

Research Triangle High School

RTHS Board Meeting

Date and Time

Wednesday May 19, 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 April 21, 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. Proposed Budget 2021-2022

B. Finance Committee / Goals Update

2020-2021 Goals:

- [Continually educate board members on charter school finances](#)
- [Work with Eric to ensure we end the year with the required surplus amount](#)
- [Establish a long term plan to provide transportation to attract and retain students who would otherwise not have access to the school](#)
- [Develop a long term financial plan for a Multi-Use Facility expansion](#)
- [Educate the Board about regular compliance requirements undertaken by staff](#)
- [Work with Eric for this year's budget](#)
- [Educate board members on charter school finances](#)

III. Academic Excellence

A. Committee Updates / Goals Status

2020/21 Goals;

- [Determining available and alternative sources of data and appropriate trend and comparison data during remote learning.](#)

- [Appropriately assess the educational impact for all students during remote learning, including teaching and learning and student engagement.](#)
- [Appropriately assess and respond to student and family needs and the impact of the pandemic on student well-being and learning.](#)
- [Develop/select and employ an effective teacher evaluation and support system](#)
- [Develop a data collection plan, including a comprehensive growth assessment tool](#)
- [Develop plan to Recruit/Retain quality teachers](#)

IV. Development

A. Development Committee Issues / Goals Status

2020-2021 Goals:

- [Coordinate all fundraising activities at RTHS](#)
- [Establish at Strategic Development Plan](#)
- [Build a community among Stakeholders](#)
- [Build Partnerships with RTP Companies](#)

V. Governance

A. Governance Meeting Updates

2020-2021 Goals:

- [Establish board cadence of activities documentation](#)
- [Partner with the CEO](#)
- [Board Member Succession Planning](#)
- [Recruit 2 New Board Members](#)
- [Regularize meeting operations for the board](#)
- [Support CSO goals as identified at the annual board retreat](#)
- [Reorganize and improve on the BoT database of documents](#)
- [Formalize the Onboarding Process](#)

Current action items being worked:

- 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 Charter Update
Overview and Update on the new Charter Application

VII. Closing Items

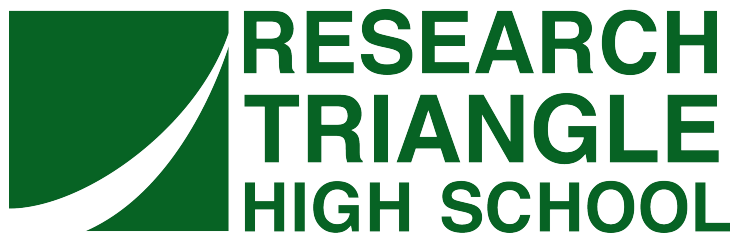
- A.** Adjourn Meeting

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 April 21, 2021

DRAFT



Research Triangle High School

Minutes

RTHS Board Meeting

Date and Time

Wednesday April 21, 2021 at 5:30 PM

Location

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Directors Present

A. Quigley (remote), C. Coia (remote), C. Mugge (remote), C. Rao (remote), G. Rodgers (remote), M. Johnson (remote), S. Carty Vetere (remote), S. Rivers-Kobler (remote)

Directors Absent

E. Cunningham, M. Bliss, R. THALLA, S. Hunter, T. Medhin

Guests Present

A. Tobien (remote), E. Grunden (remote), J. Guilford (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 Apr 21, 2021 at 5:36 PM.

C. Board Meeting Minutes

M. Johnson made a motion to approve the minutes from RTHS Board Meeting on 03-17-21.

C. Rao seconded the motion.

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

Roll Call

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

D. Monthly Financial Report and Updates

- Only change: Addtl federal grant money recd.
- Still on the surplus side

E. CSO Report

- Reopened school on Plan A on April 12, 2021
- Prepared for every single student to return to school; Most teachers returned except for a few (due to various reasons); Quite a few students did not return and preferred remote learning
- Only one covid case; Otherwise, students have been good at following instructions
- Good news on "Best High Schools" Report; 2020 - RTHS #22 in NC and 745 nationally (compared to 31 in NC and 999 nationally in 2019); PCHS #21 and GHHS #23
- Replacing furniture in the building; Still looking for quote; Replacing carpet/cabinetry/upgrading lighting etc
- Field plans: have received preliminary drawings; awaiting storm water surveying

