

Research Triangle High School

## RTHS Board Meeting

---

### Date and Time

Wednesday August 19, 2020 at 5:30 PM EDT

### Location

Zoom Meeting - Until further notice

---

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

Aug 19, 2020 05:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://rthighschool.zoom.us/j/95821624045>

Meeting ID: 958 2162 4045

One tap mobile

+19294362866,,95821624045# US (New York)

+12532158782,,95821624045# US (Tacoma)

Dial by your location

+1 929 436 2866 US (New York)

+1 253 215 8782 US (Tacoma)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 958 2162 4045

Find your local number: <https://rthighschool.zoom.us/u/aenwsT2Zrd>

---

## Agenda

### I. Opening Items

#### Opening Items

- A. Record Attendance and Guests
- B. Call the Meeting to Order
- C. Welcome New Board Members  
Introduction of new members and continuing members
- D. Approve Minutes from last Board Meeting  
Approve minutes for Monthly Board Meeting on June 17, 2020
- E. Monthly Finance Report
- F. Vote to accept Consent Agenda above

### II. CEO ACTIONS

- A. CSO REPORT
- B. CSO Goals Presentation

### III. Finance

- A. FY19-20 Completion
- B. FY 2020-2021 Budget

### IV. Governance

- A. 2020-21 Board and Committee Leadership Roles  
Discuss the new leadership roles  
  
Committee Chairs  
Academic Excellence: Elizabeth Cunningham

Finance Committee: Alex Quigley

Governance: was Victoria Vojnovich - new chair Mark Stevens

Development: TBD, Carmen as acting

**B. Board Candidate Recruitment Efforts**

Continue the discussion of the need to recruit 1-2 more directors

**C. Preparation for 2020-21 Board Retreat**

Kick Off Prep 2020-21 Academic Year

Discuss Planning and Scheduling of Retreat

**V. Development**

**A. Development Committee Status**

Minutes from Development Committee attached

**VI. Executive Session**

**A. Personnel Discussion**

**VII. Closing Items**

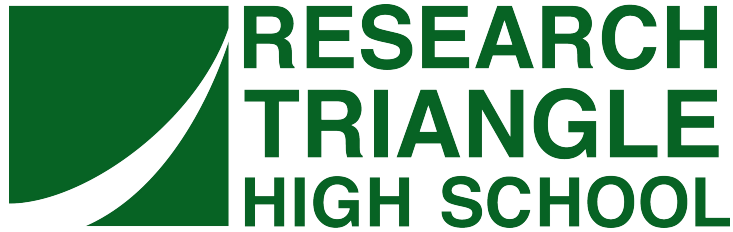
**A. Adjourn Meeting**

# Coversheet

## Approve Minutes from last Board Meeting

**Section:** I. Opening Items  
**Item:** D. Approve Minutes from last Board Meeting  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Monthly Board Meeting on June 17, 2020

APPROVED



Research Triangle High School

## Minutes

### Monthly Board Meeting

---

#### Date and Time

Wednesday June 17, 2020 at 5:30 PM

#### Location

RTHS Board Room

---

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) Meeting ID: **961 729 981**  
+1 669 900 9128 US (San Jose)

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

---

#### Directors Present

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

#### Directors Absent

---

A. Quigley

**Guests Present**

E. Grunden (remote), J. Guilford (remote)

---

**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 Jun 17, 2020 at 5:35 PM.

**C. Approve Minutes from last Board Meeting**

C. Mugge made a motion to approve the minutes from Monthly Board Meeting on 05-20-20.

S. McMullan seconded the motion.

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

**Roll Call**

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

**D. Monthly Finance Report**

- Revised budget; To be approved
- Step increase: Bonus
- Capital improvements: HVAC - help in improving air quality in the building
- Maintenance: Went up slightly; Landscaping in front of the building
- Educational Programs: prepare for next year
- Technology: buy supplies for next year

All of the above in preparation for next year

- Revise: Laptops given to students - not the best; Students using it mainly low income; Raise the quality to make it comparable to what others have (Funds out of CARES ACT - ordered new Hotspots; new contract with T-mobile)
- Many contracts paid in advance

- Important policy: Salary accrual: Always done it this way; right way to do it; now informed that we should not do it; auditors confirmed. End of June: pay July salary as well (paid twice - double check); next contract will begin with July paycheck. Does not affect the bottom line or the budget

#### E. Vote to accept Consent Agenda above

C. Mugge made a motion to approve the Consent Agenda.

S. McMullan seconded the motion.

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

##### Roll Call

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

## II. CEO ACTIONS

### A. CSO REPORT

- Racial equity efforts underway

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

- Graduation: positive response from parents and students; was great!

