

Research Triangle High School

## Monthly Board Meeting

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### Date and Time

Wednesday June 17, 2020 at 5:30 PM EDT

### Location

RTHS Board Room

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Due to the statewide COVID-19 restrictions, this meeting will be held as a Zoom video teleconference.

<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>

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### 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 May 20, 2020
- D.** Monthly Finance Report
- E.** Vote to accept Consent Agenda above

## **II. CEO ACTIONS**

- A.** CSO REPORT
- B.** CSO Goals Presentation

## **III. Finance**

- A.** End of Year Finance / FY19-20 Budget
- B.** FY 2020-2021 Draft Budget

## **IV. Development**

- A.** Progress on 2019-20 Development Committee Goals  
Minutes from Development Committee attached

## **V. Governance**

- A.** 2020-21 Board and Committee Leadership Roles  
We need a leader for the development committee
- B.** Board Candidate Recruitment Efforts  
Voting in our 2 new director candidates:
  - Steve Hunter, and
  - Matt Bliss  
Need to recruit 1-2 more directors
- C.** Additional Rules of Governance Language  
Specific Anti-Racist Language to be added to our Rules of Governance - the proposed language is or some variant:

- This organization and its Board of Directors are committed to incorporating the values of anti-racism, equity and diversity in its governance and operations.
- These values shall be codified in a policy adopted and monitored by the Board.
- Pursuant to the organization's commitment to and policy regarding anti-racism, equity and diversity, the Board shall reflect the racial and ethnic diversity of the counties we serve.

**VI. Executive Session**

- A.** Personnel Discussion

**VII. Closing Items**

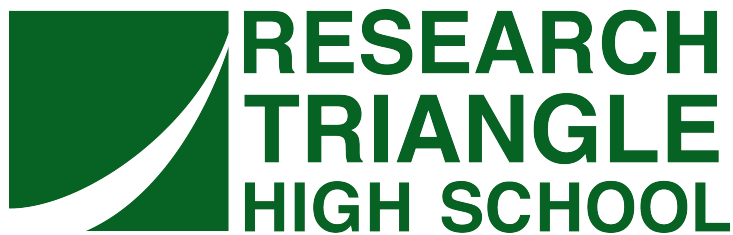
- A.** 2019-20 Board Wrap Up / Survey in Preparation for 2020-21 Board Retreat  
Audit Preparation Review  
Kick Off Prep 2020-21 Academic Year
- B.** Adjourn Meeting

# 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 May 20, 2020

APPROVED



Research Triangle High School

## Minutes

### Monthly Board Meeting

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#### Date and Time

Wednesday May 20, 2020 at 5:30 PM

#### Location

RTHS Board Room

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Due to the statewide COVID-19 restrictions, this meeting will be held as a Zoom video teleconference.

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

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#### Directors Present

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

## Directors Absent

T. Medhin

## Guests Present

E. Grunden (remote)

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## 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 May 20, 2020 at 5:32 PM.

### C. Approve Minutes from last Board Meeting

G. Rodgers made a motion to approve the minutes from Monthly Board Meeting on 04-15-20.

C. Mugge seconded the motion.

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

#### Roll Call

C. Mugge	Aye
A. Quigley	Aye
C. Rao	Aye
T. Medhin	Absent
V. Vojnovich	Aye
S. McMullan	Aye
M. Johnson	Aye
E. Cunningham	Aye
G. Rodgers	Aye
S. Rivers-Kobler	Absent

### D. Monthly Finance Report

- Budget update: nothing too significant on current spending; saving money;
- some surplus (current budget); solid cash flow
- looked at 5% and 10% funding cut: 2 options

### E. Vote to accept Consent Agenda above

C. Rao made a motion to accept consent agenda.

G. Rodgers seconded the motion.

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

**Roll Call**

C. Rao	Aye
M. Johnson	Aye
S. McMullan	Aye
E. Cunningham	Absent
A. Quigley	Aye
T. Medhin	Absent
S. Rivers-Kobler	Absent
C. Mugge	Aye
G. Rodgers	Aye
V. Vojnovich	Aye

