

Research Triangle High School

RTHS Board Meeting

Monthly Meeting

Date and Time

Wednesday November 17, 2021 at 5:30 PM EST

Location

Due to possible COVID-19 restrictions, this meeting will be held with a Zoom video teleconference option.

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, or where otherwise specified. Meetings are normally held onsite at 5:30PM until 7:00PM, upstairs in the FBC Conference Room. However, due to the CoV-19 pandemic, meetings are being held via Zoom until further notice.

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:30 PM
A. Record Attendance		Sherry Carty Vetere	3 m
B. Call the Meeting to Order		Sondra Rivers-Kobler	1 m

	Purpose	Presenter	Time
C. Introduction of New Board Members		Sondra Rivers-Kobler	3 m
D. Board Meeting Minutes - October 20, 2021	Approve Minutes	Sondra Rivers-Kobler	2 m
II. CSO Report			5:39 PM
A. CSO Updates	Discuss	Eric Grunden	10 m
<p>Monthly update from CSO addressing the specific items listed below, as well as highlighting successes/challenges (as applicable).</p> <ul style="list-style-type: none"> • ADM vs Budget • PreACT Testing (retest Nov 2, 2021) • Learning Loss (<i>maybe covered in Academic Excellence update</i>) • Teacher Quality & Support (incl'g new teachers) • School Buses • Other Updates 			
B. Masking Policy	Vote	Eric Grunden	2 m
C. Follow-up Action Items	FYI	Eric Grunden	2 m
III. Finance			5:53 PM
A. Monthly Financial Cashflow	Discuss	Alex Quigley	5 m
B. Committee Updates	FYI	Alex Quigley	3 m
C. Follow-up Action Items	FYI	Alex Quigley	2 m
IV. Academic Excellence			6:03 PM
A. Committee Updates	FYI	Elizabeth Cunningham	5 m
B. Follow-up Action Items	FYI	Elizabeth Cunningham	2 m
V. Development			6:10 PM
A. Committee Updates	FYI	Carmen Mugge	5 m

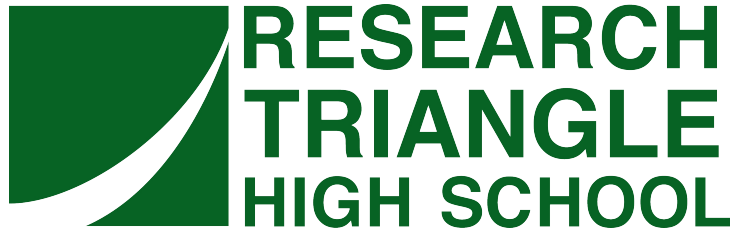
	Purpose	Presenter	Time
B. Follow-up Action Items	FYI	Carmen Mugge	2 m
VI. Governance			6:17 PM
A. Annual Board Retreat	Discuss	Carmen Mugge	2 m
B. RTHS Public Participation at Board Meetings Policy	Vote	Gary Rodgers	5 m
C. Committee Updates	FYI	Carmen Mugge	3 m
D. Follow-up Action Items	FYI	Gary Rodgers	2 m
VII. Public Comments			6:29 PM
A. Open To All Stakeholders (parents, staff, other)	FYI		6 m
			• 2-3 minute time limit per person
VIII. Executive Session			6:35 PM
A. Personnel Related Discussions	Discuss	Sondra Rivers-Kobler	25 m
IX. Closing Items			7:00 PM
A. Adjourn Meeting	Vote	Sondra Rivers-Kobler	2 m

Coversheet

Board Meeting Minutes - October 20, 2021

Section: I. Opening Items
Item: D. Board Meeting Minutes - October 20, 2021
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for RTHS Board Meeting on October 20, 2021

APPROVED



Research Triangle High School

Minutes

RTHS Board Meeting

Monthly Meeting

Date and Time

Wednesday October 20, 2021 at 5:30 PM

Location

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Directors Present

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

Directors Absent

E. Cunningham, M. Johnson, R. THALLA

I. Opening Items

A. Record Attendance

Eric Grunden, CSO present.

Visitors John Wood (teacher) and Christina Valente (parent) attended.

Carolyn Coia joined at 6:20.

B. Call the Meeting to Order

S. Rivers-Kobler called a meeting of the board of directors of Research Triangle High School to order on Wednesday Oct 20, 2021 at 5:37 PM.

C. Board Meeting Minutes - September 15, 2021

S. Rivers-Kobler made a motion to approve the minutes from RTHS Board Meeting on 09-15-21.

G. Rodgers seconded the motion.

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

Roll Call

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

D. Approval of Consent Agenda

II. CSO Report

A. CSO Updates

Eric presented CSO report.

B. Mask Policy

A. Quigley made a motion to Continue mask policy as recommended by the school.

S. Carty Vetere seconded the motion.

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

Roll Call

C. Coia	Absent
---------	--------

Roll Call

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

III. Finance

A. Monthly Financial Cashflow

Alex provided an update on the budget. Budget is on track.

B. Committee Updates

IV. Academic Excellence

A. Committee Updates

Steve provided update on Academic Excellence committee. Discussed small amount of attrition, reasons, and looking at data to consider related reasons.

Interest in additional data related to impact of Covid with regard to learning loss was discussed.

V. Development

A. Committee Updates

Carmen provided update on Development Committee. Discussion of recent fundraising efforts for Raptor Fund. Discussion of planned engagement with local companies.

VI. Governance

A. Annual Board Retreat

Carmen spoke about plan for retreat. Proposed date of Nov 4 and agenda to be finalized.

B. New Board of Directors (proposed)

S. Rivers-Kobler made a motion to Approve slate of 4 potential new Board members.

S. Hunter seconded the motion.

Vote to approve new Board members:

Ailette Tobien

Dina Requena
Jeni Corn
Joseph (Joey) Webb

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

Roll Call

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

C. Committee Updates

VII. Public Comments

A. Open To All Stakeholders (parents, staff, other)

Ms. Christina Valente spoke during the Public Comment section and commented that her grievance is outstanding. She also requested various information (operational) - CSO to followup.

VIII. Executive Session

A. Personnel Related Discussions

S. Rivers-Kobler made a motion to Enter executive session to discuss personnel related matters.

A. Quigley seconded the motion.

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

Roll Call

A. Quigley	Aye
S. Carty Vetere	Aye
E. Cunningham	Absent
R. THALLA	Absent
C. Coia	Aye
G. Rodgers	Aye
C. Mugge	Aye

Roll Call

M. Johnson Absent
S. Rivers-Kobler Aye
S. Hunter Absent

S. Rivers-Kobler made a motion to Leave Executive Session.

C. Mugge seconded the motion.

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

Roll Call

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

IX. 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 7:49 PM.

Respectfully Submitted,
S. Rivers-Kobler

Coversheet

CSO Updates

Section:	II. CSO Report
Item:	A. CSO Updates
Purpose:	Discuss
Submitted by:	
Related Material:	CSO Report 111721.pdf

CSO Report

11/17/21

- I. State of School
 - a. Enrollment
 - i. Reported ADM 585; current enrollment 576
 - b. Physical plant
 - i. Furniture: all delivered and staged except new office chairs, some gallery chairs, and new theater chairs
 - ii. Landscaping: phase 1 finished
 - iii. Bookshelves for library are on order
 - iv. Painting to be done over Winter break.
 - c. 2022-2023 Student Recruitment
 - i. [Open house schedule](#)
 - ii. Mix of on site, virtual. Live Spanish translation will be available for both sessions. Virtual sessions will be recorded for on demand viewing.
 - d. Personnel
 - i. Dean of Students advertised
 - ii. Plan is to hire DoS to work concurrently with current DoS until they leave, providing some on the job training.
 - iii. Ops Director position to be revised upon board guidance.
 - e. Pre-ACT administration
 - i. Makeup session given 11/9.
 - ii. 10 students absent/did not test despite makeup
 - iii. Tests returned to ACT 11/12.
 - f. Teacher Development/Quality
 - i. DEA (Director of Education Analytics) is looking at Summit platform data to help admin see how feedback is being delivered to students.
 - ii. We are advertising for an additional math teacher to help with current supplemental and frontline classroom work. This person could also serve as a backup in the event that a faculty change occurs.
 - iii. Coaches and admin staff are visiting classrooms regularly, meeting with departments, and following up on student and parent questions and comments.
 - iv. We are intervening much faster and much more frequently than we were able to in previous school years. The new coaching and monitoring system is in place and working, but will still take time to show results.
 - v. Math BOOST students show concrete, substantial progress from practice regimen.
 - g. "Learning Loss" research
 - i. DEA is looking at factors and how to assess.
 - ii. Working with Academic Excellence committee to develop system for assessing and addressing any such loss.
 - h. Transportation update
 - i. Buses, drivers, routes, storage ready.

- ii. Working to advertise to potential bus riders.
 - i. Branding Report
- II. Outreach
 - a. Monica Strada (Chemistry/EES) to present science paper/community science project
 - b. SGA Flag Football
 - c. Homecoming/PTSO work
 - d. Shot clinic (30 flu, 35 COVID) – great success and established relationship with Rho
 - e. SGA Blood Drive
- III. Mask Resolution
 - a. Same resolution as October board meeting
 - b. Vote to approve
- IV. Executive Session
 - a. Student/legal issue 1
 - b. Student/legal issue 2

Coversheet

Masking Policy

Section: II. CSO Report
Item: B. Masking Policy
Purpose: Vote
Submitted by:
Related Material: Mask_Policy_Oct_2021.pdf

Mask Policy

At Research Triangle High School (RTHS), we take our duty to provide a safe and healthy school environment seriously and will not tolerate conduct that jeopardizes the safety of others. We believe that our school is a community where we care for each other and think not just about ourselves but about our community when making decisions, especially where decisions could directly and seriously harm others.

Consistent with our duty to protect the health and safety of students, staff and our community, the Board of Directors of RTHS voted to implement a mandatory mask policy effective 10/20/2021. Beginning 10/20/2021, all employees, visitors and students are required to wear a mask upon entering and remaining on campus. This mask policy is consistent with CDC and NCDHHS guidance, the Strong Schools Toolkit and the vast majority of public schools throughout North Carolina.

For the safety of others, the school requires a 2-layer cloth face mask or medical mask. Mesh masks are never permitted and will be confiscated. Masks must cover the nose, mouth and chin.

