

Research Triangle High School

RTHS Board Meeting

Date and Time

Wednesday November 18, 2020 at 5:30 PM EST

Location

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

Join Zoom Meeting: <https://rthighschool.zoom.us/j/98283216480>

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

Agenda

I. Opening Items

Opening Items

- A. Record Attendance and Guests
- B. Call the Meeting to Order
- C. Approve Minutes from last Board Meeting
- D. Monthly Finance Report
- E. Vote to accept Consent Agenda above

II. CEO ACTIONS

- A. CSO REPORT

III. Finance

- A. Finance Committee Issues / Goals Status

IV. Academic Excellence

- A. Academic Committee Issues / Goals Status

V. Development

- A. Development Committee Issues / Goals Status
Minutes from Development Committee attached

VI. Governance

- A. Committee Issues / Goals Status
Continue the discussion of the need to recruit 1-2 more directors

VII. Executive Session

- A. Personnel Matters

VIII. Closing Items

- A. Adjourn Meeting

Coversheet

Monthly Finance Report

Section: I. Opening Items
Item: D. Monthly Finance Report
Purpose: Discuss
Submitted by:
Related Material: FY 2020-21 Budget Update 10.31.20 updated.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 10.31.20 updated.xlsx

Coversheet

CSO REPORT

Section: II. CEO ACTIONS
Item: A. CSO REPORT
Purpose: Discuss
Submitted by:
Related Material: CSO Report Nov 18.pdf
RTHS RTU Replacements Proposal 2020- Newcomb.pdf
The North Carolina Charter School Self-Study.docx

CSO Report November 18, 2020

- I. State of School
 - a. Membership
 - i. DPI confirmed enrollment at ADM of 588. This means additional funds from 14 students. Current enrollment is 584.
 - ii. As we begin planning 2021-2022, I am looking to reduce enrollment back to 557. This will depend on financial predictions, and we will adjust enrollment to the minimum required to meet obligations.
 - b. Revised Budget
 - i. Still working on details. I will submit to the finance committee and then if appropriate, to the board to discuss and approve.
 - ii. We have additional COVID funding we are also trying to allocate, in addition to dealing with the current surplus.
 - c. Open status
 - i. Surveys and focus groups being conducted with parents, students, and teachers about the conditions around possible reopen.
 - ii. We are finding that Plan B is constraining student attendance to the point that it is impacting contact time in our planning. It may be that reopening under Plan B is a logistical challenge regardless of COVID status.
 - iii. Target date for a plan for the board will be Dec. 1 We want to announce to parents and teachers by Dec. 4.
 - d. HVAC repair
 - i. Quote received to replace main units – 20% lower than originally thought
 - ii. Addition to correct high moisture in room 66. This will require observation to determine repair. The likely cost will be negligible on top of the replacement quote.
 - iii. I would like the board to approve the quote so that we can have the work done before reopening, should that be the plan. A contract of this size requires the board's signature by our accounting rules.
 - e. COVID efforts
 - i. [ABC Science Collaborative](#)
 - 1. RTHS signed an MOU to join under their NSF project. We are able to, but not required to, submit information about the school. I am doing this to create research opportunities for students and connections with the larger health community.
 - 2. We already have access to their resources and are using them to help plan our reopening strategy.
 - ii. [Greenlight for ED](#)

1. Greenlight is an effort established to provide community connection with COVID data. They have a very nice app for tracking student cases and meeting our symptom check obligations, and we have a deal to use it for free through the Durham Charter Collaborative.
2. This app also connects people with health resources, which is a shortcoming with other apps we have looked at. Paid apps can run thousands of dollars per month, so a free one that meets our needs seems like a good deal.

II. Outreach

a. Duke Drs. With BSUA

- i. The school's Black Student Union and Allies set up meetings with several Duke medical professionals to provide a safe place for students to ask physical and mental health questions.
- ii. These will be regular meetings and students will take anonymous questions as well as allowing for F2F talks through the zoom meeting.

III. Charter Renewal

a. Documents up to date

b. Self-Study (approve and vote)

- i. This document requires submission of some strategic goals. I took some from the retreat presentations and merged them into efforts that fit the template and are priorities for us.
- ii. It must be signed by the board chair and the CSO, so I wanted the board's support, if not official approval, before submitting. The document is in the meeting packet.



Newcomb and Company
PO Box 58010
Raleigh, NC 27658
T: 919.862.3000
www.newcombcompany.com

Proposal

Date: October 13, 2020

Submitted to: Ashley Fenoglio, Research Triangle High School

Job Description: RTU Replacements - HVAC

Job Location: 3106 NC-54, Durham, NC

Submitted By: Scott McMillian

This proposal outlines the replacement of two (2) packaged rooftop units. The intent is to replace the units while the building is unoccupied (Weekend). We have not included any temporary cooling while the replacement takes place.

