

Research Triangle High School

## RTHS Board Meeting

Monthly Meeting

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### Date and Time

Wednesday April 20, 2022 at 5:30 PM EDT

### 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>

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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.

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### Agenda

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

**II. Approve Board Minutes**

- A. Board Meeting Minutes - February 16, 2022

**III. Executive Transition**

- A. Monthly Update

**IV. CSO Report**

- A. CSO Updates

Monthly update from CSO addressing the specific items listed below, as well as highlighting successes/challenges (as applicable).

- B. Mask Policy

**V. Finance**

- A. Monthly Financial Cashflow

- B. Committee Updates

**VI. Academic Excellence**

- A. Committee Updates

**VII. Development**

- A. Committee Updates

**VIII. Governance**

- A. Committee Updates

**IX. Public Comments**

- A. Open to all stakeholders (parents, staff, other)

2-3 minute time limit per person

**X. Closing Items**

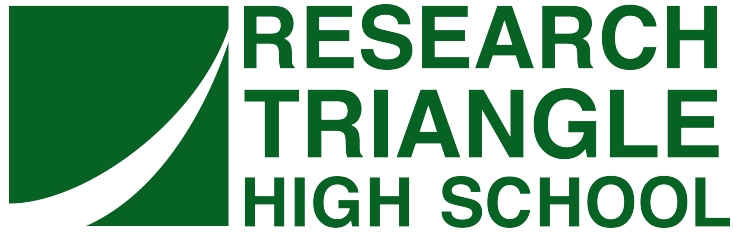
**A. Adjourn Meeting**

# Coversheet

## Board Meeting Minutes - February 16, 2022

**Section:** II. Approve Board Minutes  
**Item:** A. Board Meeting Minutes - February 16, 2022  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for RTHS Board Meeting on March 16, 2022

APPROVED



## Research Triangle High School

### Minutes

#### RTHS Board Meeting

Monthly Meeting

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#### Date and Time

Wednesday March 16, 2022 at 5:30 PM

#### 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>

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#### Directors Present

A. Tobien (remote), C. Coia (remote), C. Mugge (remote), D. Requena (remote), E. Cunningham (remote), G. Rodgers (remote), J. Corn (remote), J. Webb (remote), M. Johnson (remote), S. Carty Vetere (remote), S. Hunter (remote), S. Rivers-Kobler (remote)

#### Directors Absent

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R. THALLA

**Directors who arrived after the meeting opened**

E. Cunningham

**Directors who left before the meeting adjourned**

D. Requena

**Guests Present**

Aimee Rhodes (remote), B. Mitchell (remote), C. Klein-Gloria (remote), Christina Valente (remote), E. Grunden (remote), Emily Madsen (remote), Jessica Warren (remote), Mann-Bailey (remote), Mark Stevenson (remote), Monica Strada (remote), N. Danehower (remote), Rolando Saavedra (remote), Sarah (remote), Stacey Kaufman (remote), Z. Playe (remote)

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**I. Opening Items**

**A. Record Attendance**

**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 Mar 16, 2022 at 5:35 PM.

**C. Board Meeting Minutes - February 16, 2022**

M. Johnson made a motion to approve the minutes from RTHS Board Meeting on 02-16-22.

S. Hunter seconded the motion.

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

**II. CSO Report**

**A. CSO Updates**

Highlights included:

- Charter (10 year) Approved
- Working on the lottery and enrollment process improvements
- RTHS Robotics team won the FRC Tournament this weekend at ECU
- Janitorial Contract up for approval

G. Rodgers made a motion to Approve the Janitorial Contract.

C. Mugge seconded the motion.

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

**Roll Call**

S. Hunter Aye  
M. Johnson Aye  
S. Carty Vetere Aye  
J. Webb Aye  
A. Tobien Aye  
C. Coia Aye  
S. Rivers-Kobler Aye  
D. Requena Aye  
E. Cunningham Absent  
C. Mugge Aye  
G. Rodgers Aye  
J. Corn Aye  
R. THALLA Absent

C. Mugge made a motion to Approve the New Employee Handbook.

S. Rivers-Kobler seconded the motion.

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

**Roll Call**

S. Rivers-Kobler Aye  
R. THALLA Absent  
M. Johnson Aye  
G. Rodgers Aye  
J. Webb Aye  
J. Corn Aye  
A. Tobien Aye  
S. Hunter Aye  
C. Mugge Aye  
E. Cunningham Absent  
S. Carty Vetere Aye  
D. Requena Aye  
C. Coia Aye