F. Approval of Consent Agenda

M. Johnson made a motion to approve the Consent Agenda.

C. Rao seconded the motion.

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

Roll Call

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

II. Finance

A. Finance Committee Updates

- No major changes or anything significant in the Budget
- Some funding to be received in the future; Will be factored in the Budget soon
- Budgeted for 590 ADM: Expanding to give a little more flexibility; Last year it was 570

III. Academic Excellence

A. Committee Updates / Goals Status

- Measuring student testing: Factor in learning loss and how to address it

- So many factors to be considered in measuring performance in 2019-2020 school year and 2020-2021 school year

IV. Development

A. Development Committee Issues / Goals Status

- Prepared a fundraising letter to reach out to parents who are listed in the worksheet
- Bloomberg: Needs to be updated with parent employer, company information, community grants, alumni list etc; Must have data feed (identify data sources) into this tool to keep it complete and adequate;
- Bloomberg: Golden data source for all stakeholders; all their information should be there
- To get a more dedicated Development Officer after June to handle fundraising and other Development work

V. Governance

A. Governance Meeting Updates

- Time to Volunteer for "Officers" positions; Need Volunteers to fill these positions
- Current Chair/Vice-Chair/Treasurer & Finance Committee Chair/Secretary: Stepping down from these positions soon once there is a replacement

VI. Other Business (As Needed)

A. Proposed New High School Update

- Still work under progress; will know more in July

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 6:24 PM.

Respectfully Submitted,

G. Rodgers

C. Muggle made a motion to adjourn the meeting.

C. Rao seconded the motion.

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

Roll Call

S. Rivers-Kobler Aye

M. Bliss Absent

E. Cunningham Absent

A. Quigley Aye

Roll Call

C. Coia	Aye
M. Johnson	Aye
G. Rodgers	Aye
T. Medhin	Absent
R. THALLA	Absent
C. Mugge	Aye
S. Hunter	Absent
S. Carty Vetere	Aye
C. Rao	Aye

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 4.30.21.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 4.30.21.xlsx

Coversheet

CSO Report

Section: I. Opening Items
Item: E. CSO Report
Purpose: Discuss
Submitted by:
Related Material: CSO Report 05_19_21.pdf
RTHS-Phase 1 DRAFT proposal - Courtyard.pdf

CSO Report May 19, 2021

- I. State of School
 - a. Enrollment update
 - i. Currently at 607 students. This is too many; budget assumes 577. We are withholding new admission offers for the time being.
 - ii. Wait list is still quite deep.
 - b. Reopening status
 - i. Onsite attendance numbers are low; 90-100 daily. Total attendance consistent with the rest of the year, which is lower than a typical in-person year. Attendance is counted as presence in Zoom classroom.
 - ii. Teachers doing a really nice job of working with on campus students so that there is something to be gained by coming but not shortchanging remote students.
 - c. US News “Best High Schools” Report
 - i. 2021: 29 (NC), 5 (Durham), 1002 (nationally)
 - ii. 2019 (for reference) – 31 in NC, 999 nationally
 - iii. PCHS #14, GHHS #22; (though our college readiness ranking is higher than both).
 - iv. This ranking based on our anomalously low math EOC scores from two years ago.
 - d. Staff turnover (details in executive session if necessary)
 - i. Math: 1 new teacher, 2 replacements
 - ii. English: 1 new teacher, 1 replacement
 - iii. Science: 2 replacements
 - iv. History: 1 replacement
 - v. High, but all are explainable – not school climate deficiencies
- II. End of Year Plans
 - a. EOC exams: May 28-June 3
 - i. Attendance expected to be poor since remote not required to attend (exams ONLY given on campus)
 - ii. Students will be held harmless: only exam grades that increase student scores will be recorded (this is how WCPSS is scoring also)
 - b. No teacher-given final exams
 - c. Seniors exempt from exams if C average in class or better. They may take an exam if they want to.
 - d. Student work completed and submitted by 5/28
 - e. Outdoor Graduation Ceremony on RTHS campus, June 5. Board members are all invited. Please let me know if you will come so we can have a seat for you in the shade.

