

Research Triangle High School

RTHS Board Meeting

Date and Time

Wednesday April 21, 2021 at 5:30 PM EDT

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>

Meeting ID: 982 8321 6480

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

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

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Agenda

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

C. Board Meeting Minutes

Approve minutes for RTHS Board Meeting on March 17, 2021

D. Monthly Financial Report and Updates

E. CSO Report

F. Approval of Consent Agenda

- Last Month's Board Meeting Minutes
- Monthly Financial Report
- CSO Report

II. Finance

A. Finance Committee Updates

III. Academic Excellence

A. Committee Updates / Goals Status

IV. Development

A. Development Committee Issues / Goals Status

Community Grant Opportunities
Exploiting Bloomerang

V. Governance

A. Governance Meeting Updates

Open action items are:

- Board member Succession Planning
- Board member Recruitment
- Board Cadence Documentation

- Regularize board meetings via flywheel

VI. Other Business (As Needed)

- A.** Proposed New High School Update
Overview and Update on the new Charter Application

VII. Closing Items

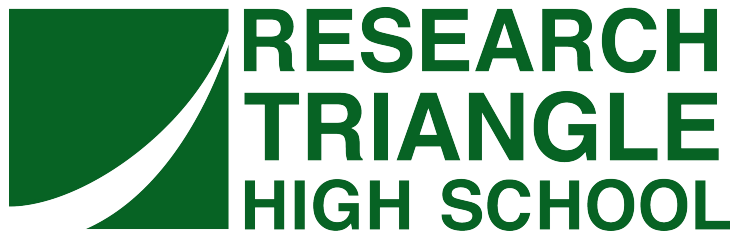
- A.** Adjourn Meeting

Coversheet

Board Meeting Minutes

Section: I. Opening Items
Item: C. Board Meeting Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for RTHS Board Meeting on March 17, 2021

APPROVED



Research Triangle High School

Minutes

RTHS Board Meeting

Date and Time

Wednesday March 17, 2021 at 5:30 PM

Location

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Directors Present

A. Quigley (remote), C. Coia (remote), C. Mugge (remote), C. Rao (remote), E. Cunningham (remote), G. Rodgers (remote), M. Johnson (remote), R. THALLA (remote), S. Carty Vetere (remote), S. Hunter (remote)

Directors Absent

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

Guests Present

E. Grunden (remote), John Wood (remote), Ms. Tobien (Guest - Member of Public) (remote)

I. Opening Items

A. Record Attendance

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 Mar 17, 2021 at 5:34 PM.

C. Board Meeting Minutes

C. Rao made a motion to approve the minutes from RTHS Board Meeting on 02-17-21.

C. Mugge seconded the motion.

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

Roll Call

M. Bliss	Absent
S. Hunter	Aye
S. Rivers-Kobler	Absent
G. Rodgers	Aye
E. Cunningham	Aye
C. Rao	Aye
C. Mugge	Aye
C. Coia	Aye
A. Quigley	Aye
M. Johnson	Aye
T. Medhin	Absent
S. Carty Vetere	Aye
R. THALLA	Aye

D. Monthly Financial Report and Updates

E. CSO Report

- Acceptance rate good

- Working on reopening plan based on pending bill; As of now, plans to open on 4/12 if allowed (Charter not yet allowed to use Plan A)
- 60% parents: reluctant for children to return to in-person
- HVAC work completed
- Hiring plans in place and underway
- Draft Calendar: Factors 190 days (much more than required)

F. Approval of Consent Agenda

C. Rao made a motion to approve the Consent Agenda, Calendar, Insurance Policy.

C. Mugge seconded the motion.

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

Roll Call

T. Medhin	Absent
M. Johnson	Aye
C. Coia	Aye
C. Rao	Aye
G. Rodgers	Aye
C. Mugge	Aye
S. Rivers-Kobler	Absent
M. Bliss	Absent
R. THALLA	Aye
S. Hunter	Aye
A. Quigley	Aye
E. Cunningham	Aye
S. Carty Vetere	Aye

II. Academic Excellence

A. Committee Updates / Goals Status

- Update on Charter Renewal process (at Academic Excellence Committee)
- Strategic Planning process
 - Reduce number of assignment students need to do but focus on quality of work;
 - Focus on concrete demonstration of their mastery of skills
 - Focus on Critical skills and activities associated with the demonstration of it