- Complete remote learning plan: Required by the legislature

- 3 level plan for reopening school: (Will hear on July 1)

1. Plan A – open with full enrollment 2. Plan B – limited enrollment 3. Full Remote Learning

- Working on developing the plans; have a plan to let families know what plans look like

S. Rivers-Kobler made a motion to approve the CSO Report including the hires and resignation.

T. Medhin seconded the motion.

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

##### Roll Call

C. Rao	Aye
--------	-----

### Roll Call

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

### B. CSO Goals Presentation

- Biggest challenge this year: Managing Director's departure
  - Continued need to improve educational products, performance and growth
  - Improve branding and imaging (STEM recognition)
  - Create better interface between school and Board
  - Goals of Board and school better aligned
- All of the above overshadowed by Covid 19; Hence, goals have shifted slightly

## III. Development

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

- Working on action items of Retreat
- Assisting families in need: Still the priority
- Bloomerang tool: Take data from Power School to feed Bloomerang - will be automated; otherwise, it may become cumbersome to add data
- Focus continues on finding Internships; Cisco update: during school year, cannot provide credits; Credits can be given only as Externships during Summer (not during academic school year) - not sure if it is company-specific or other companies have the same policy

## IV. Governance

### A. 2020-21 Board and Committee Leadership Roles

- Officers will be the same for 2020-2021
  - Committee Chairs will be same, too: need a Development Committee Chair - position vacant
  - Interviewed 2 potential Directors: Steve Hunter and Matt Bliss
- V. Vojnovich made a motion to approve Steve Hunter and Matt Bliss as new Directors.  
G. Rodgers seconded the motion.  
The board **VOTED** to approve the motion.

### Roll Call

C. Mugge Aye



**Roll Call**

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

**B. Board Candidate Recruitment Efforts**

- For Board Recruitment especially for Directors and/or Committee members, can use LinkedIn; Convenient tool - great reach

**C. Additional Rules of Governance Language**

**V. Executive Session**

**A. Personnel Discussion**

C. Rao made a motion to discuss personnel matters.

C. Mugge seconded the motion.

- Discussion ensued on personnel bonus and raise; comparison of RTHS with other Charter Schools; comparison with Wake County Salary grid

- Bonus approved

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

**Roll Call**

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

V. Vojnovich made a motion to exit the Executive Session.

C. Mugge seconded the motion.

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

**Roll Call**

T. Medhin Absent  
A. Quigley Absent

**Roll Call**

E. Cunningham Aye  
C. Mugge Aye  
C. Rao Aye  
G. Rodgers Aye  
S. Rivers-Kobler Absent  
V. Vojnovich Aye  
M. Johnson Aye

**VI. Closing Items**

**A. 2019-20 Board Wrap Up / Survey in Preparation for 2020-21 Board Retreat**

**B. Adjourn Meeting**

G. Rodgers made a motion to adjourn the meeting.

C. Rao seconded the motion.

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

**Roll Call**

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:43 PM.

Respectfully Submitted,  
G. Rodgers

# Coversheet

## Monthly Finance Report

**Section:** I. Opening Items  
**Item:** E. Monthly Finance Report  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** FY 2020-21 Budget Update 07.31.20.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 2020-21 Budget Update 07.31.20.xlsx

# Coversheet

## CSO REPORT

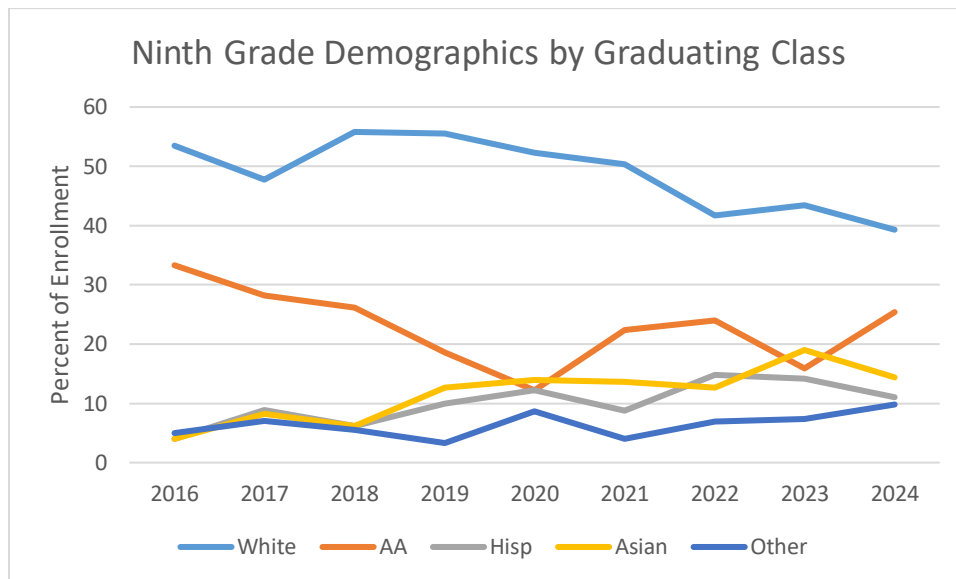
<b>Section:</b>	II. CEO ACTIONS
<b>Item:</b>	A. CSO REPORT
<b>Purpose:</b>	Discuss
<b>Submitted by:</b>	
<b>Related Material:</b>	CSO Report 081920.pdf