**II. CEO ACTIONS**

**A. CSO REPORT**

- Drive up Graduation ceremony; live streaming on the campus;
- Enrolment is going on fine
- Opening in Fall: Waiting for official guidance from state
- Couple of teacher resignations; Interviewing potential candidates; Hiring to be complete before the next school year

V. Vojnovich made a motion to approve the school calendar, school closing and teacher resignations.

M. Johnson seconded the motion.

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

**Roll Call**

C. Rao	Aye
E. Cunningham	Aye
S. Rivers-Kobler	Absent
S. McMullan	Aye
T. Medhin	Absent
V. Vojnovich	Aye
C. Mugge	Aye
A. Quigley	Aye
G. Rodgers	Aye
M. Johnson	Aye

**III. Finance**

**A. Review Progress on FY19-20 Budget**

**B. FY 2020-2021 Draft Budget**

- Worst case scenario due to Covid situation: 15% cut in the Charter school world; or could be 0%

- Have the capacity to go with 10% at RTHS; have the resources; puts us in strong fiscal position
- Will be able to meet the bond coverage requirements
- Limited discretionary options for budget cuts
- first 20 days of school attendance determines school funding; looking at enrolment of about 600 students. Target is to have at least 574 students.

A. Quigley made a motion to authorize to distribute the bonus for this year out of the projected surplus.

V. Vojnovich seconded the motion.

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

**Roll Call**

S. McMullan Aye  
S. Rivers-Kobler Aye  
M. Johnson Aye  
V. Vojnovich Aye  
C. Rao Aye  
A. Quigley Aye  
E. Cunningham Aye  
C. Mugge Aye  
G. Rodgers Aye  
T. Medhin Absent

A. Quigley made a motion to approve next year budget for FY 2020 - 2021 at 10% reduction.

S. McMullan seconded the motion.

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

**Roll Call**

T. Medhin Absent  
S. Rivers-Kobler Aye  
E. Cunningham Aye  
M. Johnson Aye  
C. Mugge Aye  
A. Quigley Aye  
C. Rao Aye  
S. McMullan Aye  
G. Rodgers Aye  
V. Vojnovich Aye

**IV. Academic Excellence**

**A. Materials from Committee Meeting**

**B. Remote Learning**

- ACT/SAT data typically presented at this time is delayed;



- Considering lowering eligibility requirements so that more services can be extended to students (free and reduced lunch participation; providing supplies etc)
- Trying to sustain this service through the current school year and into Fall (based on how budget looks then)
- Teacher attrition much lower than previous years;
- 3 parents/student surveys were conducted since the school close; will plan for next year based on the feedback; what was learned - harder to manage for students as the duration of stay at home progressively increased; not much control over the environment for teachers;
- Mentoring is one option to help students to get through; different perspective and objectivity

## **V. Development**

### **A. Progress on 2019-20 Development Committee Goals**

- Initiatives for this year overtaken by COVID
- Corporate Outreach/Fundraising for Gym: Moved to backburner
- Bloomerang: Adding additional contacts
- Outlook for next year: depends on level of normalcy; first half of the year - help families in need
- Later version of pitchbook: now ready and available

## **VI. Governance**

### **A. Minutes from Committee Meeting**

### **B. Board Recruitment Process and Discussion**

- Recent graduate of RTHS interested in joining the Board; Points to consider: confidentiality, conflicts, experience etc
- Recommendation for potential volunteers to serve a Committee first
- Prepare best practices to follow in recruiting volunteers for Committee/Board
- Ex-IBM executive is interested in joining the Board next school year
- Good resource for Board to read is "Guidebook for Directors of Nonprofit Corporations." See link here: <https://www.americanbar.org/products/inv/book/214005/>

### **C. Board Orientation Documents / Board Expectations**

- Prepare Onboarding materials to have ready before next school year
- Reach out to Committee Chair for materials regarding their Committee to add to Onboarding material