RTHS-Phase 1 - August 1

RESEARCH TRIANGLE HIGH SCHOOL
3106 E. NC HWY 54
RESEARCH TRIANGLE PARK, NC 27709-0006

Research Triangle High School | 3106 E. NC Hwy 54 | Design
 3106 E. NC Hwy 54 Research Triangle Park, NC 27709-0006

Est ID: EST2300470 DRAFT-4.26.21
Date: Apr-26-2021

Email: afenoglio@rthighschool.org
Phone: 919-998-6757 ext 223

Tributary, Inc., d.b.a. Tributary Land Design and Build, ("Tributary"), a North Carolina business corporation, provides land design, build, installation and land management services ("Services"). The client listed on the Service Agreement ("Client") hereby hires Tributary to provide Services, and Tributary agrees to provide Services, subject to the provisions of the Scope of Services, Terms and Conditions ("Terms and Conditions"), and Drawings (as defined in Section 1, below). Taken together, the Scope of Services, Terms and Conditions, and Drawings constitute an Agreement for Services ("Agreement"). This Agreement is effective on the day that both Parties sign the Service Agreement ("Effective Date").

Scope of Services

WORKSHOP - Site Layout with Geometry and Elevations - May 3-5	\$603.04
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Setting a grid. Finding a radius. What is an oval. Scale to reality - reading a plan and revising based on. We'll set stakes for Phase 1 installation grades. Call 811.

Installation	Landscaping Services	\$160.00
Landscape Architect	Landscape Architecture Services	\$443.04

1.0 WORKDAYS: Site Preparation and Demo	\$414.70
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Tributary Land Design + Build
 1812 Chapel Hill Rd
 Durham, NC
 27707

P.919-410-7710

www.tributarync.com
 tributarync@gmail.com

Soil removal and staging; tree and soil protection fencing.

2 each	Fencing - Tree Protection - 4' x 300'	\$94.70
	Installation	Landscaping Services
		\$320.00

7.0 WORKDAYS: Revamp existing planter: 4.5' x 72' - May 10-14 \$4,891.39

Transplant and heal-in existing materials.

Stockpile soils along building.

Drill weap holes at base 3' OC

Add water protection as needed along building.

Backfill with planter soils.

Plant with Native Pollinators

Talking points:

- soil health and building health
- who can we attract - discussion on plant and insect morphology
- Assignment for students: ecology calendar and tracker - observing the diversity and health of micro climate

	Installation	Landscaping Services	\$2880.00
16	Soil - Garden Blend - Topsoil, Compost, Pine Fines		\$568.16
5 Days	Site Work/ Softscape Trailer		\$146.85
66 group	Plant Group - - perennials, grasses	general	\$709.50
4 cu yd	Mulch - Fine Pine Bark		\$168.36
1	Equipment- Dingo	1 wk rental	\$418.52

WORKSHOP - Soil Science - May 10- May 21 \$381.52

Soil science workshop on assessment and regenerative soils

	Subcontractor - Professional Services	\$230.76
	Landscape Architect	Landscape Architecture Services
	Installation	Landscaping Services
		\$40.00

WORKDAYS: Building Soils: 3288 SF - May 10 - May 21; Edging Beds and Laying wood chips down in Phase \$9,241.52

Layout Phase 1 plantings beds at building and along sidewalk>

Testing and assess soils - Water drainage, texture, microscope, minerals, organics and chemistry, auger, soil map, history, what growing here now.

Building soils:

Method: lasagna, solarization, what else.

Bring in a soil scientist?

	Installation	Landscaping Services	\$6400.00
8 Days	1 ton Dump Truck		\$787.60
20 Hours	Maxim tiller	Walk behind stand up tiller.	\$128.00
5 Days	Site Work/ Softscape Trailer		\$146.85
5 Days	1/2 ton Truck		\$295.25
1	Equipment- Dingo	1 wk rental	\$418.52
30 yards	Soil Amendments - Compost		\$1065.30

WORKSHOP - PERVIOUS and IMPERVIOUS : 793 SF from "lawn" to "hardscape" - May 17- MAY 28 \$1,907.60

Quantifying water volume in a rain storm

Tracing its path

Finding a place for it to hang-out and getting it from one place to the next

County Stormwater Specialist

Paving systems and examples of perviousness.