CSO Report

August 19, 2020

I. State of School

- a. Membership 596 at day 1 (budget = 574). Remote start was good for attendance. Now we will try to hold to meet budget. This high enrollment is not sustainable. Our bond enrollment is 540 and our run rate was calculated at 557. Physical plant and staffing are not served by operating at 110% capacity.
- b. Class of 2024



- i. Male/Female 55/45.
- ii. A substantially smaller (95 vs 135) senior class and the need to increase enrollment to meet budget resulted in much larger 9<sup>th</sup> and 10<sup>th</sup> grade classes (173 and 192) than usual.
- iii. After 8 years, there are no patterns apparent except for a general decline in the percent white students. A more detailed analysis of where these students are coming from might tell us how much influence on this selection we have (agreements with other schools, for example).
- iv. We will be analyzing attrition patterns to determine what can be done to reduce the loss of Black and Hispanic students that we are seeing over time.

II. 2019-2020 Staffing Changes

- a. Increase of 0.5 FTE College Advising to 1.0. This position will also take on some other administrative duties currently under Counseling (though not counseling).
- b. No apparent reduction in performance after absorbing the Managing Director position. Changes did include
  - i. Contracting out bond reporting. We not only gained capacity but also better advisement and support on managing bond finances.
  - ii. Reducing strategic efforts outside the school. This has freed up time and revenue. I am concerned about the school not having external efforts, so we do

need a review of this concept. Our previous external efforts did not produce any notable effects.

iii. Revising accounting procedures to shift some work to front office staff.

III. Remote Learning

a. New schedule

i. Less whole class zoom conference time

ii. More individual work time

iii. More individual 1:1 conference time for teachers (more opportunities for direct feedback)

iv. Mentoring is preserved

v. Developed in consultation with teachers based on spring experience

b. Expectations for content coverage reduced in line with previous experience. Goal is still high quality work; given the lesser degree of environmental control we cannot expect a level consistent with full-time classroom learning.

c. Teacher working group developed a system for incentivizing online engagement.

d. Attendance is high!

e. NEST (our pre-school summer camp) conducted on Friday after school started. It was a virtual 2 hour session (2 of them) run mostly by students. It was great!

IV. Anti-Racist Efforts

a. 4/6 of new staff hires nonwhite (last year 2/6).

b. Statements of work being done in each course in this area: changes to content, focus, language, and representation

c. Student handbook and discipline policies have all had extensive revisions to language and policy to emphasize restorative justice, reduce coercion, and promote the school's commitment to being responsive to students.

d. Admin staff received training through [WeAre](#), a local group focused on education.

e. Admin/faculty committee is examining previous discipline records to look for patterns and suggestions on how to improve. School policy will be to report out statistics on discipline to be accountable to parents and students.

f. Admin and teachers are looking at demographics of upper level academic courses (AP, etc.) and developing recruitment programs for students as well as new ways of informing new students about the benefits of these classes.

# Coversheet

## FY19-20 Completion

**Section:** III. Finance  
**Item:** A. FY19-20 Completion  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** FY 2019-20 Budget Update 06.30.20 (unaudited).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](#):

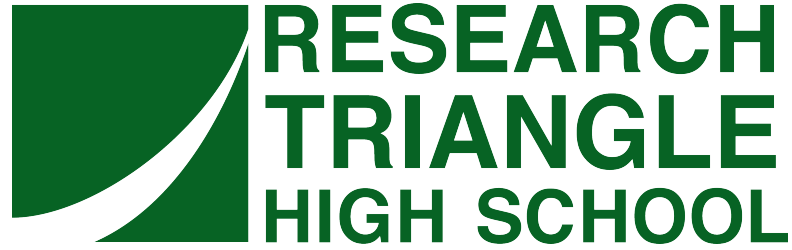
FY 2019-20 Budget Update 06.30.20 (unaudited).xlsx

