessions?
- Board members need to learn more about the school and what is going on with the school.
 - Eric to review Parent Square with the board members at the next meeting.

Stronger Partnership with CEO

- Eric regularly attending Governance Committee going forward.
-

B. 2020/2021 Leadership Slate

Reminding everyone that we have openings on the board leadership team.

- Should this be a 2 year term? (For both board executive committee and committee chairs)
- Host the conversation at upcoming board meeting

III. Other Business

A. Action Items for Next Meeting

- Formal requests for new board member nominations (Victoria to send an email in prep for next week's board meeting)
 - If names submitted, will discuss at next week's meeting.
- Date for BOT Fast Track assessment to include more than just governance committee.

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 1:13 PM.

Respectfully Submitted,
V. Vojnovich