	Landscape Architect	Landscape Architecture Services	\$553.80
	Installation	Landscaping Services	\$200.00
	Subcontractor - Professional Services		\$1153.80

2.0 WORKDAYS: POROUS PAVING: 793 SF of PERMEABLE AGGREGATE AND POUROUS CONCRETE: MAY 17-JUNE 4 \$8,414.58

Excavate soils; set drainage base for permeable paving, set overflow for drainage, make formwork's, set pavers, pour concrete

1 each	Erosion Control - GT140 NW Non-Woven Geotextile - Type 1 - 4oz. - (6.25'x360') 250sy	\$171.00
20 ton	Aggregates - #57	\$949.60
10 ton	Aggregates - #78	\$442.00
9 cu yd	Concrete - 4000 PSI Concrete	\$1740.24
	Installation Landscaping Services	\$4800.00
1 each	Drainage - Corrugated - Single Wall - 18" - Solid Pipe - 20'	\$311.74

8.0 WORKDAYS: Semi-oval Planter and Green screen trellis - May 17 - August 1 \$32,680.16

Set posts - cedar and steel (6) powder-coated 16' H posts (24) 5' H cedar posts Recycled metal and treated plywood Timber cap

	Installation Landscaping Services	\$9600.00
	Landscape Architect Landscape Architecture Services	\$886.08
21 Days	1 ton Dump Truck	\$2067.45
6 each	Steel -Square Tube - 4" by 4" by 1/4" by 20'	\$4735.26
1	Corten Steel, welded wire, powder-coated steel sheeting	\$6576.75
	Subcontractor - Professional Services - Structural Engineer	\$1846.05
4 cu yd	Concrete - 3500 PSI Concrete	\$760.28
1	Hardware: Steel cable, eye bolts, fasteners	\$3288.38
1	Metal Fabrication Contractor	\$2919.91

16.0 WORKDAYS: MIXED MATERIAL TIERED SEATWALL: MAY 17-AUGUST 1 \$14,104.60

MIXED MATERIAL TIERED SEATWALL

10 Days	1 ton Dump Truck	\$984.50
10 Days	Schaeffer Loader	\$3070.10
	Installation Landscaping Services	\$9600.00
6	Delivery	\$450.00

9.0 WORKDAYS: Stand-Up Rectilinear Tables: May 17 - August 1 \$4,908.27

	Installation Landscaping Services	\$320.00
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1812 Chapel Hill Rd
Durham, NC
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tributarync@gmail.com

1	Metal Fabrication Contractor	\$1401.56
1	Carpentry Contractor	\$3036.71
2	Delivery	\$150.00

10.0 WORKDAYS: Worktops for concrete benches \$6,936.96

Custom clamp-on desktops for concrete benches

16	Hardware and materials: clamps, aluminum/steel tubing, hinge, concrete, stainless steel bolts	\$2630.72
	Installation Landscaping Services	\$3840.00
16 Each	Recycled countertop slabs 18" x 18"	\$466.24

General Conditions \$5,538.00

Site Clean-up, Mobilization, Admin

General Conditions	Project management, Mobilization, Site Layout, Site Management, Clean up, Demobilization	\$5538.00
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Subtotal	\$90,022.34
Taxes	\$0.00
Estimate Total	\$90,022.34

Contract Payment Summary

PO #	Contract #
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SERVICE AGREEMENT: TERMS AND CONDITIONS

1. Scope of Services. Tributary shall provide to Client, for its sole benefit and exclusive use, the services set forth in the Scope of Services at the jobsite address listed in the Service Agreement ("Jobsite"). No third party beneficiaries are intended by this Agreement. The Agreement includes any plans and drawings pertaining to the Scope of Services (collectively, "Drawings") issued by Tributary to Client prior to the Effective Date of this Agreement. Any such Drawings are hereby incorporated into this Agreement by reference. Any alteration or deviation from the Scope of Services, including but not limited to any such alteration or deviation involving additional material and/or labor costs, will be executed only upon written Change Order for same, signed by Client and Tributary.

2. Payment Terms.

(a) Compensation. Client shall compensate Tributary in the total amount specified in the Proposal ("Total Compensation"). Any executed Change Order may require an adjustment in the Total Compensation due to Tributary. Any such increase or decrease in the Total Compensation shall be set forth in the Change Order.

(b) Initial Deposit. Client agrees to pay a deposit of 30% of the Total Compensation upon signing the Proposal and prior to Tributary commencing the Scope of Services.