## **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 6:57 PM.

Respectfully Submitted,

G. Rodgers

C. Rao made a motion to adjourn the meeting.

V. Vojnovich seconded the motion.

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

**Roll Call**

V. Vojnovich	Aye
C. Rao	Aye
T. Medhin	Absent
M. Johnson	Aye
S. Rivers-Kobler	Aye
S. McMullan	Aye
C. Mugge	Aye
A. Quigley	Aye
E. Cunningham	Aye
G. Rodgers	Aye

# Coversheet

## CSO REPORT

**Section:** II. CEO ACTIONS  
**Item:** A. CSO REPORT  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** cso report 061720.pdf

CSO Report June 16, 2020

- I. State of School
  - a. Fall Enrollment Report
    - i. Current enrollment at 595. Plan is to have day 1 enrollment at 594 to meet budget target of 574 on day 20 (depending on opening plan, see below). Front office is watching and making offers as needed.
    - ii. Still more than 200 students on the waiting list, but acceptances running about 1:2, and I expect this rate to drop over the summer.
  - b. Racial Equity Efforts
    - i. School support of student-led efforts (BSU, equity committee)
    - ii. Professional development for staff (Summer reading, discussion)
    - iii. Communication and response policies for students and parents to build trust with building leadership
    - iv. [Formal training for admin, equity committee members](#)
    - v. Parent/student/graduate forum to be moderated by 2016 RTHS graduate
    - vi. Public statement of school commitment to anti-racist efforts
  - c. State Grading Policy
    - i. Senior grades stored and being reviewed for final transcript release
    - ii. Underclass grades stored and must be reviewed individually.
  - d. Graduation!
    - i. Huge success, except for my speech.
    - ii. Ceremony archived here: <https://www.youtube.com/watch?v=KXIR-TNb6c&feature=youtu.be>
- II. Reopening Plans
  - a. Fall ADM Calculation
    - i. Method will be written into Remote Learning policy to be submitted to SBE in July.
    - ii. This will explain how we will count student enrollment and attendance under full and partial remote learning scenarios
    - iii. Also explains policy toward students held out of school for COVID concerns
  - b. Survey of parents being created
    - i. Assess level of parent concern about COVID
    - ii. Use to develop reopening plan
  - c. Reopening plans are being developed following DHHS and SBE guidance.
    - i. Plans will be announced to parents after July 1
    - ii. Plans will be developed for each level of opening
      1. Plan A – open with full enrollment
      2. Plan B – limited enrollment
      3. Full Remote Learning

- III. Budget
  - a. Step bonuses
    - i. calculated and submitted.
    - ii. Question of what to do about 21-22 will be considered next year
  - b. Large expenses
    - i. Ionization unit for HVAC system to reduce virus transmission
    - ii. Landscaping plan for front entryway. Work will have to be done next FY.
  - c. Departments spending against next year to reduce discretionary spending needs.
- IV. Board action
  - a. Approve hires
    - i. Mariah Alexander – Math
      - 1. BS Math, UNCC
      - 2. 3 years at West Charlotte High School, peer mentored students transitioning to college.
    - ii. Connor Wilkins – History
      - 1. BS History/History Education, ECU
      - 2. C.M. Eppes MS, Washington Montessori Charter School.
    - iii. Jenna Skarda – History
      - 1. BA, History/Criminology, Central Connecticut; MS Criminal Justice, University of Cincinnati
      - 2. Taught at Kerr-Vance Academy. Also did admissions and development work at private schools.
  - b. Approve resignation
    - i. Molly Matthews, History

# Coversheet

## CSO Goals Presentation

<b>Section:</b>	II. CEO ACTIONS
<b>Item:</b>	B. CSO Goals Presentation
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	
<b>Related Material:</b>	CSO Goals 2019-2020.pdf

## 2019-2020 CSO Evaluation

### Background:

The absence of the school's Managing Director creates a series of new opportunities and challenges for me entering the 2018-2019 school year. In addition to more traditional issues like student achievement, satisfying stakeholders, and providing a high quality educational product to our clients, I am also faced with absorbing some of those duties and managing the absorption of the rest of them by my administrative staff in such a way that the school continues running smoothly.