Wearing a mask protects others as much, if not more, than the person wearing it. Students who do not follow this policy will be subject to the school's disciplinary process. Employees who do not follow this policy, will be subject to disciplinary action, up to and including termination. Because not wearing a mask places other students and staff in direct harm, the school will not be providing mask exemptions except in exceptional circumstances. Any mask accommodation will be reviewed in accordance with the Americans with Disabilities Act and Amendments, Section 504 of the Rehabilitation Act and the Individuals with Disabilities Education Act.

The school will provide students and staff with mask breaks. In addition, temporary removal of the mask is permitted where necessary for the following purposes:

1. Actively engaging in an athletic or fitness activity;
2. Consuming food or drink;
3. For any emergency or medical purpose.

Coversheet

Monthly Financial Cashflow

Section: III. Finance
Item: A. Monthly Financial Cashflow
Purpose: Discuss
Submitted by:
Related Material: FY 2021-22 Budget Update 10.31.21.pdf

Research Triangle High School	FY 2021-2022 0% Increase Approved June 2021	FY 2021-2022 Working Budget	Actuals as of 10.31.21	33%
Revenue	ADM: 577	ADM: 577		% received to date
State Funds - Revenue	3,330,186	3,330,186	1,246,074	37%
State EC Funds	262,443	262,443	-	0%
State Funds - NCVPS	(8,986)	(8,986)	-	0%
State Funds - Fines & Forfeitures	5,000	5,000	-	0%
State Funds - COVID-19	-	-	-	0%
State Funds - Other Funds (non-recurring)	-	-	-	0%
Alamance County Funds	1,697	1,955	391	20%
Chapel Hill Funds	25,812	38,961	38,961	100%
Chatham County Funds	57,200	57,200	11,565	20%
Durham County Funds	858,568	858,568	175,152	20%
Franklin County Funds	2,223	2,223	-	0%
Granville County Funds	9,644	9,644	1,286	13%
Harnett County Funds	1,058	1,058	-	0%
Johnston County Funds	-	-	225	0%
Orange County Funds	38,700	38,700	7,178	19%
Wake County Funds	943,860	943,860	293,949	31%
Federal Funds - PRC 060 (EC)	102,925	102,925	4,896	5%
Federal Funds - PRC 050	-	-	-	0%
Federal Funds - PRC 103	5,707	5,707	-	0%
Federal Funds - PRC 108	-	-	-	0%
Federal Funds - PRC 118	-	843	843	0%
Federal Funds - COVID-19	-	-	-	0%
Grant Funds SRSA	50,000	50,000	-	0%
Sales & Use Tax Refund	12,000	15,000	-	0%
Corporate/Board/Private Donations	45,000	45,000	8,031	18%
Interest Income	3,000	3,000	628	21%
Other	-	6,800	6,800	100%
Total Revenue	5,746,037	5,770,086	1,795,979	31%
Expenses				
Principal	220,000	220,000	73,333	33%
Interest	551,784	551,784	182,341	33%
Bond Costs	8,600	8,600	-	0%
Repair and Replacement Fund Transfer	85,800	85,800	28,600	33%
Capitalized Improvements/Purchases	-	37,464	37,464	100%
Building Expenses				
Utilities - elec, water and trash	72,000	72,000	22,609	31%
Janitorial, Maintenance & Repair	190,000	190,000	57,351	30%
Total Building Expenses	262,000	262,000	79,960	31%
Personnel				
Salaries	3,071,695	3,071,695	1,088,514	35%
Substitutes	70,649	70,649	34,010	48%
Contract - EC Consultants & Contracted Services	30,000	30,000	6,578	22%
Contracted Financial Services	44,000	44,000	14,667	33%
Personal Leave	5,400	5,400	-	0%
Health Insurance - State Plan	304,865	304,865	89,579	29%
Retirement - State 457 Plan + Match	85,700	85,700	19,086	22%
Payroll Taxes - 7.65%	240,802	240,802	82,873	34%

NC Flex Plan Fees	4,860	4,860	1,532	32%
SUTA	9,101	9,101	1,306	14%
Workers Comp Insurance	12,591	12,591	(583)	-5%
Bonus	57,055	57,055	-	0%
Total Personnel	3,936,718	3,936,718	1,337,560	34%
Instructional				
Technology	40,000	40,000	13,785	34%
Educational Programs	50,000	50,000	4,976	10%
Textbooks/Assessment	30,000	30,000	9,607	32%
Digital Resources & SW Licenses	30,000	30,000	17,845	59%
Staff Development	30,000	30,000	15,498	52%
Total Instructional	180,000	180,000	61,711	34%
Office & Administration				
Office Equipment	20,000	20,000	12,553	63%
Furniture & Fixtures	15,000	50,000	13,340	27%
Telephone/Communications	2,544	4,707	1,912	41%
General Insurance	30,000	30,000	19,853	66%
Office Supplies	10,000	10,000	4,099	41%
Total Office	77,544	114,707	51,757	45%
Other Expenses				
Sports	56,650	56,650	11,768	21%
COVID-19 Expenses			-	0%
Audit	16,000	16,000	10,000	63%
Board of Director Materials	9,000	9,000	1,000	11%
Counseling/College	4,000	4,000	-	0%
Graduation	5,000	5,000	12	0%
Fundraising/Development	5,000	5,000	1,585	32%
Marketing & Recruitment	5,000	15,000	9,527	64%
LINQ Software Support	4,995	4,995	4,995	100%
Legal & Consulting	35,000	45,000	27,983	62%
Transportation	100,000	100,000	3,274	3%
Food Services	65,000	65,000	9,892	15%
Sales Tax	12,000	15,000	12,818	85%
Social Service Fund	500	500	-	0%
Robotics	9,000	9,000	-	0%
Transfer to Raptorium	100	100	-	0%
Total Other	327,245	350,245	92,854	27%
Total Expenses	5,649,691	5,747,319	1,945,581	34%
Surplus	96,345	22,768	(149,602)	
Surplus from Previous Years	1,913,020	1,913,020	1,913,020	
Ending Cash Balance	2,009,365	1,935,788	1,763,418	

Liquidity Requirement Calculation:

Total Expenses	5,747,319
Clubs, PTSO, Boosters Expenses (projected)	450,000
Less: Capitalized Purchases	-
Less: Principal Payments	(220,000)
Less: Repair and Replacement Fund Transfer	(85,800)
Total Operating Expenses	5,891,519
Divided by 365 days	365
Operating Expense per Day	16,141
Multiplied by 45 days	45
Minimum balance required for unrestricted cash and cash equivalents	726,352

Debt Service Coverage Ratio Calculation:

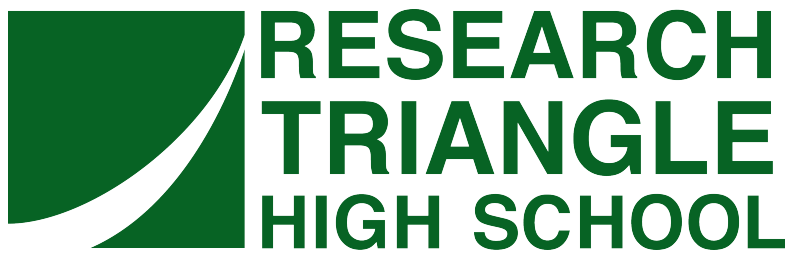
Surplus (cash basis)
Net Income - Raptorium
Net Income - Clubs, PTSO, Boosters
Net Income - US Bank
Add: Repair and Replacement Fund Transfer
Add: Capitalized Items
Add: Principal Payments
Less: Amortization
Less: Depreciation
Change in Net Assets

Coversheet

Committee Updates

Section: III. Finance
Item: B. Committee Updates
Purpose: FYI
Submitted by:
Related Material: 2021_11_09_monthly_finance_committee_meeting_minutes.pdf
RTHS 2021 Draft Financial Statements.pdf

DRAFT



Research Triangle High School

Minutes

Monthly Finance Committee Meeting

Date and Time

Tuesday November 9, 2021 at 4:30 PM

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), A. Tobien (remote), C. Coia (remote), C. Mugge (remote), G. Rodgers (remote), N. Lightner (remote)

Committee Members Absent

None

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 Nov 9, 2021 at 4:37 PM.

C. Approve Minutes

II. Finance

A. Budget Items:

- Increased furniture by \$35,000 - finishing out parts of the job, covering coverages on the finishing work, etc.
- Increased Legal and Consulting by \$15,000 - costs related to board expenditures
- Marketing - increased by \$10,000 - branding redesign is the primary driver
- Projected Surplus is right at DCSR but we haven't seen the revenue changes

C. Mugge made a motion to Approve changes.

G. Rodgers seconded the motion.

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

III. Other Business

A. Annual Investor Call

-State of funding

-Positive feedback from investors

B. Audit

There were no weaknesses or any findings in the audit.

G. Rodgers made a motion to Finalize the audit and approve the Management Discussion and Analysis and recommend the audit for approval to the full board.

C. Coia seconded the motion.

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

CONTEMPORARY SCIENCE CENTER, INC.

Financial Statements
Year Ended June 30, 2021

**CONTEMPORARY SCIENCE CENTER, INC.
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As of June 30, 2021**

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INDEPENDENT AUDITORS' REPORT

To the Board of Directors
Contemporary Science Center, Inc.
Research Triangle Park, North Carolina

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Contemporary Science Center, Inc. as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the Contemporary Science Center, Inc.'s basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of Contemporary Science Center, Inc. as of June 30, 2021, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis on pages 3 through 11 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary and Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Contemporary Science Center, Inc.'s basic financial statements. The budgetary schedule is presented for purposes of additional analysis and is not a required part of the basic financial statements. The Schedule of Expenditures of Federal and State Awards is presented for purposes of additional analysis as required by Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and is also not a required part of the basic financial statements.

The budgetary schedule and the Schedule of Expenditures of Federal and State Awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the budgetary schedule and Schedule of Expenditures of Federal and State Awards are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October XX, 2021 on our consideration of Contemporary Science Center, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Contemporary Science Center, Inc.'s internal control over financial reporting and compliance.