(c) Invoicing. Tributary shall periodically invoice Client for a portion of the remaining amount of the Total Compensation. The invoiced amount is due upon receipt. Client's receipt of the invoice will be presumed to be upon: (1) personal delivery; (2) 2 hours after the time sent (as recorded from Tributary's device from which it sent the email), unless Tributary receives an automated message that the email has not been delivered; or (3) not more than 5 days after mailing by Tributary. Thirty days after Client's receipt of the invoice, Client agrees to pay a service charge of 1.5% per month, or portion thereof. Additionally, upon 5 days' notice, Tributary may suspend the provision of Services where payment of invoiced amount is not received by Tributary within said 30 days.

(c) Additional Incurred Costs. Expenses, subconsultant expenses, fees, and additional costs not specified within the Scope of Services which are required directly by the Client, its agents, or otherwise incurred in the performance of this Agreement will be billed to Client as additional incurred costs.

(d) Standard Cost Changes. Any increase or decrease in costs to Tributary due to changes in taxes, tariffs, or material costs, including plant materials, or change in material after the effective date of this Agreement shall also increase or decrease the Total Compensation.

3. Standard of Care. Tributary will perform services using that degree of care and skill ordinarily exercised under similar conditions by reputable members of the profession practicing in the same or similar locale at the time of service. No other warranty, express or implied, is made or intended by this Agreement, by oral statements made by Tributary's representatives, by the performance of Services, or by written reports or documents.

4. Jobsite Operations. Prior to the commencement of the Scope of Services, Client will provide Tributary with information as to the location of property lines and all subsurface utility and services lines. Tributary may rely on the completeness and accuracy of all such information and shall not be liable for damages or costs resulting from any errors and omissions in that regard. Tributary may call 811 for assistance in identifying the location of subsurface utility and services lines. Tributary assumes the costs of damages to utilities caused by Tributary's negligence in failing to avoid utilities that were accurately and clearly marked by the Client or utility service.

5. Right of Entry/Permits. Client will arrange right-of-entry to the property for the purpose of Tributary conducting project management, studies, review of existing conditions and evaluations relevant to the Scope of Work, and performance of the Scope of Work. Client represents that it possesses necessary right-of-entry authority, permits, and licenses for its activities at the Jobsite. When necessary, Tributary will be responsible for obtaining any municipal building permits required in relation to the performance of the Scope of Work.

6. Jobsite Conditions. If subsurface or otherwise concealed physical conditions at the Jobsite differ materially from those indicated in the Agreement or from those ordinarily found to exist in the vicinity of the Jobsite, including but not limited to, subsurface utilities, boulders, tree stumps, or construction debris, then the Total Compensation will be adjusted to account for any changes required to the Agreement or in the materials or method of work required to carry out the Scope of Services.

7. Insurance. Tributary maintains insurance to statutory and professional standards for comparable work of this type in this area at the time of Tributary's provision of Scope of Services. This includes Comprehensive Commercial General Liability, Worker's Compensation and Automobile Insurance with respect to all licensed vehicles owned or leased by Tributary and used by Tributary in the performance of the Scope of Services. Evidence of this insurance shall be provided by Tributary to the Client upon Client's request.

8. Indemnification. Tributary and Client each agree to indemnify and hold harmless the other, and their respective officers, employees, agents, and representatives, from and against liability for all claims, losses, damages, and expenses, including reasonable attorneys' fees, to the extent such claims, losses, damages, or expenses are caused by the indemnifying party's negligent acts, errors, or omissions. In the event claims, losses, damages, or expenses are caused by the joint or concurrent negligence of Tributary and Client, they shall be borne by each party in proportion to its negligence.

9. Entire Agreement; Conflict or Inconsistency. This Agreement, the attached documents and those incorporated herein constitute the whole of the Agreement between the Parties and supersedes all prior negotiations, representations, agreements, or writings. In the event of any conflict or inconsistency between the provisions of these Terms and Conditions, the Scope of Services, and the Drawings, (1) the Terms and Conditions prevails over the Scope of Services and (2) the Scope of Services prevails over the Drawings.