### Goals:

- I. Facilitate the continued improvement of student performance relative to comparable schools.
  - a. Improve EOC performance
    - i. Among all students
    - ii. Among underserved students (Black, Hispanic, Economically Disadvantaged, Students with Disabilities)
  - b. Improve student growth
    - i. College admissions (SAT, ACT, PSAT)
    - ii. MAP (student annual progress)
    - iii. AP (number of students, score, and E/E rating)
- II. Ensure the school can function with one fewer administrative position
  - a. Free up budget space
  - b. Increase efficiency of current staff and task completion
- III. Improve RTHS image and brand value among current and potential clients
  - a. STEM recognition
  - b. Reconcile state measures (EOC, SPG) with school goals and successes in other sectors (college admissions/prep measures)
  - c. Improve relationships with partners and collaborators
- IV. Facilitate board relationship to the school
  - a. Improve board/school permeability
  - b. Relate board and clients more effectively
  - c. Help align school and board goals

### Addendum:

Of course, all of this went out the window on March 13. I think it is fair to propose a new, or additional set of goals presented by the fourth quarter of 2019-2020

- V. Lead the school through a transition from classroom to remote learning
- VI. Propose and develop an alternate model for school function in a COVID environment
- VII. Reorient the school's values and efforts towards active anti-racism.





# Coversheet

## End of Year Finance / FY19-20 Budget

**Section:** III. Finance  
**Item:** A. End of Year Finance / FY19-20 Budget  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** FY 2019-20 Budget Update 05.31.20 final.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](#):

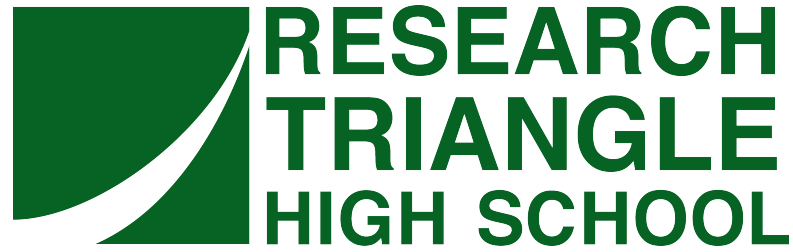
FY 2019-20 Budget Update 05.31.20 final.xlsx

# Coversheet

## Progress on 2019-20 Development Committee Goals

**Section:** IV. Development  
**Item:** A. Progress on 2019-20 Development Committee Goals  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** 2020\_06\_10\_development\_committee\_meeting\_minutes.pdf

DRAFT



## Research Triangle High School

### Minutes

#### Development Committee Meeting

#### Monthly Development Meeting

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#### **Date and Time**

Wednesday June 10, 2020 at 12:30 PM

#### **Location**

Ashley's office or Call in

Call in number (712) 451-0709 passcode 214330

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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

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#### **Committee Members Present**

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

#### **Committee Members Absent**

M. Johnson, T. Medhin

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#### **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 Jun 10, 2020 @ 12:35 PM at Ashley's office or Call in  
Call in number (712) 451-0709 passcode 214330

## II. Development

### A. Review Retreat Actions

Review Retreat Development Actions

- Board members to join meetings or conference calls with corporate stakeholders as needed
  - Asked the Board Members to provide their contacts
  - Current focus is internships
  - Ashley said that internship for credit with RTP company possibly on hold due to COVID. Sondra and Carmen suggested that Ashley contact the company as they may be will to continue with the program virtually.
- 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 focusing on adding all parents from the last couple of years.
  - Sondra suggested that Ashley pursue an automated method to get the data loaded from power school - Ashley will check with Jay and Cornelius. Sondra may have some resources from Credit Suisse.
- Update pitchbook and add stories to be related in Pitchbooks - The updated pitch book is attached.
- Fundraising plan for multi-use facility for the school - plans on hold do to budget uncertainties.

### B. Development Update

Focus for next year will include:

- Access to Digital Resource Library - proved to be a big issue during virtual learning and pandemic. Possible partners are the local universities.
- Continuing with the Racial Equity Institute training and making it available beyond the staff - include parents, etc.

Ashley will provide development data for 2019/20 before the Board Meeting

## 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

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## Documents used during the meeting

None