Raleigh, North Carolina
October XX, 2021

CONTEMPORARY SCIENCE CENTER, INC.
Statement of Net Position
June 30, 2021

Exhibit 1

	Primary Governmental Activities
ASSETS	
Cash and cash equivalents	\$ 2,175,833
Cash and cash equivalents - restricted	1,304,250
Accounts receivable	73,714
Capital assets (Note 1):	
Land	1,450,000
Construction in Progress	15,047
Other capital assets, net of depreciation	7,490,605
Total capital assets	8,955,652
Total assets	12,509,449
LIABILITIES	
Accounts payable	215,548
Accrued interest	278,244
Long-term liabilities:	
Due within one year	215,000
Due in more than one year	9,799,144
Total liabilities	10,507,936
NET POSITION	
Net investment in capital assets	(245,758)
Unrestricted	2,247,271
Total net position	\$ 2,001,513

The notes to the financial statements are an integral part of this statement.

CONTEMPORARY SCIENCE CENTER, INC.
Statement of Activities
For the Year Ended June 30, 2021

Exhibit 2

Functions/Programs	Program Revenues		Net (Expense) Revenue and Changes in Net Position			
	Expenses	Charges for Services		Operating Grants and Contributions	Primary Government	Governmental Activities
Primary government:						
Governmental activities:						
Instructional programs	\$ 4,059,876	\$ -	\$ 242,983	\$ (3,816,893)	\$ (3,816,893)	
Support services	587,954	-	-	(587,954)	(587,954)	
Interest on long-term debt	568,357	-	-	(568,357)	(568,357)	
Clubs and activities	142,706	-	-	(142,706)	(142,706)	
Total governmental activities	5,358,893	-	242,983	(5,115,910)	(5,115,910)	
Total primary government	\$ 5,358,893	\$ -	\$ 242,983	(5,115,910)	(5,115,910)	
General revenues:						
Unrestricted county appropriations				2,015,938	2,015,938	
Unrestricted State appropriations				3,668,108	3,668,108	
Clubs and activities				110,037	110,037	
Sales tax				29,484	29,484	
Donations - general				91,054	91,054	
Unrestricted investment earnings				2,031	2,031	
Total general revenues and transfers				5,916,652	5,916,652	
Change in net position				800,742	800,742	
Net position-beginning				1,200,771	1,200,771	
Net position-ending				\$ 2,001,513	\$ 2,001,513	

The notes to the financial statements are an integral part of this statement.

CONTEMPORARY SCIENCE CENTER, INC.
Balance Sheet
Governmental Funds
June 30, 2021

Exhibit 3

	Major Funds		Non-major Funds		Total Governmental Funds
	General	State Public School	Federal Grant Fund	Clubs and Activity Fund	
ASSETS					
Cash and cash equivalents	\$ 2,056,145	\$ -	\$ -	\$ 119,688	\$ 2,175,833
Cash and cash equivalents - restricted	1,304,250	-	-	-	1,304,250
Accounts receivable	73,714	-	-	-	73,714
Total assets	\$ 3,434,109	\$ -	\$ -	\$ 119,688	\$ 3,553,797
LIABILITIES AND FUND BALANCES					
Liabilities:					
Accounts payable	\$ 215,548	\$ -	\$ -	\$ -	\$ 215,548
Accrued interest	278,244	-	-	-	278,244
Total liabilities	493,792	-	-	-	493,792
Fund balances:					
Assigned:					
Clubs and activities	-	-	-	119,688	119,688
Unassigned	2,940,317	-	-	-	2,940,317
Total fund balances	2,940,317	-	-	119,688	3,060,005
Total liabilities and fund balances	\$ 3,434,109	\$ -	\$ -	\$ 119,688	

Amounts reported for governmental activities in the statement of net position (Exhibit 1) are different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.

8,955,652

Some liabilities, including notes payable, are not due and payable in the current period and therefore are not reported in the funds (Note 2).

(10,014,144)

Net position of governmental activities

\$ 2,001,513

The notes to the financial statements are an integral part of this statement.

CONTEMPORARY SCIENCE CENTER, INC.
Statement of Revenues, Expenditures, and Changes in Fund Balance
Governmental Funds
For the Year Ended June 30, 2021

Exhibit 4

	Major Funds		Non-major Funds		Total Governmental Funds
	General	State Public School	Federal Grant Fund	Clubs and Activity Fund	
REVENUES					
State of North Carolina	\$ -	\$ 3,668,108	\$ -	\$ -	\$ 3,668,108
Boards of Education	2,015,938	-	-	-	2,015,938
U.S. Government	-	30,024.00	212,959	-	242,983
Contributions and donations	91,054	-	-	-	91,054
Clubs and activities	-	-	-	110,037	110,037
Sales tax	29,484	-	-	-	29,484
Investment earnings	2,031	-	-	-	2,031
Total revenues	2,138,507	3,698,132	212,959	110,037	6,159,635
EXPENDITURES					
Current:					
Instructional programs	340,501	3,351,810	207,877	-	3,900,188
Support services	142,305	346,322	5,082	-	493,709
Clubs and activities	-	-	-	142,706	142,706
Capital outlay:	844,972	-	-	-	844,972
Debt service:					
Interest	556,488	-	-	-	556,488
Principal	205,000	-	-	-	205,000
Total expenditures	2,089,266	3,698,132	212,959	142,706	6,143,063
Excess of revenues over expenditures	49,241	-	-	(32,669)	16,572
Net change in fund balance	49,241	-	-	(32,669)	16,572
Fund balances-beginning	2,891,076	-	-	152,357	3,043,433
Fund balances-ending	\$ 2,940,317	\$ -	\$ -	\$ 119,688	\$ 3,060,005

The notes to the financial statements are an integral part of this statement.

**CONTEMPORARY SCIENCE CENTER, INC.
 Reconciliation of the Statement of Revenues,
 Expenditures, and Changes in Fund Balance of Governmental Funds
 to the Statement of Activities
 For the Year Ended June 30, 2021**

Exhibit 5

Amounts reported for governmental activities in the statement of activities are different because:

Net changes in fund balances - total governmental funds	\$ 16,572
---	-----------

Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlays exceeded depreciation in the current period.	591,039
---	---------

The issuance of long-term debt provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction has any effect on net position. Also, governmental funds report the effect of issuance costs, premiums, discounts, and similar items when debt is first issued, whereas these amounts are deferred and amortized in the statement of activities. This amount is the net effect of these differences in the treatment of long-term debt and related items.	193,131
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Total changes in net position of governmental activities	<u>\$ 800,742</u>
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The notes to the financial statements are an integral part of this statement.

CONTEMPORARY SCIENCE CENTER, INC.
NOTES TO THE FINANCIAL STATEMENTS
 For the Fiscal Year Ended June 30, 2021

1. Summary of Significant Accounting Policies

The accounting policies of Contemporary Science Center, Inc. (the "School") conform to generally accepted accounting principles ("GAAP") as applicable to governments. Charter schools are established by non-profit entities, such as the School. Because of the authority of the State Board of Education (the "SBE") to terminate, not renew or seek applicants to assume a charter on grounds set out in the North Carolina General Statutes at G.S. 115C-218.95 with all net assets purchased with public funds reverting to a local education agency (G.S. 115C-218.100), the charter schools in North Carolina follow the governmental reporting model as used by local education agencies. The following is a summary of the more significant accounting policies:

A. Reporting Entity

The School is a North Carolina non-profit corporation incorporated in 2002. Pursuant to the provisions of the Charter School Act of 1996 as amended (the "Act"), Contemporary Science Center, Inc. has been approved to operate Research Triangle High School, a public school serving approximately 581 students. The School operates under an approved charter received from the SBE and applied for under the provisions of G.S. 115C-218.1. G.S. 115C-218.6(b)(1) provides that a charter school shall be subject to the audit requirements adopted by the SBE, which includes the audit requirements established by G.S. 115C-447 of the School Budget and Fiscal Control Act ("SBFCA"), and requires the financial statements to be prepared in accordance with GAAP. The current charter is effective until June 30, 2022, and may be renewed for subsequent periods of ten (10) years unless one of the conditions in G.S. 115C-218.6(b) applies in which case the SBE may renew the charter for a shorter period or not renew the charter. Management believes that the charter will be renewed in the ordinary course of business.

The School has been recognized by the Internal Revenue Service as exempt from Federal income taxation under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Blended Component Unit: Raptorium, LLC ("LLC") was formed in March 2015 as a North Carolina non-profit corporation. The LLC was created primarily as a vehicle to finance and own real estate and school facilities utilized by the School. GASB Statement No. 14 as amended, The Financial Reporting Entity, requires blending when 1) a component unit's governing body is substantively the same as the governing body of the primary government, 2) a component unit provides services entirely, or almost entirely, to the primary government, 3) a component unit's total debt outstanding, including leases, is expected to be repaid entirely, or almost entirely, with resources of the primary government, or 4) the primary government is the sole corporate member of the component unit. The LLC provides services almost entirely to the School, including owning real property to be leased to the School. Additionally, the School is the sole member of the LLC. Therefore, the LLC is reported as blended component unit included in the general fund in the School's financial statements. The LLC did not issue separate financial statements.

CONTEMPORARY SCIENCE CENTER, INC.
NOTES TO THE FINANCIAL STATEMENTS
 For the Fiscal Year Ended June 30, 2021

1. Summary of Significant Accounting Policies (Continued)

B. Basis of Presentation

In accordance with GASB Statement No. 34, Basic Financial Statements – and Management Discussion and Analysis – for State and Local Governments (“GASB 34”), the School is a special-purpose government that is engaged in governmental activities and is not a component unit of another government. Therefore, the financial statements are prepared in the same manner as general purpose governments.

Government-wide Statements: The statement of net position and the statement of activities display information about the School. These statements include the financial activities of the overall entity. Eliminations have been made to minimize the double counting of internal activities. These statements distinguish between the *governmental* and *business-type activities* of the School. Governmental activities generally are financed through intergovernmental revenues and other non-exchange transactions. Business-type activities are financed in whole or in part by fees charged to external parties. The School has no business-type activities.

The statement of activities presents a comparison between direct expenses and program revenues for the different business-type activities of the School and for each function of the School’s governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Indirect expense allocations that have been made in the funds have been reversed for the statement of activities. Program revenues include (a) fees and charges paid by the recipients of goods or services offered by the programs and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues are presented as general revenues.

Fund Financial Statements: The fund financial statements provide information about the School’s funds. The emphasis of fund financial statements is on major governmental funds, each displayed in a separate column. All remaining governmental funds are aggregated and reported as non-major funds.

Proprietary fund operating revenues, such as charges for services, result from exchange transactions associated with the principal activity of the fund. Exchange transactions are those in which each party receives and gives up essentially equal values. Nonoperating revenues, such as subsidies and investment earnings, result from nonexchange transactions or ancillary activities.