10. Termination. This Agreement may be terminated by either Party without cause upon written notice, at which time payment shall be made to Tributary for all reasonable charges incurred to the date of Tributary's receipt of the written notice, and those charges associated with termination of the work. Should Tributary fail to comply with the requirements of the Agreement to a substantial degree, the Client may notify Tributary in writing that it is in default of Its contractual obligations and instruct Tributary to correct the default within 30 business days. If Tributary fails to correct the default within 45 business days, the Client may correct the default and deduct the costs thereof from any payment due Tributary or terminate the Agreement. If the Client so terminates the Agreement, Tributary shall be entitled to be paid in full value of all Scope of Services performed to the date of the termination.

11. Warranties.

(a) Tributary warrants the Scope of Services against defect in workmanship and materials for a period of (1) year on hardscape installations and all non-living work. Living Material: Tributary does not provide a warranty on plant material or other living materials. In good faith, Tributary, Inc. will replace plant material if it does not perform well or dies and it is clearly a result of poor condition of the plant at time of planting, or the fault of Tributary at time of installation. The warranty of plant material is limited to a one-time replacement per item within a 6 month period of time after installation. A 5%-10% loss in plant material is to be expected given the susceptibility of plants to a change in environment. Unless further contractual work to manage or maintain plant material is made, it is not the responsibility of Tributary to maintain or manage living materials after completion of work.

(b) IN NO EVENT SHALL TRIBUTARY BE LIABLE TO CLIENT FOR ANY INDIRECT, SPECIAL, EXEMPLARY OR

CONSEQUENTIAL DAMAGES, OR LOST PROFITS, WHETHER OR NOT FORESEEABLE OR ALLEGED TO BE BASED ON BREACH OF WARRANTY, CONTRACT, NEGLIGENCE OR STRICT LIABILITY, ARISING UNDER THIS AGREEMENT, OR ANY PERFORMANCE UNDER THIS AGREEMENT, EVEN IF TRIBUTARY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

12. Access for Promotion. With written or verbal agreement, Tributary shall have the right to access the Jobsite for purposes of taking photographs, videos or preparing sketches or reports in relation to the Scope of Work prior to and after completion of the Scope of Work and shall have and retain all copyright in said photographs or other media or documentation or which may be used by Tributary at its sole discretion in reference and promotional materials, portfolios, and/or publications.

13. Other Provisions. (a) This Agreement cannot be assigned by either Party without prior written consent of the other; (b) this Agreement may not be changed or modified in whole or in part, except through a written agreement signed by the Parties; (c) no waiver by Tributary of any breach of any term or covenant contained in this Agreement shall operate as a waiver of such term, or of any subsequent breach of it; (d) any provisions of this Agreement for indemnity or allocation of responsibility or liability between Client and Tributary shall survive the completion of the Scope of Services and/or the termination of this Agreement; (e) this Agreement shall be binding upon, and shall inure to the benefit of, the Parties hereto and their respective successors and permitted assigns; (f) If any provision hereof or any remedy herein provided for be invalid under any applicable law, such provision shall be inapplicable and deemed omitted but the remaining provisions hereof shall be given effect in accordance with the manifest intent hereof; (g) this Agreement shall be governed and construed in accordance with the laws of North Carolina and Client consents to the exclusive jurisdiction and venue in Durham County, North Carolina; (h) this Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument; and (i) in the event this Agreement as signed by a Party is delivered to another Party with an electronically scanned signature, such electronically scanned signature shall have the same force and effect as an original signature.

TRIBUTARY LAND DESIGN + BUILD

Service Agreement Authorized By: _____

Date: _____

CLIENT

Service Agreement Authorized by: _____

Date: _____

Contractor: _____
Katherine Gill

Client: _____

Signature Date: _____
04/26/2021

Signature Date: _____

Email: katherine@tributarync.com

Coversheet

Proposed Budget 2021-2022

Section: II. Finance
Item: A. Proposed Budget 2021-2022
Purpose: FYI
Submitted by:
Related Material: fy 21-22 budget notes.docx
FY 21-22 Proposed Budget 05.14.21.xlsx