We have included the following:

- Remove two (2) existing rooftop units
 - Reclaim refrigerant and exchange for recycle
- Provide and install two (2) new 60-Ton Trane rooftop units with the following options:
 - Model # SXHLF604
 - Units provided is are new VAV Rooftop Units
 - R410-A refrigerant
 - Supply fan motor with VFD
 - Units will have economizers and modulating power exhaust
 - Stainless Steel Drain Pans
 - 2" pleated filters
 - Factory Start-up
 - 5-year factory warranty on compressors, parts only
- All controls work to tie the units back into the existing controls system
- Crane and rigging service
- All electrical wiring
 - New disconnects and w/ fuses
 - New liquid tight
 - Electrical wiring will include grounding per NEC
- New PVC condensate drain lines
- All work will be performed after normal business hours (weekends) overtime rates apply
- 1-year warranty on equipment and installation
- Permit fees and inspections (inspection cards will be turned in to owner upon completion)

Not Included:

- Engineering
- Roofing work of any kind
- Smoke detectors and/or interlock with the building fire alarm system
 - We assume all smoke detection and fire alarm to be existing and in working condition
 - This replacement will require the fire alarm system for the building to be placed in a "test" mode while the work takes place. This is the responsibility of the owner and will be required the day of the replacement.
 - New permitting and inspections rules may require HVAC replacement work to also include fire alarm inspections. We have not included these fees and do not include any fire alarm work to take place should the inspection deem necessary.
- GFI's (Existing)
- High voltage electrical wiring other than that specifically mentioned above
- Temporary cooling of any kind



Newcomb and Company
PO Box 58010
Raleigh, NC 27658
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www.newcombandcompany.com

Price for this work:

Two Hundred Four Thousand Two Hundred Fifty-Five Dollars and No/00.

\$204,255.00

Price to replace RTU-1 Only:

One Hundred Eight Thousand One Hundred Twenty Dollars and No/00.

\$108,120.00

Price to replace RTU-2 Only:

One Hundred Seven Thousand Fifty Dollars and No/00.

\$107,050.00

Terms: Net due thirty days, unless previously agreed upon by both parties. All goods and services specifically listed above are included. We will furnish all labor and materials necessary to complete the scope of work listed above. We will furnish all inspections as required by local and state ordinances, and in accord with all rules and regulations regarding this work. All work will be warranted for a period of one year unless otherwise noted above.

All prices are good for a period of 30 days from date of proposal, unless noted above.

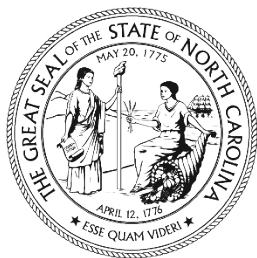
Accepted: The above prices and scope of work for this proposal are satisfactory and are hereby accepted. We authorize Newcomb and Company to proceed with the work described above. By signing below, I state that I am aware of the terms and conditions listed above, and that I am authorized to accept such terms and conditions for the listed property.

By: (print) _____

Date of Acceptance: _____

Signature: _____

Purchase Order Number: _____ (if applicable)



THE NORTH CAROLINA CHARTER SCHOOLS SELF-STUDY

I. School Information

School Name	Research Triangle High School
Mailing Address	PO Box 13453 Durham, NC 27709
Primary Contact Person	Eric Grunden
Primary Contact Title	Chief School Officer
Phone	9199986757 x. 219
Fax	9199983402
Email	egrunden@rthighschool.org

II. Board Information

Contact Name	Gary Rodgers
Term of Office	2019-2021
Mailing Address	PO Box 13453 Durham, NC 27709
Phone	919-249-8007
Fax	919-998-3402
Email	gary.r.rodgers@lmco.com

III. Executive Summary

A. Mission and Vision

Include the mission and vision as stated in the initial charter application or a revised mission statement that has been formally approved by the State Board of Education.

Mission: The mission of the 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.

Vision: There is no vision statement as such in the initial charter application. We have created the following statement since opening: "RTHS shall provide the tools and develop the capacity for students to intentionally determine their futures." We believe this is faithful to the original mission statement by providing support for how the school will "increase access to globally competitive STEM education."