The School reports the following major governmental funds:

General Fund. The General Fund is the general operating fund of the School. The General Fund accounts for all financial resources except those that are required to be accounted for in another fund.

State Public School Fund. The State Public School Fund includes appropriations from the Department of Public Instruction for specific operating needs of the School and is reported as a special revenue fund.

CONTEMPORARY SCIENCE CENTER, INC.
NOTES TO THE FINANCIAL STATEMENTS
 For the Fiscal Year Ended June 30, 2021

1. Summary of Significant Accounting Policies (Continued)

B. Basis of Presentation (Continued)

The School reports two non-major funds, the Federal Grant Fund and the Clubs and Activity Fund.

The School reports no proprietary funds.

C. Measurement Focus and Basis of Accounting

Government-wide and Proprietary Fund Financial Statements. The government-wide and proprietary fund financial statements are reported using the economic resources measurement focus. The government-wide and proprietary fund financial statements are reported using the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. Non-exchange transactions, in which the School gives (or receives) value without directly receiving (or giving) equal value in exchange, include grants and donations. Revenue from grants and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied.

Governmental Fund Financial Statements. Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. The School considers all revenues reported in the governmental funds to be available if the revenues are collected within sixty days after year-end. These could include federal, State, and county grants, and some charges for services. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, claims and judgments, and compensated absences, which are recognized as expenditures to the extent they have matured. General capital asset acquisitions are reported as expenditures in governmental funds. Proceeds of general long-term debt and acquisitions under capital leases are reported as other financing sources.

Under the terms of grant agreements, the School funds certain programs by a combination of specific cost-reimbursement grants and general revenues. Thus, when program expenses are incurred, there is both restricted and unrestricted net position available to finance the program. It is the School's policy to first apply cost-reimbursement grant resources to such programs and then general revenues.

D. Budgetary Data

Annual budgets are adopted for all funds, except for the activity within the clubs and activities, on a school-wide basis. All budgets are prepared using the modified accrual basis of accounting.

The governing board has voluntarily established the policy, as a sound business practice, that expenditures may not exceed appropriations, for all the School's funds, based on the adopted budget and subsequent amendments. During the year, several amendments to the original budget were necessary, the effects of which were not material. The budget presented in the supplemental data represents the budget of the School at June 30, 2021. All appropriations lapse at year end.

CONTEMPORARY SCIENCE CENTER, INC.
NOTES TO THE FINANCIAL STATEMENTS
 For the Fiscal Year Ended June 30, 2021

1. Summary of Significant Accounting Policies (Continued)

E. Assets, Liabilities, Deferred Outflows and Inflows of Resources, and Fund Equity

1. Deposits and Investments

All deposits of the School are made in a local bank, whose accounts are FDIC insured. Also, the School may establish time deposit accounts such as NOW and SuperNOW accounts, money market accounts, and certificates of deposit.

2. Cash and Cash Equivalents

The School pools money from several funds to facilitate disbursement and investment and to maximize investment income. All cash held with original maturities of three months or less are considered cash and cash equivalents. The School has \$1,304,250 of cash equivalents as of June 30, 2021.

3. Restricted Cash and Cash Equivalents

The unexpended loan proceeds of the School's loan agreement and amounts restricted for repairs and replacements are classified as restricted cash and cash equivalents within the School's general fund because its use is completely restricted to the purpose for which the bonds were originally issued, and for future repairs and replacements as authorized by the loan agreement.

4. Accounts Receivable

Accounts receivable consists of amounts owed to the School from sales tax and local school administrative units. The School has reviewed the receivable balances and determined the amounts to be fully collectible.

5. Capital Assets

The School's donated capital assets received prior to June 15, 2015 are recorded at their estimated fair value at the date of donation. Donated capital assets received after June 15, 2015 are recorded at acquisition value. All other capital assets are recorded at original cost. The total of these estimates is not considered large enough that any errors would be material when capital assets are considered as a whole.

It is the policy of the School to capitalize all capital assets costing more than \$2,500 with an estimated useful life of two or more years. In addition, other items which are purchased and used in large quantities such as student desks and office furniture are capitalized. Improvements are capitalized and depreciated over the remaining useful lives of the related capital assets. All depreciable assets are depreciated using the straight-line method of depreciation. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Capital assets are depreciated over their useful lives on a straight-line basis as follows:

	Years
School equipment	5
Building improvements	15-40
Building	40

CONTEMPORARY SCIENCE CENTER, INC.
NOTES TO THE FINANCIAL STATEMENTS
 For the Fiscal Year Ended June 30, 2021

1. Summary of Significant Accounting Policies (Continued)

E. Assets, Liabilities, Deferred Outflows and Inflows of Resources, and Fund Equity (Continued)

6. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *Deferred Outflows of Resources*, represents a consumption of net position that applies to a future period and so will not be recognized as an expense or expenditure until then. The School has no items that meet this criterion. In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *Deferred Inflows of Resources*, represents an acquisition of net position that applies to a future period and so will not be recognized as revenue until then. The School has no items that meet the criterion for this category.

7. Long-Term Obligations

In the government-wide financial statements, and proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund-type statement of net position. Bond premiums and discounts are deferred and amortized over the life of the bonds using the straight-line method that approximates the effective interest method. Bonds payable are reported net of the applicable bond premiums or discount. Bond issuance costs, except for prepaid insurance costs, are expensed in the reporting period in which they are incurred. Prepaid insurance costs are expensed over the life of the debt.

In fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

8. Compensated Absences

Employees are granted ten personal leave days each year, which include vacation and sick days. An unlimited amount of personal leave days may be carried over to the following year or employees may be paid out up to 10 days. Employees who leave or are terminated do not have the right to be paid unused leave, thus no accrual is provided for compensated absences.

9. Net Position and Fund Balances

Net Position

Net position in the government-wide and proprietary fund financial statements are classified as net investment in capital assets, restricted, and unrestricted. Restricted net position represents constraints on resources that are either externally imposed by creditors, grantors, contributors, or laws or regulations of other governments or imposed by law through State statute.

CONTEMPORARY SCIENCE CENTER, INC.
NOTES TO THE FINANCIAL STATEMENTS
 For the Fiscal Year Ended June 30, 2021

1. Summary of Significant Accounting Policies (Continued)

E. Assets, Liabilities, Deferred Outflows and Inflows of Resources, and Fund Equity (Continued)

9. Net Position/Fund Balances (Continued)

Fund Balance

In the governmental fund financial statements, fund balance is composed of two classifications (out of five possible classifications) designed to disclose the hierarchy of constraints placed on how fund balance can be spent.

The governmental fund types classify fund balances as follows:

Assigned – the portion of fund balance that the School intends to use for specific purposes.

Assigned for Clubs and Activities fund – Revenue sources restricted for expenditures for the various clubs and organizations, athletic events, and various fund-raising activities, for which they were collected.

Unassigned – the portion of fund balance that has not been assigned to another fund or restricted, committed or assigned to specific purposes within the General Fund.

The School has a revenue spending policy that provides guidance for programs with multiple revenue sources. The finance officer of the School will use resources in the following hierarchy: federal funds, State funds, local non-board of education funds, board of education funds. For purposes of fund balance classification, expenditures are to be spent from restricted fund balance first, followed in-order by committed fund balance, assigned fund balance, and lastly, unassigned fund balance. The finance officer of the School has the authority to deviate from this policy if it is in the best interest of the School.

10. Reconciliation Between Government-Wide and Fund Statements

The governmental fund balance sheet includes a reconciliation between governmental funds' total fund balance and governmental activities' net position as reported in the government-wide statement of net position.

The net adjustment of (\$1,058,492) represents the amount that the total fund balances of governmental funds exceeds the net position of governmental activities and consists of several elements as follows:

Capital assets used in governmental activities are not financial resources and therefore not reported in the fund (total capital assets on government-wide statement in governmental activities column).	\$ 10,412,789
Less accumulated depreciation	(1,457,137)

CONTEMPORARY SCIENCE CENTER, INC.
NOTES TO THE FINANCIAL STATEMENTS
 For the Fiscal Year Ended June 30, 2021

1. Summary of Significant Accounting Policies (Continued)

E. Assets, Liabilities, Deferred Outflows and Inflows of Resources, and Fund Equity (Continued)

10. Reconciliation Between Government-wide and Fund Statements (Continued)

Liabilities that, because they are not due and payable in the current period, do not require current resources to pay and are therefore not reported in the fund statements:

Bond payable	(10,300,000)
Discounts on bond issuance	355,093
Accumulated amortization of discounts on bond issuance	<u>(69,237)</u>
Total adjustment	<u><u>\$(1,058,492)</u></u>

F. Revenues, Expenditures, and Expenses

1. Funding

The School is funded by the SBE receiving (i) an amount equal to the average per pupil allocation for the average daily membership (“ADM”) from the local school administrative unit allotments in which the School is located (i.e. Wake County Board of Education) for each child attending the School except for the allocation for children with special needs and (ii) an additional amount for each child attending the School who is a child with special needs (G.S. 115C-218.105(a)).

Subject to certain limitations, funds allocated by the SBE may be used to enter into operational and financing leases for real property or mobile classroom units for us as school facilities for charter schools and may be used for payments on loans made to charter schools for facilities, equipment, or operations (G.S. 115C-218.105(b)).

Additionally, the School receives for each student an amount equal to the per pupil share of the local current expense fund of the local school administrative unit in which the child resides (G.S. 115C-218.105(c)). Amounts transferred that consist of revenue from supplemental taxes shall be transferred only to a charter school located in the district where the taxes are levied and the child resides. For the fiscal year ended June 30, 2021, the School received funding from the Boards of Education for Wake County (\$899,572), Granville County (\$9,644), Town of Chapel Hill (\$25,812), Durham County (\$978,619), Chatham County (\$58,391), Franklin County (\$2,220), Orange County (\$38,757), and Harnett County (\$1,225), and Alamance County (\$1,698).

Furthermore, the School has received donations of cash and/or equipment from private organizations. The cash is available to be used throughout the year for the School’s various programs and activities.

CONTEMPORARY SCIENCE CENTER, INC.
NOTES TO THE FINANCIAL STATEMENTS
 For the Fiscal Year Ended June 30, 2021

1. Summary of Significant Accounting Policies (Continued)

F. Revenues, Expenditures, and Expenses (Continued)

2. Reconciliation Between Government-Wide and Fund Statements

The governmental fund statement of revenues, expenditures, and changes in fund balance is followed by a reconciliation between the change in the fund balance of the governmental funds and the change in the net position of governmental activities as reported on the government-wide statement of activities.