Notes on Proposed 2021-2022 Budget

Eric Grunden 5/18/2021

1.	Line 1	Projected ADM 577; typical projected ADM 557. Our typical actual ADM is approximately 570, so this allows us to plan for additional spending rather than discovering and trying to spend an unexpected surplus.
2.	Line 9, 22	Decrease in revenue due to lower projected ADM. Again, actual ADM is typically higher than projected, so this variance is likely to be positive once the year starts.
3.	Line 29	Decrease due to lower COVID-related funding.
4.	Line 45	Dissolving facilities management part of the Operations Director position and outsourcing to our current janitorial service.
5.	Line 48	Return staff to 20-21 WCPSS salary scale. Added two positions: English Teacher and Data Analysis/Teacher Coach. Finance committee has recommended hiring an additional teacher coach; admin team is discussing this with faculty.
5.	Line 53	Increased premiums and higher participation rate.
6.	Line 54	Higher participation rate
7.	Line 77	Athletics increased due to higher participation. Finance committee recommended further increase. We will discuss with athletics.
8.	Line 81	Increased training/funding to support increase in college advising staff time (increasing to 2 100% positions)
9.	Line 87	Estimate of costs of running bus service. We are advised this is a liberal estimate and will likely be lower.
10.	Line 88	Increased in order to support more students with food aid. Rather than only providing lunch daily we are providing grocery gift cards to families to buy their own materials.

Two forecasts were run; one assumes a 2% increase in revenue, which is on par with typical years; the second assumes no revenue increase. Both budgets still retain a surplus above the minimum DSCR (this is the reason for the advice on hiring additional staff).

Budget highlights:

1. Additional teachers to support math and literacy. We have hired one full time teacher in each department to focus on these efforts. We have already seen gains due to our math position, which started in January 2021.
2. Increased food support to families.
3. Support for bus routes
4. Additional staff development funds to support travel and CSO training/coaching.

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](#):

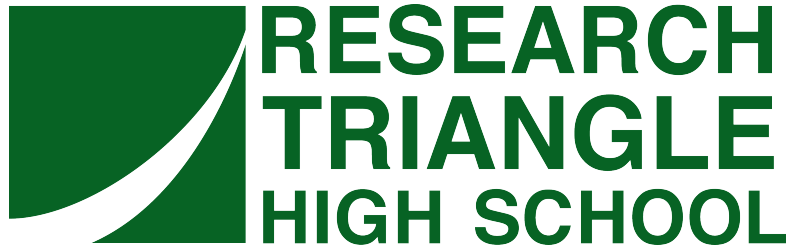
FY 21-22 Proposed Budget 05.14.21.xlsx

Coversheet

Development Committee Issues / Goals Status

Section: IV. Development
Item: A. Development Committee Issues / Goals Status
Purpose: FYI
Submitted by:
Related Material: 2021_05_17_development_committee_meeting_minutes.pdf
Board SWOT Presentation.pptx

DRAFT



Research Triangle High School

Minutes

Development Committee Meeting

Monthly Development Meeting

Date and Time

Monday May 17, 2021 at 2:30 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. Coia (remote), C. Mugge (remote), R. THALLA (remote), S. Carty Vetere (remote), S. Rivers-Kobler (remote)

Committee Members Absent

M. Johnson, N. Danehower, T. Medhin

Guests Present

E. Grunden (remote), Jay Liotta (remote)

I. Opening Items**A. Record Attendance and Guests**

B. Call the Meeting to Order

C. Muggé called a meeting of the Development Committee of Research Triangle High School to order on Monday May 17, 2021 at 2:30 PM.

II. Bloomerang Discussion

A. Current State

We discussed the current state of Bloomerang. All parents are included in Bloomerang whether they have given or not. Their employee information is not included. We currently track company contributions based on their direct contributions or by their employee match contributions. In kind donations are generally tracked.

B. Bloomerang Proposed State

We discussed the goal of better automation in data entry into Bloomerang. Some areas of discussion:

- Data from Smart Choice (enrollment system) can be added in early September so that parent's employer fields can be added automatically
- Students contact info can be requested and added when they graduate and an alumni tracking can be created

Overall, the new Development Director that will be hired can help ensure the improvements get implemented.

January 20, 2021

RTHS

SWOT Analysis





Hello!

**This SWOT analysis was completed by
RTHS stakeholders in January, 2021.**

What is our current School-wide Reality?