III. Development

A. Development Committee Issues / Goals Status

- Presentation of worksheet with data on RTHS parents/companies where parents work: Source to seek Community Grants
- Goal is to determine parent volunteers/hours volunteered/create volunteer opportunities to tap Corporate Community Grants;
- Use this as an opportunity to thank those parents/show appreciation

IV. Governance

A. Governance Meeting Updates

- Continuing to work on Annual/Monthly Cadence documents
- Created Google Docs
- Flywheel identified: One of the Staff Members (Ms. Cassie Fox)

V. Other Business (As Needed)

A. West Triangle High School

B. WTHS Group Discussion

- Access and Availability of Funds: NC Access Grants
- RTHS mission allows to replicate; Model has been successful; Need for more STEM HS
- 2 year timeline for the entire process from submitting Charter Application to have the school up and running

C. Mugge made a motion to approve \$15,000 to do the initial survey and work on the Proposed Charter School application.

S. Carty Vetere seconded the motion.

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

Roll Call

E. Cunningham	Aye
C. Mugge	Aye
S. Hunter	Aye
C. Rao	Aye
M. Johnson	Aye
C. Coia	Aye
R. THALLA	Aye
G. Rodgers	Aye
M. Bliss	Absent
T. Medhin	Absent
S. Rivers-Kobler	Absent
A. Quigley	Aye
S. Carty Vetere	Aye

VI. Closing Items

A. Webinar Reminder : The State of Charter School Governance: 2021

B. Adjourn Meeting

A. Quigley made a motion to adjourn.

C. Rao seconded the motion.

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

Roll Call

E. Cunningham Aye

R. THALLA Aye

A. Quigley Aye

S. Carty Vetere Aye

M. Bliss Absent

C. Mugge Aye

M. Johnson Aye

C. Coia Aye

C. Rao Aye

S. Hunter Aye

T. Medhin Absent

G. Rodgers Aye

S. Rivers-Kobler Absent

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:03 PM.

Respectfully Submitted,

G. Rodgers

Coversheet

Monthly Financial Report and Updates

Section: I. Opening Items
Item: D. Monthly Financial Report and Updates
Purpose: Discuss
Submitted by:
Related Material: FY 2020-21 Budget Update 2.28.21.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 2.28.21.xlsx

Coversheet

CSO Report

Section:	I. Opening Items
Item:	E. CSO Report
Purpose:	Discuss
Submitted by:	
Related Material:	CSO Report 04_21_21.pdf

CSO Report April 21, 2021

- I. State of School
 - a. Enrollment update
 - i. We have met the fall enrollment target already (actual completion of enrollment packet, not just accepting admission offer)
 - ii. Overenrolling expecting that we will lose commitments.
 - iii. Wait list is still extensive; there will be no problem meeting enrollment targets by August.
 - b. Reopening plan
 - i. RTHS returned students to campus Monday, April 12, following the revision of the DHHS toolkit, which gave us access to Plan A (“minimal distancing”).
 - 1. Parents given the option of choosing remote or on-site instruction.
 - 2. 8 teachers chose not to return to campus but are continuing instruction from offsite. We are covering their onsite students with subs and combining sections with teachers.
 - 3. We will survey parents and students about the experience after week 1 is complete.
 - 4. Students in the building seem happy and are quite compliant with the security measures. We have had two students who needed additional counseling on mask wearing.
 - ii. ABC data
 - 1. Account set up for reporting but it doesn’t work.
 - 2. We are not doing daily symptom checks, since CDC and DHHS are not requiring them anymore and the app suppliers we were working with have all failed us.
 - iii. DHHS confirmation received confirming our Plan A plan.
 - iv. Stats
 - 1. 1 known infection discovered Tuesday, 4/13. Exposure would have been Monday 4/12. Contacts traced internally and recommendations for quarantine were sent to parents and students. No students on campus Monday required quarantine because of existing masking and distancing. 24 students from the drama production were recommended for quarantine because of the possibility of exposure but we do not believe patient zero had been exposed at that time. All tests from that population have returned negative to date.
 - 2. Stats will be reported to ABC collaborative as soon as they fix my login. There is a statewide webinar discussing their data collection efforts on Tuesday.
 - c. US News “Best High Schools” Report
 - i. 2020 (2021 released next week) – RTHS #22 in NC, 745 nationally
 - ii. 2019 (for reference) – 31 in NC, 999 nationally
 - iii. PCHS #21, GHHS #23, so we are right in our wheelhouse (though our college readiness ranking is higher than both).