The net difference of (\$784,170) between the two amounts represents the amount that the change in fund balances of governmental funds exceed the change in net position of governmental activities and consists of the following elements:

Capital outlay expenditures recorded in the fund statements but capitalized as assets on the statement of activities.	\$ 844,972
Depreciation expense that is recorded on the statement of activities but not in the fund statements.	(253,933)
Principal payments on debt owed are recorded as a use of funds on the fund statements but affect only the statement of net position in the government-wide statements.	205,000
Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in the governmental funds.	
Amortization of bond issuance costs to interest expense	<u>(11,869)</u>
	<u>\$ (784,170)</u>

G. Use of Estimates and Assumptions

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenues and expenditures.

CONTEMPORARY SCIENCE CENTER, INC.
NOTES TO THE FINANCIAL STATEMENTS
 For the Fiscal Year Ended June 30, 2021

2. Detail Notes on All Funds

A. Assets

1. Deposits

At June 30, 2021, the School had deposits with banks and savings and loans with a carrying amount of \$3,480,083. The bank balance with the financial institutions was \$3,788,847, of which \$3,367,251 was uninsured. The School does not have a deposit policy for custodial credit risk.

2. Capital Assets

Capital asset activity related to governmental activities for the year ended June 30, 2021, was as follows:

	<u>Beginning Balances</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balances</u>
Governmental activities:				
Capital assets not being depreciated:				
Land	\$ 1,450,000	\$ -	\$ -	\$ 1,450,000
Construction in progress	-	15,047	-	15,047
Total capital assets not being depreciated:	<u>1,450,000</u>	<u>15,047</u>	<u>-</u>	<u>1,465,047</u>
Capital assets being depreciated:				
Building	4,869,183	-	-	4,869,183
Building improvements	2,881,671	539,682	-	3,421,353
School equipment	366,963	290,243	-	657,206
Total capital assets being depreciated:	<u>8,117,817</u>	<u>829,925</u>	<u>-</u>	<u>8,947,742</u>
Less accumulated depreciation:				
Building	649,226	121,729	-	770,955
Building improvements	311,904	74,085	-	385,989
School equipment	242,074	58,119	-	300,193
Total accumulated depreciation	<u>1,203,204</u>	<u>\$ 253,933</u>	<u>\$ -</u>	<u>1,457,137</u>
Total capital assets being depreciated, net	<u>6,914,613</u>			<u>7,490,605</u>
Total governmental activities capital assets, net	<u>\$ 8,364,613</u>			<u>\$ 8,955,652</u>

Depreciation expense charged to governmental functions for the year ended June 30, 2021 is summarized as follows:

Instructional programs	\$ 126,967
Supporting services	<u>126,966</u>
	<u>\$ 253,933</u>

CONTEMPORARY SCIENCE CENTER, INC.
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2021

2. Detail Notes on All Funds (Continued)

B. Liabilities

1. Retirement Plan

The School does not participate in the North Carolina Teachers' and State Employees' Retirement System.

The School offers a 457(b) retirement plan to its employees. Under the plan, the School contributes an amount equal to the employees' contributions up to a limit of 3% of the employees' compensation for the calendar year. The employee may make voluntary contributions, pursuant to a salary reduction agreement of a percentage of annual compensation not to exceed the limits set by the Internal Revenue Code.

During the fiscal years ended June 30, 2021, 2020, and 2019, the School contributed a total of \$62,708, \$72,370, and \$74,022, respectively, under the 457(b) retirement plan.

2. Risk Management

The School is exposed to various risks of losses related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The School maintains general liability and errors and omissions insurance coverage of \$1 million per occurrence with a commercial carrier.

As authorized by G.S. 115C-218.90(a)(4), the School also participates in the Teachers' and State Employees' Comprehensive Major Medical Plan (the "Medical Plan"), a self-funded risk financing pool of the State administered by Blue Cross and Blue Shield of North Carolina. Through this plan, permanent full-time employees of the School are eligible to receive health care benefits. The School pays the full cost of coverage for employees enrolled in the medical plan.

The School carries commercial coverage for all other risks of loss. There have been no significant reductions in insurance coverage during the year, and claims have not exceeded coverage in any of the past two fiscal years.

The School has elected not to carry flood insurance because the School is not in an area of the State that has been mapped and designated an "A" area (an area close to a river, lake or stream) by the Federal Emergency Management Agency.

CONTEMPORARY SCIENCE CENTER, INC.
NOTES TO THE FINANCIAL STATEMENTS
 For the Fiscal Year Ended June 30, 2021

2. Detail Notes on All Funds (Continued)

B. Liabilities (Continued)

3. Long-Term Obligations

a. Bonds Payable

In August 2015, the School entered into a loan agreement associated with the issuance of revenue bonds in the aggregate of \$11,060,000. The bonds were issued at an aggregate discount of \$355,093. Proceeds of the bonds were used to repay the bridge loan used to originally finance the purchase of a building, as well as to provide renovations to the building. Additional proceeds were used to fund reserve funds as required by the agreement. Interest during the term ranges from 4.375% - 6.125%. Principal payments began in July 2017 and continue through maturity in July 2045. The real estate has been pledged as collateral for the debt. In the event of a default as defined in the loan agreement, the lender may declare any remaining principal and interest payments due to be immediately payable by the School. The balance outstanding net of discounts at June 30, 2021 totaled \$10,014,144.

Future minimum payments are as follows:

	<u>Cash Paid Interest</u>	<u>Amortization Bond Discount</u>	<u>Total Interest</u>	<u>Principal</u>
Year Ending June 30, 2022	\$ 551,784	\$ 11,869	\$ 563,653	\$ 215,000
Year Ending June 30, 2023	542,269	11,869	554,138	220,000
Year Ending June 30, 2024	532,425	11,869	544,294	230,000
Year Ending June 30, 2025	522,144	11,869	534,013	240,000
Year Ending June 30, 2026	511,425	11,869	523,294	250,000
Years Ending June 30, 2027-2031	2,339,641	59,347	2,398,988	1,475,000
Years Ending June 30, 2032-2036	1,887,603	59,347	1,946,950	1,905,000
Years Ending June 30, 2037-2041	1,286,719	59,347	1,346,066	2,490,000
Years Ending June 30, 2042-2046	<u>480,797</u>	<u>48,470</u>	<u>529,267</u>	<u>3,275,000</u>
	<u>\$ 8,654,807</u>	<u>\$ 285,856</u>	<u>\$ 8,940,663</u>	<u>\$10,300,000</u>

CONTEMPORARY SCIENCE CENTER, INC.
NOTES TO THE FINANCIAL STATEMENTS
 For the Fiscal Year Ended June 30, 2021

2. Detail Notes on All Funds (Continued)

B. Liabilities (Continued)

3. Long-Term Obligations (Continued)

a. Bonds Payable (Continued)

Under the terms of the bond agreement, the School is obligated under certain debt covenants to maintain days cash on hand of 45 days for the year ending June 30, 2021. The calculation of this covenant for the year ended June 30, 2021 is as follows:

Total operating expenses	\$ 5,093,091
Divided by 365 days	<u>365</u>
Operating expense per day	13,954
Multiplied by 45 days	<u>45</u>
Minimum balance required for Unrestricted cash and investments	<u>\$ 627,930</u>
 Total unrestricted cash and cash equivalents	 <u>\$ 2,175,833</u>

Under the terms of the bond agreement, the School is obligated under certain debt covenants to maintain debt service coverage ratio at or above 1.00 to 1 for the year ended June 30, 2017 and 1.20 to 1 for each subsequent year. The calculation of this covenant for the year ended June 30, 2021 is as follows:

Change in net assets for year ended June 30, 2021	\$ 800,742
Add: interest expense	568,357
Add: depreciation and amortization expense	<u>253,933</u>
Net income available for debt service	1,623,032
Maximum annual debt service	<u>\$ 766,784</u>
Cash flow coverage ratio	<u>2.12</u>

Additionally, the School must maintain minimum enrollment of 490. The School's actual enrollment was 581 as of June 30, 2021.

CONTEMPORARY SCIENCE CENTER, INC.
NOTES TO THE FINANCIAL STATEMENTS
 For the Fiscal Year Ended June 30, 2021

2. Detail Notes on All Funds (Continued)

B. Liabilities (Continued)

3. Long-Term Obligations (Continued)

b. Changes in General Long-Term Obligations

The following is a summary of changes in the School's long-term obligations for the fiscal year ended June 30, 2021:

	<u>Balance June 30, 2020</u>	<u>Increases</u>	<u>Decreases</u>	<u>Balance June 30, 2021</u>	<u>Current Portion</u>
Bond Payable	\$ 10,505,000	\$ -	\$ (205,000)	\$ 10,300,000	\$ 215,000
Discounts on Debt Issuance	(297,725)	-	11,869	(285,856)	-
Total Long-Term Liabilities	<u>\$ 10,207,275</u>	<u>\$ -</u>	<u>\$ (193,131)</u>	<u>\$ 10,014,144</u>	<u>\$ 215,000</u>

C. Fund Balance

The School has a revenue spending policy that provides policy for programs with multiple revenue sources. The finance officer of the School will use resources in the following hierarchy; federal funds, State funds, local non-School funds, and School funds. For purposes of fund balance classification, expenditures are to be spent from restricted fund balance first, followed in-order by committed fund balance, assigned fund balance, and lastly, unassigned fund balance. The finance officer may deviate from this policy if it is in the best interest of the School.

The following schedule provides management and the School with information on the portion of general fund balance that is available for appropriation as of June 30, 2021:

Total unassigned fund balance	<u>\$ 2,940,317</u>
-------------------------------	---------------------

3. Summary Disclosure of Significant Contingencies

Federal and State Assisted Programs

The School has received proceeds from several federal and State grants. Periodic audits of these grants are required and certain costs may be questioned as not being appropriate expenditures under the grant agreements. Such audits could result in the refund of grant monies to the grantor agencies. Management believes that any required refunds will be immaterial. No provision has been made in the accompanying financial statements for the refund of grant monies.