Strengths

Curriculum

- Vertical alignment
- STEM & ARTs opportunities
- External learning opportunities
- Personalized learning focus

Data

- Consistent platform for data collection
- Use of universal screener

Environment/Culture

- Parents/students self select
- We know and care about each student
- Community of shared respect
- Community of shared decision making
- Student leadership
- Daily mentoring sessions

Teaching/Learning

- Teacher knowledge of content
- Teacher commitment to continuous learning; sacred professional development time
- Teacher flexibility
- Technology support staff
- Technology resources
- Structured system for student support
- Remote Learning Transition

Weaknesses

Curriculum

- Rigid schedule
- Rigid requirements for courses
- Rigid testing requirements

Data

- Structures of Grading Practices
- Teacher knowledge of assessment and progress monitoring

Teaching/Learning

- Staff capacity to meet needs of all students
- Rapid movement from initiative to initiative
- Teachers lack time for dedicated professional learning

Environment/Culture

- Lack of ownership by community, cohesive community
- Community giving
- Current educational system was developed within a foundation of systemic racism.
- Relationships with feeder schools
- Interior teaching and learning spaces are too rigid and traditional
 - ◆ Number of classrooms
 - ◆ Fixed furniture spaces
- Exterior teaching and learning spaces are too rigid and traditional
 - ◆ Ugly office building
 - ◆ No teaching and learning spaces outside

Opportunities

Curriculum

- Build a schedule that allows for more connections and fewer siloed learning experiences
- Site-based decision-making about
 - ◆ Schedule
 - ◆ Courses
 - ◆ Assessment tools

RTHS can be an agile, innovative school because of our size, staff, students and charter.

Environment/Culture

- Increase systems that root out racism and inequity.
- Stakeholders hold one another accountable to the vision and values.
- Build more partnerships with community
 - ◆ RTP
 - ◆ Families
 - ◆ Universities
 - ◆ Hospitals
 - ◆ Feeder Schools
- Redesign interior spaces to provide more flexible innovative teaching and learning opportunities.
- Redesign exterior spaces to provide more flexible innovating teaching and learning opportunities.

Data

- Focused implementation on Student System of Supports
- Teacher learning about interventions and assessing growth

Teaching/Learning

- Continued focus on personalized learning for teachers and students
- Add targeted staff to meet student needs.
- Add more authentic learning opportunities.

Curriculum

- Wider course opportunities at other comparable schools
- Messaging about mission of school as college preparatory

Data

- Perception of how we collect and use data
- Understanding of Grading practices in general
- Understanding of how WE do grades (growth>grades)

Teaching/Learning

- Unstable budget dependent upon outside factors
- Full teacher ownership of growth and personalized learning
- Support or release staff who are not willing or able to grow and change.

Environment/Culture

- First impressions of our spaces inside and out do not 1-meet the same professional level as the building itself, 2-appear organized and well maintained, and 3-provide teaching and learning spaces like other comparable schools provide
- Athletic programs are more of a focus in other schools
- Alumni base is not attached to school
- RTHS students come from a broad geographic area
- Focus on too many initiatives
- Perception of language around “college preparatory school”
- New Privated Charter High Schools planned in area
- Lack of school transportation

Threats

Administration Priorities

Data

- Audit what data can and should be collected in school.
- Determine how this data can inform our instruction and choices.
- Choosing tools to collect further needed data.

Curriculum

- Re-envisioning schedule to open opportunities and Building knowledge of faculty around assessment tools to support student growth.
- Audit courses for equity and race content. Revise as PLCs.

Teaching/Learning

- Examine current teacher evaluation model and revise for our specific school.
- Hire targeted staff to meet student needs.

Environment/Culture

- Engage all stakeholders in an audit of current culture to identify racism and inequity.
- Use results to create and implement a plan for addressing racism and inequity.
- Stakeholders hold one another accountable to the vision and values.
- First impressions of our spaces inside and out do not 1-meet the same professional level as the building itself, 2-appear organized and well maintained, and 3-provide teaching and learning spaces like other comparable schools provide.
- Build more partnerships with community
- Create a unified community giving plan
- Provide transportation for students

Development Potential Areas of Support

Short Term Environment/Culture Support

1. Hold one another accountable to the vision and values.
2. Engage all stakeholders in an audit of current culture to identify racism and inequity.
3. Use results to create and implement a plan for addressing racism and inequity.
4. Provide transportation for students.
5. Design the exterior appearance of the building to include teaching and learning spaces, a field for student activity, and organized areas for landscaping.
6. Design interior spaces to provide more flexible innovative teaching and learning opportunities.
7. Build more partnerships with community.
8. Create a unified community giving plan.

If you have **questions** about this data:

[Question and Answer Document](#)