B. Summary

Provide a summary that is specific and succinct in describing how the school is successfully fulfilling the mission. (Limit 2 pages)

RTHS opened in 2012 as a "flipped" high school, leveraging technology to provide increase access to high quality educational resources for students. As a college preparatory high school, RTHS exceeds the standards for admission to schools in the UNC system by requiring additional science and math courses above the minimum state requirements for the Future Ready Core diploma.

The school's mission serves three purposes: increasing access, being globally competitive, and offering a STEM-focused education. RTHS offers increased access in a number of ways. We have always provided transportation to students via GoTriangle buses at no cost to students, even before GoTriangle began offering free service. We also provide a carpool database to match local families to create carpools. While we have not provided a traditional busing program, we are in the process of adding this service. Our central location provides opportunities for students from a ten-county area and more than 150 middle and home schools. We believe that this wide geographical region provides opportunities to students that they would normally not have in their school choices. Our recruitment efforts, reputation in the community, and articulation agreements with local charter schools has helped us to achieve a school that more represents our community. Currently our student body is more than 50% nonwhite and we draw from a wide range of community types. Finally, despite the high academic standards and wide variety of students who attend, our graduation rate is very high, which suggests that we are able to support our diverse student body.

With respect to being globally competitive, we ensure that our educational program draws materials from the best and most advanced sources around the world. Early in our school's history our tenth graders took the PISA exam, an international test for science and math readiness in industry. At that time, had we been a country, we would have been in the top three in science, reading, and math. We feel this is strong evidence for our international success. We are graduating students who are internationally competitive academically, as indicated by our high college acceptance rate and the increasing quality of colleges interested in our program. We have had two Morehead-Cain scholars in our short existence as a high school, a finalist in the Regeneron Science Talent Search, and several students accepted to universities outside the U.S. In 2018, a team of observers from Saudi Arabia visited our school to see how to translate our personalized learning system into their own school efforts.

Finally, we have built a demanding but inviting STEM-focused program to our students. 36.7% of available course sections are STEM courses; our science department offers 17

different courses alone, including core and electives. Of 33 distinct courses in STEM our school offers, 11 of those are custom courses designed and taught by RTHS faculty, developed to provide better access to science and foster student interest and affect. Coursework ranges from entry-level to advanced college level material, like multivariate calculus. The school’s “lunch with an expert” lecture series exposes students to scientists and local professionals in order to generate interest in post-secondary activities. Our FIRST robotics team is a regular state finalist and competes at the world championship event. Our school requires the team to actively recruit girls and students of color to receive funding. Our science Olympiad team has been a top regional finisher the past three years and competed at the state tournament. Our students produced a scientific journal in 2019 based on student-submitted work. Finally, RTHS is in the process of seeking recognition as a STEM School of Distinction in NC.

IV. Goals and Objectives

Provide a copy of your school's goals for the next five years. This should include at least one academic, one financial, and one operational goal. These should be written as SMART goals. If your school has a strategic plan you may attach it.

Goal 1 (Academic):	Develop a robust support system for students admitted below grade level in math
Improvement Strategies	
Strategy 1:	Implement a system of assessment of math skills in the spring of the students’ admission year.
Action Steps:	Make parents aware of the reason for doing this. Test students using NWEA MAP. Use MAP results to produce a list of skill strengths and weaknesses and develop strategies for summer practice.
Strategy 2:	Provide skilled math teachers to provide both pull-out and in-class support for students who need pre-algebra skills work.
Action Steps:	Recruit staff. Create space for student pullout work. Track student progress on supplemental work. Compare student progress over annual MAP growth to see how student growth with treatment compares to students without.
Progress Indicators:	The program will be a success if (a) students are using the program and completing the supplemental work, (b) students are meeting with their pull-out teacher independently without being directed, (c) if student growth beats expectations or is comparable to students on grade level.
Milestone Dates:	Spring MAP administration by May 2021. Supplemental summer plans to students by June 2021. Assignment to support staff August 2021. Skill growth assessed by May 2022 through MAP; teachers will assess growth formatively on a monthly basis.
Professional Development:	Train support teachers in how to provide instructional and study skills for identified math students. Train classroom teachers and support teachers in how to collect assessment data for both the student and the program.