CONTEMPORARY SCIENCE CENTER, INC.
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2021

4. Uncertainties

As a result of the COVID-19 outbreak in the United States, economic uncertainties have arisen which may have a negative impact of the School's financial results in the future. The extent of the impact of COVID-19 on the operational and financial performance will depend on certain developments, including duration and spread of the outbreak, impact on students, employees and vendors, all of which are uncertain at this time. The extent to which COVID-19 may impact the School's financial condition or results in the future is uncertain.

5. Significant Effects of Subsequent Events

Management evaluates events occurring subsequent to the date of the financial statements in determining the accounting for and disclosure of transactions and events that affect the financial statements. Subsequent events have been evaluated through **October XX**, 2021 which is the date the financial statements were available to be issued.

**CONTEMPORARY SCIENCE CENTER, INC.
General, State Public School, and Federal Grant Funds
Statement of Revenues, Expenditures, and
Changes in Fund Balances - Budget and Actual
For the Fiscal Year Ended June 30, 2021**

Statement 1

	2021		
	Final Budget	Actual	Favorable (Unfavorable) Variance
Revenues:			
State of North Carolina	\$ 3,698,132	\$ 3,668,108	\$ (30,024)
Boards of education:			
Wake County	898,723	899,572	849
Town of Chapel Hill	25,812	25,812	-
Granville County	9,644	9,644	-
Durham County	978,620	978,619	(1)
Chatham County	57,200	58,391	1,191
Franklin County	2,219	2,220	1
Orange County	38,700	38,757	57
Harnett County	1,205	1,225	20
Alamance County	1,698	1,698	-
U.S. Government	154,365	212,959	58,594
Contributions and donations	45,000	91,054	46,054
Miscellaneous	264,457	-	(264,457)
Sales tax	28,000	29,484	1,484
Investment earnings	2,000	2,031	31
Total revenues	6,205,775	6,019,574	(186,201)
Expenditures:			
Current:			
Instructional programs:			
Regular programs	4,558,652	2,606,653	1,951,999
Special programs	140,046	246,169	(106,123)
Other	68,250	1,047,366	(979,116)
Total instructional programs	4,766,948	3,900,188	866,760
Support services:			
Administrative services	-	74,005	(74,005)
Business support	-	275,617	(275,617)
Other support	319,498	144,087	175,411
Total support services	319,498	493,709	(174,211)
Capital outlay	-	844,972	(844,972)

**CONTEMPORARY SCIENCE CENTER, INC.
General, State Public School, and Federal Grant Funds
Statement of Revenues, Expenditures, and
Changes in Fund Balances - Budget and Actual (Continued)
For the Fiscal Year Ended June 30, 2021**

Statement 1

	2021		Favorable (Unfavorable) Variance
	Final Budget	Actual	
Debt service:			
Interest	\$ 561,716	\$ 556,488	\$ 5,228
Principal	215,000	205,000	10,000
Total debt service	<u>776,716</u>	<u>761,488</u>	<u>15,228</u>
Total expenditures	<u>5,863,162</u>	<u>6,000,357</u>	<u>(137,195)</u>
Other financing sources (uses):			
Fund balance appropriated	<u>(342,613)</u>	-	<u>342,613</u>
Total other financing sources (uses)	<u>(342,613)</u>	-	<u>342,613</u>
Excess of revenues over expenditures	<u>\$ -</u>	<u>\$ 19,217</u>	<u>\$ 19,217</u>

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Board of Directors
Contemporary Science Center, Inc.
Research Triangle Park, North Carolina

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Contemporary Science Center, Inc. (the "School"), as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise Contemporary Science Center, Inc.'s basic financial statements, and have issued our report thereon dated October XX, 2021.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Contemporary Science Center, Inc.'s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Contemporary Science Center, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of Contemporary Science Center, Inc.'s internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Contemporary Science Center, Inc.'s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Raleigh, North Carolina
October XX, 2021

INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR STATE PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE AND THE STATE SINGLE AUDIT IMPLEMENTATION ACT

To the Board of Directors
Contemporary Science Center, Inc.
Research Triangle Park, North Carolina

Report on Compliance for Each Major State Program

We have audited the Contemporary Science Center, Inc.'s (the "School") compliance with the types of compliance requirements described in the *Audit Manual for Governmental Auditors in North Carolina*, issued by the Local Government Commission, that could have a direct and material effect on each of Contemporary Science Center, Inc.'s major State programs for the year ended June 30, 2021. Contemporary Science Center, Inc.'s major state programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with state statutes, regulations, contracts, and the terms and conditions of its state awards applicable to its state programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of Contemporary Science Center, Inc.'s major state programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and audit requirements of Title 2 US Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), as described in the *Audit Manual for Governmental Auditors in North Carolina*, and the *State Single Audit Implementation Act*. Those standards, Uniform Guidance, and the State Single Audit Implementation Act require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major state program occurred. An audit includes examining, on a test basis, evidence about Contemporary Science Center, Inc.'s compliance with those requirements and performing such other procedures, as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major state program. However, our audit does not provide a legal determination of Contemporary Science Center, Inc.'s compliance.

Opinion on Each Major State Program

In our opinion, Contemporary Science Center, Inc., complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major state programs for the year ended June 30, 2021.

Report on Internal Control Over Compliance

Management of Contemporary Science Center, Inc. is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Contemporary Science Center, Inc.'s internal control over compliance with the types of requirements that could have a direct and material effect on a major state program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on compliance for each major state program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Contemporary Science Center, Inc.'s internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a state program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a state program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance with a type of compliance requirement of a state program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Raleigh, North Carolina
October XX, 2021

CONTEMPORARY SCIENCE CENTER, INC.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For the Fiscal Year Ended June 30, 2021

SECTION I – SUMMARY OF AUDITORS’ RESULTS

Financial Statements

Type of auditors’ report issued on whether the financial statements audited were prepared in accordance with GAAP: Unmodified

Internal control over financial reporting:

- Material weakness (es) identified? Yes No
- Significant Deficiency(s) identified? Yes None Reported
- Noncompliance material to financial statements noted? Yes No

State Awards

Internal control over major State programs:

- Material weakness identified? Yes No
- Significant Deficiency(s) identified? Yes None Reported

Type of auditors’ report issued on compliance for major State programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with the State Single Audit Implementation Act? Yes No

Identification of major State programs:

Program Name
State Public School Fund

SECTION II – FINANCIAL STATEMENT FINDINGS

None.

CONTEMPORARY SCIENCE CENTER, INC.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For the Fiscal Year Ended June 30, 2021
(Continued)

SECTION III – STATE AWARD FINDINGS AND QUESTIONED COSTS

None.

DRAFT

CONTEMPORARY SCIENCE CENTER, INC.
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
For the Fiscal Year Ended June 30, 2021

None.

DRAFT

CONTEMPORARY SCIENCE CENTER, INC.
SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS
 For the Year Ended June 30, 2021

<u>Grantor/Pass-through Grantor/Program Title</u>	<u>Federal CFDA Number</u>	<u>State/ Pass-through Grantor's Number</u>	<u>Expendi- tures</u>
Federal Grants:			
Cash Assistance:			
<u>U.S. Department of Education</u>			
Direct Grant:			
Rural Education Achievement Program	84.358A	XXXX	\$ 60,202
Passed-through the N.C. Department of Public Instruction:			
Special Education - IDEA, Part B	84.027A	PRC 060	108,110
Supporting Effective Instruction	84.367A	PRC 103	5,082
Student Support And Academic Enrichment Program	84.424A	PRC 108	10,000
Cares Act: ESSER I - Public School Unit Supplemental Funding	84.425D	PRC 164	18,281
Cares Act: ESSER I - Digital Curricula	84.425D	PRC 165	4,021
GEER: Supplemental Instructional Services	84.425D	PRC 170	7,263
Total U.S. Department of Education			152,757
<u>U.S. Department of Treasury</u>			
Passed-through the N.C. Department of Public Instruction:			
COVID-19 Relief Fund: Student Computers and Devices	21.019	PRC 124	11,230
COVID-19 Relief Fund: Personnel Computers and Devices	21.019	PRC 126	4,607
COVID-19 Relief Fund: Mobile Wi-Fi for Homes and Communities	21.019	PRC 128	5,780
COVID-19 Relief Fund: Cybersecurity	21.019	PRC 135	1,841
COVID-19 Relief Fund: Personal Protective Equipment	21.019	PRC 137	6,566
Total U.S. Department of Treasury			30,024
Total Federal Assistance			242,983
State Grants:			
Cash Assistance:			
<u>N.C. Department of Public Instruction:</u>			
State Public School Fund - Charter Schools	xxxxx	PRC 036	3,668,108
Total N.C. Department of Public Instruction			3,668,108
Total Federal and State Assistance			\$ 3,911,091

Notes to the Schedule of Expenditures of Federal and State Awards:

Note 1: Basis of Presentation

The accompanying schedule of expenditures of federal and State awards (SEFSA) includes the federal and State grant activity of the School under the programs of the federal government and the State of North Carolina for the year ended June 30, 2021. The information in this SEFSA is presented in accordance with the requirements of Title 2 of *US Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* and the *State Single Audit Implementation Act*. Because the Schedule presents only a selected portion of the operations of the School, it is not intended to and does not present the financial position, changes in net position, or cash flows of the School.

Note 2: Summary of Significant Accounting Policies

Expenditures reported in the SEFSA are reported on the modified accrual basis of accounting. Such expenditures are recognized following the cost principles contained in Uniform Guidance, wherein certain types of expenditures are not allowable or are limited.

Note 3: Indirect Cost Rate

The School has elected not to use the 10-percent de minimus indirect cost rate as allowed under the Uniform Guidance.