d. College admission

i. Application Stats as of April 15, 2021:

1. **88.8%** of the Class of 2021 has submitted at least one college application
2. **314**- the number of acceptances already received

ii. Students have been accepted to the following institutions (this is not a complete list):

1. All 16 of the UNC system colleges
2. Arizona State University
3. Boston University
4. Clemson University
5. Davidson College
6. Duke University
7. Elon University
8. Emory University
9. Georgia Tech
10. Mount Holyoke College
11. Purdue University
12. Reed College
13. The University of Alabama
14. The University of Hawaii at Manoa
15. University of Minnesota
16. The University of Texas at Austin
17. University of California Davis
18. University of Georgia
19. Washington University in St. Louis

iii. Students have submitted **599** applications to **over 150** different colleges

iv. Enrollment Stats as of April 15, 2021:

1. **19%** of the class of 2021 has enrolled in a college (prior to the May 1 National Decision Day)
2. Students have enrolled at the following schools:
 - a. Appalachian State University
 - b. Sewanee: The University of the South
 - c. Worcester Polytechnic Institute
 - d. Duke University
 - e. UNC Chapel Hill
 - f. Babson College
 - g. NC State University
 - h. UNC Charlotte
 - i. UNC Greensboro
 - j. UNC Asheville
 - k. William Peace University
 - l. The University of Alabama

- II. Physical Plant update
 - a. Access control
 - i. \$53,000
 - 1. Electrify all exterior doors to provide remote control (emergency lockdown, open on demand). Currently only the front doors are so equipped
 - 2. Add temporary access to visitors and technicians with greater security (no physical tokens)
 - 3. Add access control to elevators. Currently there is a complicated coding system that is hard to change, and the codes are known by students.
 - ii. Contract signed, work is to be scheduled. It could be done during the school year.
 - b. Furniture
 - i. Finishes and colors being selected. Final quote still out; preliminary quote roughly \$178,000.
 - ii. Includes
 - 1. New chairs and tables for remaining galleries (replace/remove door tables)
 - 2. New chairs for theater (current ones came from Sigma Xi and many are broken)
 - 3. New conference table and chairs for conference room
 - 4. Replace meeting chairs in admin offices (all are broken)
 - 5. Lobby furniture for visitors
 - 6. Outfitting a new media center in Hall of Scientists (tables, chairs)
 - 7. Adding furniture for student gathering areas
 - 8. Seating for faculty kitchen (currently none)
 - c. Construction
 - i. Replace worn carpeting in basement, gallery hallways, conference room
 - ii. Repair/replace cabinetry in conference room
 - iii. Add casework in galleries to support microwaves and provide storage for cleaning supplies (this is a health department requirement)
 - iv. Wall off robotics storage area in basement (safety, appearance)
 - v. Upgrade lighting and shade on senior patio
 - d. Landscaping
 - i. Due to delays we will not be able to do this work this school year. We may try to do a small part of it as an amuse bouche for a larger donor commitment next year.
 - ii. We are pursuing legal action.
 - e. Field plans
 - i. We have received preliminary drawings from the architect. Additional stormwater surveying must be done before completion.
 - ii. We will not consider this until we have a cost estimate, but this most likely cannot be completed this year.

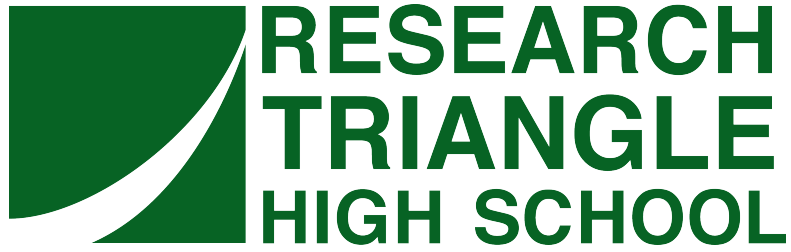
- f. Remaining projects can be fun work for our development officer when they start next year!

Coversheet

Finance Committee Updates

Section: II. Finance
Item: A. Finance Committee Updates
Purpose: FYI
Submitted by:
Related Material: 2021_04_13_monthly_finance_committee_meeting_minutes.pdf

DRAFT



Research Triangle High School

Minutes

Monthly Finance Committee Meeting

Date and Time

Tuesday April 13, 2021 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. Coia (remote), C. Mugge (remote), M. Bliss (remote)

Committee Members Absent

G. Rodgers, N. Lightner

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 Tuesday Apr 13, 2021 at 4:34 PM.