Assigned Implementation Team:	Teacher A. Cooper, admin N. Danehower to coordinate and create plan for teachers. M. Hall and math teachers to develop intervention plans for students including performance metrics.
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Goal 2 (Financial):	Expand RTHS physical plant to accommodate student needs better.
<i>Improvement Strategies</i>	
Strategy 1:	Buy back a portion of RTHS' outstanding bond debt to reduce facilities costs and free up revenue.
Action Steps:	Collect documents to send to Truist Bank contact to begin the evaluation process. Complete 2020 evaluation of RTHS debt to see if bond rating can be changed. Study feasibility of spending current reserves to buy back bonds.
Strategy 2:	Begin a capital campaign with families and outside donors to raise funds for capital improvements
Action Steps:	Focus groups and surveys to determine most appropriate plan (eg. Gym or classrooms/field). Hire development specialist to design and run the campaign.
Progress Indicators:	Ability to determine a plan from stakeholder survey work—settle on one goal. Designs/plans for facility improvement. Development agent hired.
Milestone Dates:	Focus groups and early research by December 2021. Design work and cost estimates by June 2022
Professional Development:	
Assigned Implementation Team:	Eric Grunden, CSO. Ashley Fenoglio, Director of Operations.

Goal 3 (Operational):	Improve access to the school for students in financial need.
<i>Improvement Strategies</i>	
Strategy 1:	Implement a school bus fleet to serve RTHS students.
Action Steps:	Buy buses. Develop routes by surveying need among students. Hire drivers, mechanics, and develop the logistics to provide the service.
Strategy 2:	Increase food support to students in need. Continue and expand current grocery donations and produce supply.
Action Steps:	Improve the system for identifying families in food need. Refine the delivery system for gift cards and produce so that the resources are used more efficiently.
Progress Indicators:	Improved attendance by students who take buses. Increased application rate for students with transportation needs. Parent surveys indicating greater feeling of safety. More students served by food program. Gift cards being used and not left unread in email accounts.
Milestone Dates:	Purchase bus: July 2021. Develop routes: March 2021. Develop food security screening process by August 2021.
Professional Development:	
Assigned Implementation Team:	Ashley Fenoglio, Director of Operations. Kristen Cook, counselor. Jessica Warren, teacher. This group currently heads up food efforts. Mamie Hall,

	Dean of Students – bus coordination.
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V. Education Program

A. Curriculum

- a. Name or describe the curriculum design your school presently uses.

The school uses a personalized learning format that employs both mastery assessment and project-based learning.

- b. Is this the design submitted in the original charter application?

No.

- c. If “No”, please provide a brief explanation below.

It is an extension of the model proposed in the charter. The model proposed in the charter has four elements:

1. The Flipped Classroom, in which content presentation is delivered outside of class in the traditional “homework” space while “classwork” becomes active and engages both teacher and student in individual meetings, small group instruction, and supplemental activities. This will afford students much greater practice time with content and skills as well as engaging them socially in constructive ways during class.
2. Differentiated instruction in the form of extensive use of content “playlists” consisting of teacher and student created presentations, discussion groups, wikis, open source courseware, digital video and audio, allowing students to access course content on demand and from locations beyond the classroom and school.
3. Differentiated learning in the form of student choice (with guidance) of content forms, scheduling (both time and place), and feedback from assessment that help match students’ interests and needs better.

A long-format school day with extra periods built in so that students have time for practice and additional content exposure during the school day. Students would attend a number of regular classes and would use the additional time for study halls, individual review and practice, teacher office hours, research or group collaborative work, including internships on or off campus. (RTHS Charter application, p. 12-13)

What is now different is the expansion of the digital content archive (playlists), the addition of mastery-based assessment, and an

emphasis on strengthening independent learning skills that grew out of early school data on challenges students were facing in learning under our model.

B. Instructional Methodology and Techniques

a. Summarize the instructional methodology or techniques used by your school (i.e. direct instruction, hands on, experiential, expeditionary learning, etc.)

Instruction employs elements of inquiry, project- and problem-based learning, experiential learning, and direct instruction, based on classroom need. It is still the "flipped model".

b. Is this the design submitted in the original charter application?

Yes.

c. If "No", please provide a brief explanation below.

C. Accountability

a. Does the school use other evaluation instruments, other than State Tests, to assess student performance? (i.e. the Iowa tests, NWEA, MAP, MAT, etc.)

The school currently uses MAP for reading, math, and language arts.

b. If "Yes", describe those assessments.

The MAP tests are adaptive and provide detailed determinations of student ability.

c. How does the school use student data to improve student learning and to raise the academic performance of all students?

Teachers review MAP data for their own students to determine specific adjustments to their curricula to support individual students. Administration reviews the results to find students who are facing learning challenges to provide wraparound support for the student and families.

VI. Additional Information

Comments:

VII. Certify Submission

Type your name below to certify all information is accurate.