Coversheet

Committee Updates

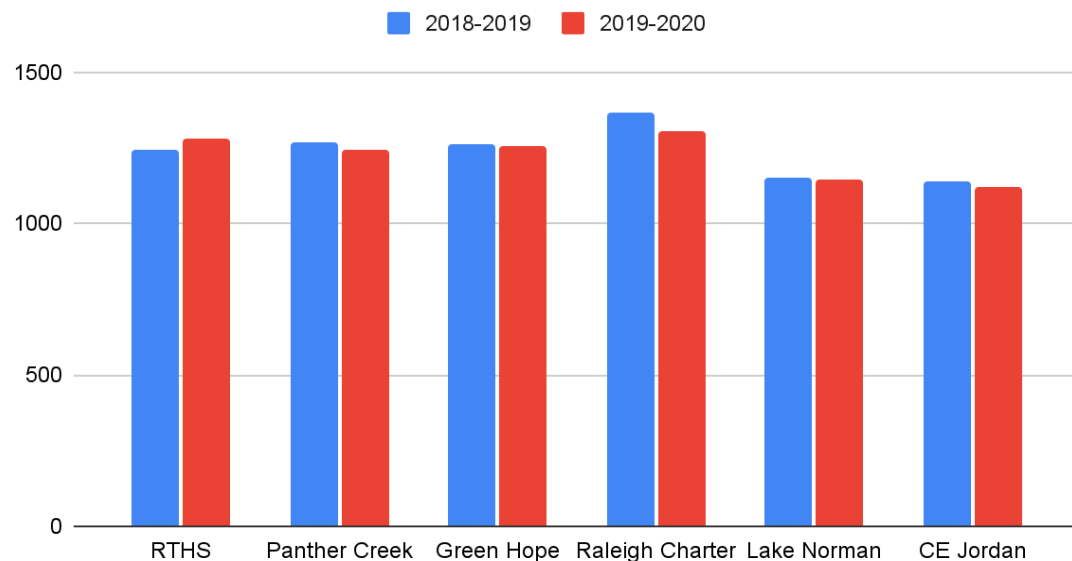
Section: IV. Academic Excellence
Item: A. Committee Updates
Purpose: FYI
Submitted by:
Related Material: AcEx Committee for 11-17-21 Board.pdf

RTHS ACADEMIC EXCELLENCE COMMITTEE

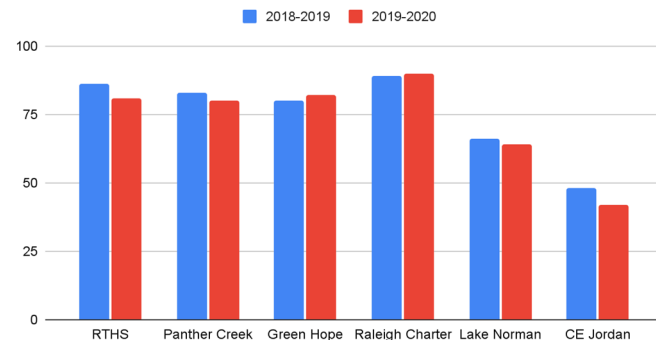
November 2021

SAT Results 2018-2019 and 2019-2020 RTHS and Comparison Schools

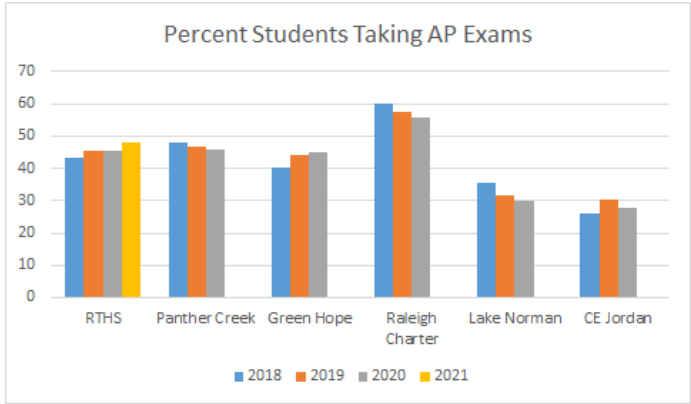
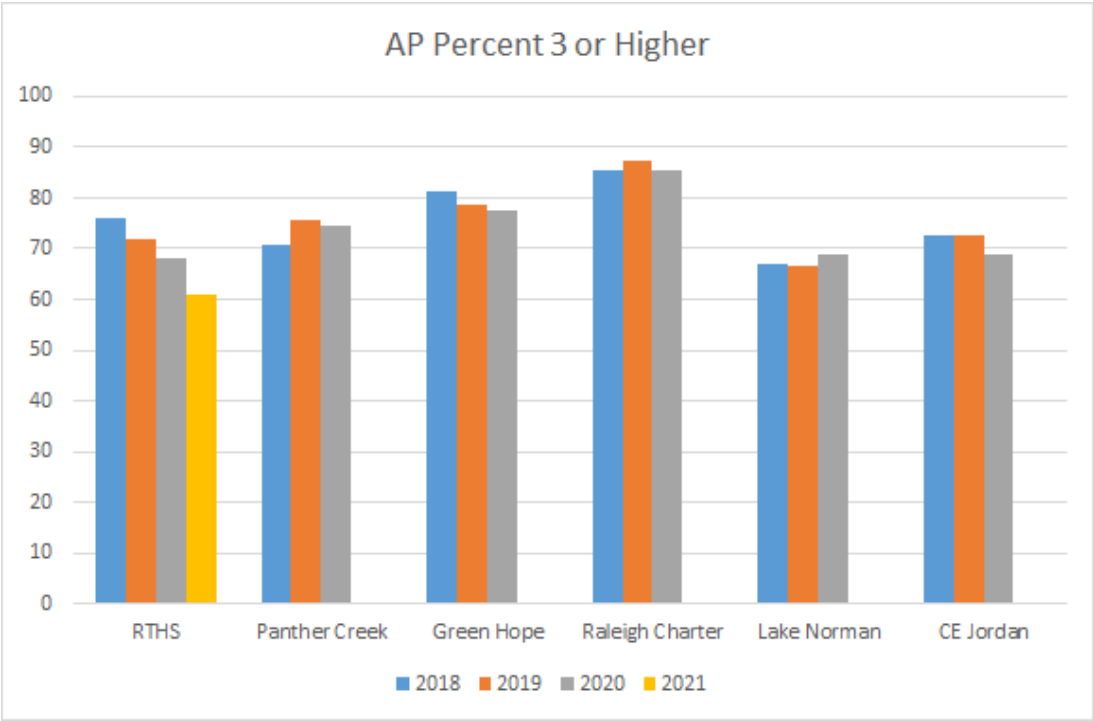
Average SAT



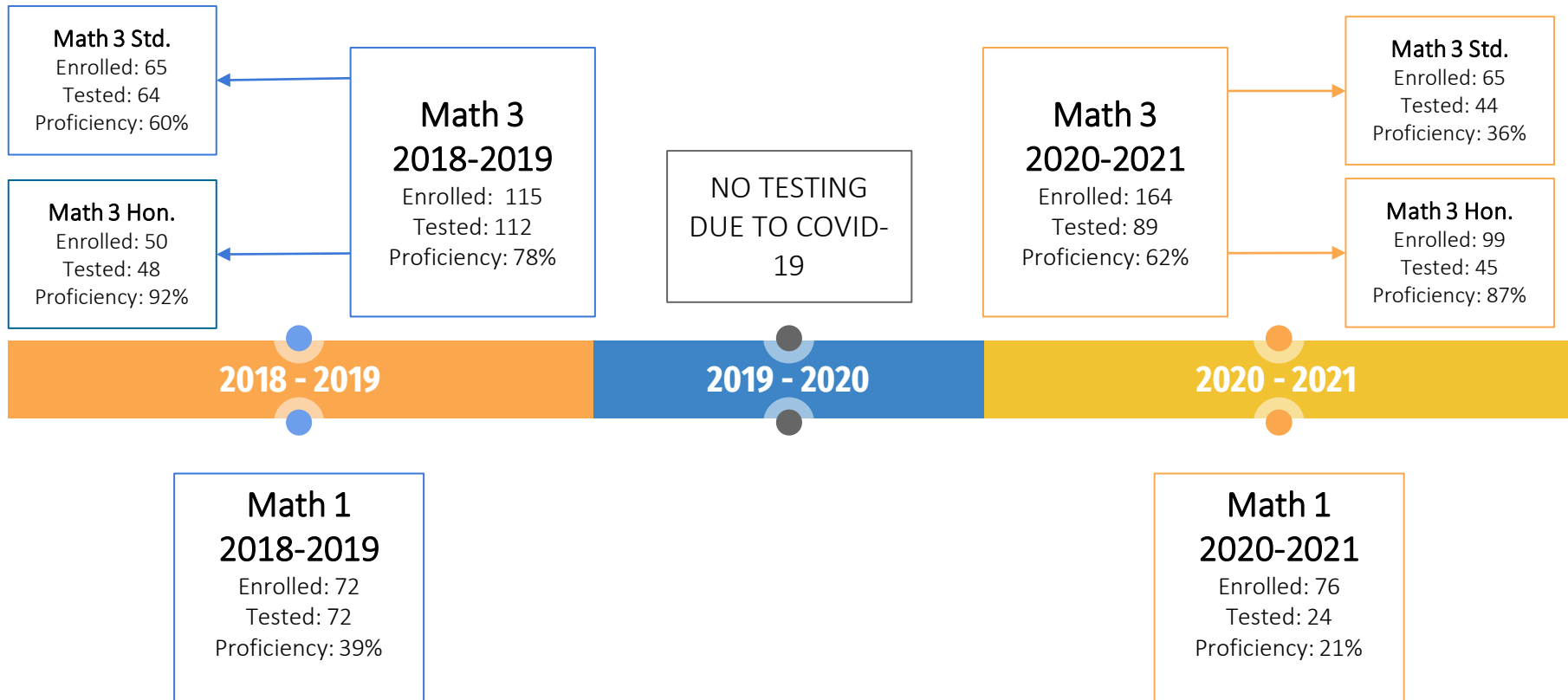
% Test Takers



AP Pass Rate and Participation, 2018-2021



Math 1 & Math 3 2018-2021

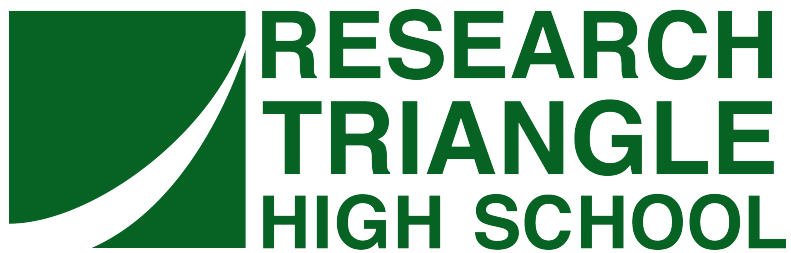


Coversheet

Committee Updates

Section: V. Development
Item: A. Committee Updates
Purpose: FYI
Submitted by:
Related Material: 2021_11_10_monthly_development_committee_meeting_minutes.pdf

DRAFT



Research Triangle High School

Minutes

Monthly Development Committee Meeting

Date and Time

Wednesday November 10, 2021 at 2:30 PM

Location

RTHS or zoom

[https://us02web.zoom.us/j/4228231778?](https://us02web.zoom.us/j/4228231778?pwd=Q0VYc2Z6N2YvV0svUEI2V25GRVNHZz09)

[pwd=Q0VYc2Z6N2YvV0svUEI2V25GRVNHZz09](https://us02web.zoom.us/j/4228231778?pwd=Q0VYc2Z6N2YvV0svUEI2V25GRVNHZz09)

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 connect in through zoom at:

Topic: Development Committee

Time: Jun 9, 2021 02:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

[https://rthighschool.zoom.us/j/6522016569?](https://rthighschool.zoom.us/j/6522016569?pwd=c3ZuTnV0V0krVGp0MS9EVi8xQitUdz09)

[pwd=c3ZuTnV0V0krVGp0MS9EVi8xQitUdz09](https://rthighschool.zoom.us/j/6522016569?pwd=c3ZuTnV0V0krVGp0MS9EVi8xQitUdz09)

Meeting ID: 652 201 6569

Passcode: 239898

Committee Members Present

C. Coia (remote), C. Mugge (remote), S. Rivers-Kobler (remote), Z. Playe (remote)

Committee Members Absent

M. Johnson, N. Danehower, R. THALLA

I. Opening Items

A.