C. Approve Minutes**II. Finance****A. Monthly Budget Report
Nicole Budget Update**

- Nicole added federal covid funding for \$22,000
- Increased digital resources by \$5,000 because we overpaid
- General insurance increased as well because we had to finish

Eric Budget Update

- Back and forth with furniture vendors to solidify final amount
- Landscape architect to engage with the landscaping folks - unlikely we will have the landscaping/field this done this year
- HVAC done and working well
- Not going to fund landscaping out of the direct budget it gives us more to spend on other projects
- Updated access control at \$50,000 - ability to control doors, increase security in the building
- Teacher work this summer for curriculum and what not
- Not ready to do 21-22 budget draft - puts us behind by a month for the upcoming budget
- Got in touch with US Bank to reclaim budget from the construction line

Bonds/Gym

- **Eric in convo with BBT re: gym and bond buyback progress**

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,
G. Rodgers

Documents used during the meeting

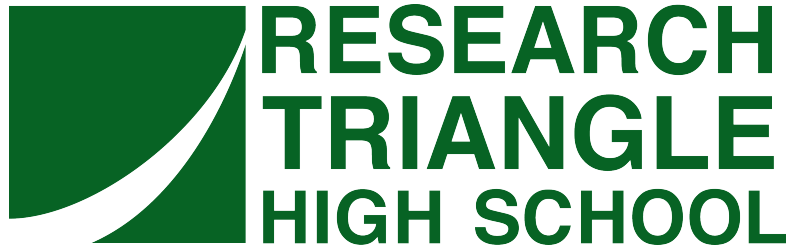
None

Coversheet

Development Committee Issues / Goals Status

Section: IV. Development
Item: A. Development Committee Issues / Goals Status
Purpose: FYI
Submitted by:
Related Material: 2021_04_14_development_committee_meeting_minutes.pdf

DRAFT



Research Triangle High School

Minutes

Development Committee Meeting

Monthly Development Meeting

Date and Time

Wednesday April 14, 2021 at 2:45 PM

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://us02web.zoom.us/j/81139553001?pwd=WStSQzltNXk4SUtBU3FnUGhmQllmUT09>

Committee Members Present

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

Committee Members Absent

C. Coia, M. Johnson, N. Danehower, R. THALLA, T. Medhin

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

II. Director of Development Update

A. Update of Key Fundraising and projects

No major new initiatives at this time. Landscaping project is not progressing because detailed plans have not been received from the landscaper. Letter from attorney is next step. Landscaping project will have to be postponed due to heading out of planting months.

B. Help needed from Board

Ashley requested input from the committee on interview questions for the new Director of Development candidates. Some areas to pursue that were suggested:

- Previous engagement activities with the community and corporations
- Experience with development tools
- Why they are applying to RTHS and why they left their previous jobs

III. New Initiatives

A. Community Grant Opportunities

- The parent spreadsheet is now "cleaned up" for our focus companies except for Biogen and Fujifilm. Ashley will validate/update those entries as needed
- The draft letter has been created and edited. Sherry will review and provide her edits
- Discussed whether to send the email via Bloomerang, Parent Square or Traditional email. While Parent Square and Bloomerang are preferable tools, there may be limits at this time because:
 - Want email to come from Eric
 - Want to be able to keep the recipients BCC until they opt in
 - Want to be able to create dist lists by company.
- We will need someone to gather data after emails get sent and some data should be entered in Bloomerang such as detailed info about company's grant programs - Ashley will see if Mae is available to assist.

B. Exploiting Bloomerang

Discussed the Bloomerang tool and what improvements we should have in our implementation:

- Not all information is currently in the tool, such as parent employer as an example
- Not all company info is entered into the tool such as the community relations contact, grant programs, etc

Our next Development Committee will focus on Bloomerang and we will ensure that Rajeev and Jay can attend. Focus will be on:

- Identifying critical information needed in the tool
- Identifying data sources
- Determining plan to implement the improvements

IV. Development Actions from Retreat

A. Overall Strategic Plan

Not discussed due to time.

B. Consolidation of Fundraising Activities

Not discussed due to time