Gary Rogers

Board Chair Name

Eric A. Grunden

School Administrator Name

Digital Signature

Digital Signature

Date

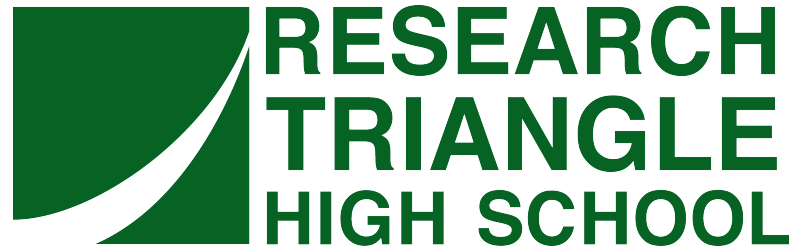
Date

Coversheet

Finance Committee Issues / Goals Status

Section: III. Finance
Item: A. Finance Committee Issues / Goals Status
Purpose: Discuss
Submitted by:
Related Material: 2020_11_10_monthly_finance_committee_meeting_minutes.pdf

DRAFT



Research Triangle High School

Minutes

Monthly Finance Committee Meeting

Date and Time

Tuesday November 10, 2020 at 4:30 PM

Location

<https://rthighschool.zoom.us/j/96650203415#success>

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. Muggge (remote), G. Rodgers (remote), N. Lightner (remote)

Committee Members Absent

M. Bliss

Guests Present

E. Grunden (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

C. Approve Minutes

II. Finance

A. Budget Update

Update from Nicole

- Main update has 5% income increase from Durham County
- Food service gift card costs \$4000/month until the end of the year - this is for food expenses for highest need students
- RTHS is getting funded off of 588 - that's an additional \$95k

Eric wants to go into the budget and propose updates that were cut out of the budget last year. He will analyze now that we have an idea of the extra money that we have.

Still waiting to get final update on HVAC, current quote is lower than before.

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 4:52 PM.

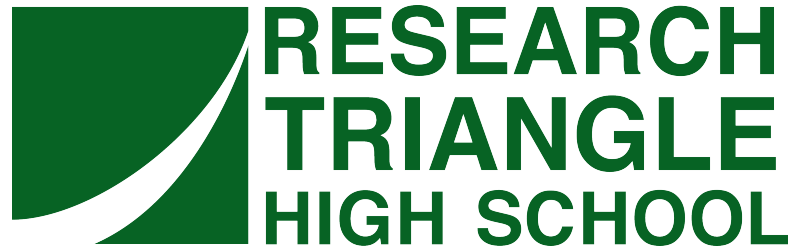
Respectfully Submitted,
A. Quigley

Coversheet

Development Committee Issues / Goals Status

Section: V. Development
Item: A. Development Committee Issues / Goals Status
Purpose: Discuss
Submitted by:
Related Material: 2020_11_10_development_committee_meeting_minutes.pdf

DRAFT



Research Triangle High School

Minutes

Development Committee Meeting

Monthly Development Meeting

Date and Time

Tuesday November 10, 2020 at 11:00 AM

Location

Zoom Call during pandemic

<https://rthighschool.zoom.us/j/94317644302>

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

<https://rthighschool.zoom.us/j/94317644302>

Committee Members Present

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

Committee Members Absent

N. Danehower, 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 Tuesday Nov 10, 2020 @ 11:00 AM.

II. Development

A. Development Update

Ashley reported that her main focus on Development is currently on giving Tuesday - Dec. 1st. She has testimonials from parents and students that will go out in an email request.

Ashley also reports that there is a great relationship with the PTSO and their Dev. Chair, Sara Hanawald (sp). The PTSO plans to donate \$50K for the landscaping improvement plan.

The architecture firm will be providing enhanced drawings of the landscaping plan. Those drawings will be used in our fundraising efforts.

B. Discuss 2020 Retreat/Development Action Items

We discussed the work items from the Retreat and reviewed what we added to track on BOT.

We discussed the work item on Better Coordinating Fundraising activities at the school. While today, there is a calendar of the planned fundraising by each organization, there is no other coordination. We discussed that when fundraising requests go out from the Raptor Fund, that parents should be able to click a button to select what club or effort their contributions should go towards. Ashley discussed that she has had discussions with Raleigh Charter HS and that we can learn from how they approach fundraising. Carmen agreed to get a meeting scheduled with Eric and Mamie to discuss the approach as "tops down" support will be required to implement.

We then discussed the Strategic Development Plan and Ashley says that she has a template that we can use for the plan. The template includes using a SWOT analysis to help determine priorities. Ashley will send us a copy of the template.

We also discussed the need to better manage any potential grants. Are we missing opportunities? Up to this point, Eric has been doing this as one of his many responsibilities.

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 12:00 PM.

Respectfully Submitted,
C. Mugge