Record Attendance and Guests

B. Call the Meeting to Order

C. Muggle called a meeting of the Development Committee of Research Triangle High School to order on Wednesday Nov 10, 2021 at 2:30 PM.

II. Development Director Update

A. Development Director Update

Zoe shared the latest data on Raptor Fund giving. She currently has the data broken down in 2 different files, one before the formal kickoff with contribution choices and the other after the choices were available.

The goal is to convert the data into tracking trends by stakeholder type

- Family - parent, grand parent, alum (for now, will be separate in future)
- Board
- Staff
- Community

We will also be able to track giving by area - General Fund, by club, or other initiatives.

Zoe has also engaged with the various clubs to show them how to use the Raptor outreach efforts to assist in fundraising by having them reach out to other family members.

Currently a key area of focus is how to better team with the PTSO on fundraising activities and division of responsibilities. There will be a follow up meeting with the PTSO next week.

Zoe also reported that the 10th Anniversary work done by the consultant is outstanding and will help tell the story of RTHS. Eric will be presenting it at the upcoming Board Meeting.

B. Help needed from Board

We had a discussion about expectations for Board Member giving with Zoe and Sondra believing that we should ask for 100% participation from the Board. Carmen felt that unless a target Grant required it, that we should not have that as an expectation. We all agreed that we should do an outreach to the Board to request giving to the Raptor Fund.

III. 2021/22 Retreat Discussion

A. Discuss Development priorities for 21/22

Carmen presented a draft of the Retreat presentation. A number of changes were suggested with 3 main focus items for this school year

- Fundraising alignment
- Strategic Development Plan
- Building a community amongst stakeholders

Carmen mad changes to the presenattion and shared it in a google drive for comments of edits of the committee prior to the retreat.

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 4:00 PM.

Respectfully Submitted,
C. Mugge

Documents used during the meeting

- Development_Presentation_for_2021_RTHS_Retreat_111021.pptx

Coversheet

Annual Board Retreat

Section: VI. Governance
Item: A. Annual Board Retreat
Purpose: Discuss
Submitted by:
Related Material: Retreat_Agenda_111621.pptx

2021 Retreat Agenda - Draft

November 19th, 2021
09:00 AM – 01:00 PM
Zoom Call



- **09:00- 09:20** **Ice Breaker and Overview (20 mins)** **Sondra**
 - Call the meeting to order
 - Record attendance and guests
 - Overview
- **09:20- 10:05** **CEO Update (45 mins)** **Eric**
 - Trends
 - Strengths and Challenges
 - Strategic Initiatives
- **10:05 – 10:25** **Committee Updates (20 mins each)** **Committee Chairpersons**
 - Overview
 - What’s worked, what hasn’t
 - Key challenges
 - 2021/2022 Goals

Finance - Alex
AcEx – Elizabeth
Dev- Carmen
Gov - Carmen
- **10:25-10:40** **BREAK (15 mins)**
- **10:40- 11:40** **Committee Updates (cont’d)**
- **11:40 – 11:55** **BREAK (15 mins)**
- **11:55 - 01:00** **Work Session (70 mins)** **All**
 - Develop unified set of priorities and actions
 - Establish Metrics

Coversheet

RTHS Public Participation at Board Meetings Policy

Section: VI. Governance
Item: B. RTHS Public Participation at Board Meetings Policy
Purpose: Vote
Submitted by:
Related Material: RTHS_Public_Comment_Policy_111421.docx



Research Triangle High School

Public Participation at Board Meetings

The Research Triangle High School (RTHS) Board of Directors recognizes the value of public comment on educational issues and the importance of hearing from members of the public during the session designated for public comment at its meetings. In compliance with the Open Meetings laws, the public may attend all open meetings of the RTHS Board of Directors.

In order for the Board to complete its planned agenda in an effective and efficient manner, a Public Comment period will be scheduled at each regular monthly meeting of the board. Individuals seeking to address the board must:

1. Sign up at least 4 hours before the start of the meeting by contacting the Board Chair in writing via the email - board@rthighschool.org
2. Their request must include listing the name of the speaker, contact information and the subject of public comment.
3. Each speaker will have no more than two to three minutes to address the board.

Public Comments must follow the following guidelines:

1. All public comments will be directed to the board.
2. No profanity or personal attacks will be permitted.
3. Board interaction with the speakers during the time for public comment is left to the discretion of the Board Chair.
4. Employee and other stakeholder complaints are best addressed through the procedures set forth in the board's Grievance Policy and Procedures.
5. As permitted by law, the board's discussion of personnel matters or attorney-client privileged issues will be discussed in closed session.

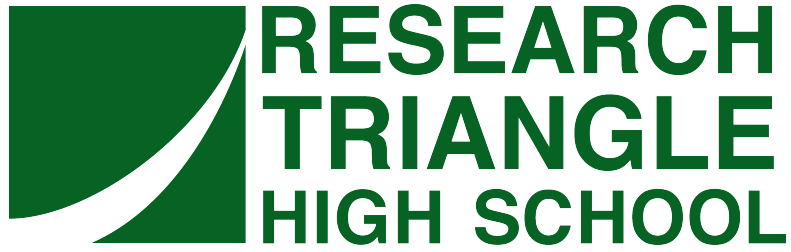
Other than during the designated public comment session of the agenda, discussion from the audience will not be permitted. The Board may, in the discretion of the board Chair, recognize individuals to speak or ask questions. The Chair may choose to answer or refer such questions to the Chief School Officer for consideration and response either during the meeting or within a reasonable time subsequent to the close of the meeting, as appropriate and deemed necessary.

Coversheet

Committee Updates

Section: VI. Governance
Item: C. Committee Updates
Purpose: FYI
Submitted by:
Related Material: 2021_11_12_november_governance_meeting_minutes.pdf

DRAFT



Research Triangle High School

Minutes

November Governance Meeting

Date and Time

Friday November 12, 2021 at 1:30 PM

Location

Virtual Meeting

[https://us02web.zoom.us/j/87336180942?](https://us02web.zoom.us/j/87336180942?pwd=TmpMN3d2eHkyQzZsOCtEdWZYNTlSZz09)

[pwd=TmpMN3d2eHkyQzZsOCtEdWZYNTlSZz09](https://us02web.zoom.us/j/87336180942?pwd=TmpMN3d2eHkyQzZsOCtEdWZYNTlSZz09)

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Committee Members Present

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

Committee Members Absent

None

Guests Present

S. Rivers-Kobler (remote)

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

C. Mugge called a meeting of the Governance Committee of Research Triangle High School to order on Friday Nov 12, 2021 at 1:30 PM.

II. Governance

A. Flywheel

Carmen reviewed the "Flywheel" document and confirmed the assumptions on the lead time expected for agendas, presentations, etc for Board Meetings. Cassie Fox has begun sending out reminders to Committee Leads on getting updates posted the Friday before Board Meetings.

We discussed and decided that it is best for any action item followup from Board Meetings be highlighted by the Secretary in the Board Minutes and that the Board Chair will ensure that any follow-ups needed to the Board will be part of a future Board Meeting. **Action: Sondra will follow up with Sherry**

Carmen gave an update on the Board Member info now on the RTHS Website. **Action: Carmen will follow up with Board Members to ensure that all load their photos on BOT and provide BIODs. Carmen will then pass them on to Cornelius so that he can update the website.**

Carmen provided an update on the Board email and Zoom Account. We discussed the access to the Board email and determined that we need to limit access due to the confidential nature of the emails that may be sent there. We will also need to educate the Board on the use of the Zoom account for committee meetings. **Action: when the grievance policies get updated, we should include the Board email account as the means to lodge a grievance. We will later decide if we need to add the email address in the Board portion of the RTHS website. In addition, we will need to determine how to set up notifications or forwarding functions to ensure that the appropriate Board members are notified of an email.**

B. Annual Retreat

The committee members reviewed the draft Governance Committee Retreat document and edited it realtime. **Action: Carmen to send out revised version of the presentation to Sondra and Gary for any additional updates/edits.**

C. Public Discussion Document

G. Rodgers made a motion to Approve the Public Discussion Document.

C. Mugge seconded the motion.

We made some minor modifications to the document - limiting the discussion time to 2-3 minutes versus 2 mins. We will add the document to the Board Meeting agenda for their approval. This document may be eventually combined with School Handbook, but it will provide the school a policy until the other work is completed.

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

Roll Call

G. Rodgers Aye

C. Mugge Aye

M. Johnson Aye

D. CEO Evaluation Committee

We discussed the need to make the CEO Support and Evaluation Committee an ongoing committee that provides guidance and support to Eric and ensures that progress is made on his Growth Plan. The committee will provide quarterly feedback to Eric. **Action: The committee will need to be formally constituted with members. Suggested: Sondra, Gary, Alex, Elizabeth, Carolyn, Carmen**

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 3:15 PM.

Respectfully Submitted,
C. Mugge

Documents used during the meeting

- RTHS Governance Support Activities v2.doc
- Governance_Retreat_Presentation_111021.pptx
- Retreat_Agenda_110621.pptx
- RTHS Public Comment Policy - cem comments.docx