# Coversheet

## 2020-21 Board and Committee Leadership Roles

**Section:** IV. Governance  
**Item:** A. 2020-21 Board and Committee Leadership Roles  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** 2020\_08\_18\_monthly\_governance\_meeting\_minutes.pdf

DRAFT



## Research Triangle High School

### Minutes

#### Monthly Governance Meeting

---

**Date and Time**

Tuesday August 18, 2020 at 12:00 PM

**Location**

Call in: (712) 451-0709  
access code: 214330

CALLIN: (712) 451-0709  
ACCESS CODE: 214330

---

**Committee Members Present**

C. Mugge (remote), G. Rodgers (remote), M. Johnson (remote)

**Committee Members Absent**

C. Rao

---

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

C. Mugge called a meeting of the Governance committee of Research Triangle High School to order on Tuesday Aug 18, 2020 @ 12:00 PM at

Call in: (712) 451-0709  
access code: 214330

---

**II. Key Actions****A. 2020/21 Retreat**

We will ask the Board input on whether to do the retreat in person or via video conference. If in person, we can either use Frontier (if open) or RTHS (if allowed).

Targeting to do the retreat in Oct. possibly the 16th. We will get Board input on this as well.

**B. 2020/2021 Leadership Slate**

With the unexpected resignation of Victoria, we have an opening for the Governance Committee Chair. Mark Stevens has graciously agreed to step into the Governance Committee Chair position. We will take this to the Board tomorrow. We still need a Development Committee Chair.

**C. Board Recruitment**

With the loss of 2 Board Members this past year, we would like to add 2 more in addition to the 2 new members (Matt and Steve) to bring our total to 12. It would be nice to recruit women and other under-represented in the tech field. We will ask our Board Members to recruit from their associates and target to bring them on by the Oct. Retreat.

**D. Year End Assessment**

**III. Other Business**

**A. Action Items for Our Next Meeting**

We currently have 4 Board Members who haven't yet taken the assessments. We will remind the Board to complete this by Sept. 1st.

**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 12:30 PM.

Respectfully Submitted,  
C. Mugge

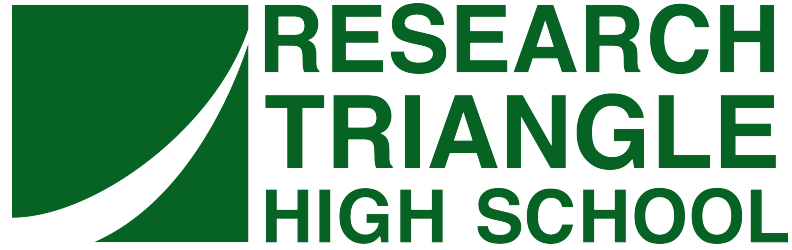
# Coversheet

## Development Committee Status

**Section:** V. Development  
**Item:** A. Development Committee Status  
**Purpose:** Discuss  
**Submitted by:** Carmen Mugge  
**Related Material:** 2020\_08\_12\_development\_committee\_meeting\_minutes.pdf

**BACKGROUND:**  
Development Committee Minutes Attached

DRAFT



## Research Triangle High School

### Minutes

#### Development Committee Meeting

#### Monthly Development Meeting

---

#### **Date and Time**

Wednesday August 12, 2020 at 2:30 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. Muggle (remote), M. Johnson (remote), T. Medhin (remote)

#### **Committee Members Absent**

S. Rivers-Kobler

---

#### **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 Aug 12, 2020 @ 2:35 PM at Ashley's office or Call in  
Call in number (712) 451-0709 passcode 214330

## II. Development

### A. Review Retreat Actions

- Internships
  - No internships for credit planned for this year due to pandemic
- Bloomerang
  - Data entry into Bloomerang is progressing and being done manually
  - Access to data is currently limited due to security concerns
  - Complete with all sophomore, junior and senior student parents.
  - Freshmen will be added once enrollment has stabilized
  - Other additions - alumni and corporate partners planned for the future
- Capital Campaign for new gym is still on hold

### B. Development Update

Key fundraising initiatives for 20/21 will be:

- Providing support for food insecure RTHS families
- Funding digital resources - partnering with Universities
  - Can Board members with UNC and NC State contacts help?
- Racial Equity Training
  - looking at "We Are", a Durham organization for student training
  - possibly re-engaging with REI for next phase of faculty training/action
- Landscaping Enhancements - costs are TBD
  - Outdoor classroom
  - Garden
  - Beehive (already donated by Whole Foods)

## III. Closing Items

### A. Adjourn Meeting

---

### Documents used during the meeting

- RTHS Lookbook.pptx