**B. Mask Policy**

C. Mugge made a motion to To approve to continue the mandatory mask policy.

A. Tobien seconded the motion.

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

**Roll Call**

S. Hunter Aye  
E. Cunningham Absent  
R. THALLA Absent

**Roll Call**

S. Carty Vetere Aye  
J. Webb Aye  
D. Requena Aye  
C. Mugge Aye  
A. Tobien Aye  
M. Johnson Aye  
C. Coia Abstain  
J. Corn No  
S. Rivers-Kobler Aye  
G. Rodgers No

**C. BTSP/Alternative Evaluation Instrument**

G. Rodgers made a motion to Approve both the BTSP and Alternative Evaluation Instruments.

M. Johnson seconded the motion.

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

**Roll Call**

M. Johnson Aye  
S. Carty Vetere Aye  
J. Webb No  
J. Corn Aye  
S. Rivers-Kobler Aye  
A. Tobien Aye  
E. Cunningham Absent  
C. Coia Aye  
G. Rodgers Aye  
S. Hunter Aye  
D. Requena Aye  
R. THALLA Absent  
C. Mugge Aye

**D. A/B Schedule Plan (presentation)**

Presentation of the proposed A/B Schedule Plan for School Year 2022-23 by Ms. Warren and Ms. Kaufman.

Document to capture Board feedback/questions will be provided.

**III. Finance**

**A. Monthly Financial Cashflow**

Joey Webb provided a finance update. Debt/service ratio good. Storage spaces added to school.

**B.**



## Committee Updates

Joey taking role over from Alex, voting below. Looking into future bonus for faculty retention and covid related support.

## IV. Academic Excellence

### A. Committee Updates

Steve Hunter provided academic excellence update, which included state report and portal update.

Potential to look into site visits to local companies.

## V. Development

### A. Committee Updates

Zoe provided update on donation to Raptor fund, with a largest single donation from a parent this year.

Carmen praised that Zoe is doing a great job with community and stakeholder engagement. Fundraising opportunities like landscaping phase 2. Planning to schedule for the Board to have breakfast with staff.

## VI. Governance

### A. Committee Updates

Carmen provided an update on Governance committee. Eric and staff worked and submitted the Staff Handbook for board approval.

Working on student handbook, which is also for board approval.

### B. Vote on Treasurer

S. Rivers-Kobler made a motion to appoint Joey as Treasurer and Financial Committee Chair.

S. Hunter seconded the motion.

with Alex is out temporary the vote was to backfill his position

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

### Roll Call

E. Cunningham	Absent
S. Rivers-Kobler	Aye
J. Corn	Aye
C. Coia	Aye
S. Hunter	Aye
M. Johnson	Aye
J. Webb	Abstain

**Roll Call**

A. Tobien Aye  
G. Rodgers Aye  
D. Requena Aye  
R. THALLA Absent  
S. Carty Vetere Aye  
C. Mugge Aye

**C. Vote on Student Code of Conduct**

C. Mugge made a motion to Approve Student Code of Conduct.

M. Johnson seconded the motion.

Severe discipline situation

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

**Roll Call**

G. Rodgers Aye  
M. Johnson Aye  
J. Webb Aye  
D. Requena Aye  
S. Rivers-Kobler Aye  
C. Mugge Aye  
S. Hunter Aye  
R. THALLA Absent  
A. Tobien Aye  
J. Corn Aye  
E. Cunningham Absent  
S. Carty Vetere Aye  
C. Coia Aye

**VII. Public Comments**

**A. Open to all stakeholders (parents, staff, other)**

Christina Valente spoke during public comment:

- mask optional preference,
- math teacher concerns on errors,
- biology teacher fill concern with substitute,
- request for general board report

Sondra: request Eric and Nan to address math and biology teacher, and report at next board meeting. Math also at academic committee.

**VIII. Executive Session**

**A. A. Personnel Related Discussion**

S. Rivers-Kobler made a motion to go to Executive Section for personnel matters.  
G. Rodgers seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

J. Webb	Aye
R. THALLA	Absent
J. Corn	Aye
D. Requena	Aye
M. Johnson	Aye
S. Carty Vetere	Aye
S. Hunter	Aye
A. Tobien	Aye
C. Mugge	Aye
G. Rodgers	Aye
S. Rivers-Kobler	Aye
C. Coia	Aye
E. Cunningham	Absent

E. Cunningham arrived at 7:19 PM.

D. Requena left at 8:03 PM.

S. Rivers-Kobler made a motion to Vote to Leave Executive Session.  
G. Rodgers seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

C. Mugge	Aye
C. Coia	Aye
G. Rodgers	Aye
S. Hunter	Aye
E. Cunningham	Aye
J. Webb	Aye
M. Johnson	Aye
S. Rivers-Kobler	Aye
J. Corn	Aye
A. Tobien	Aye
D. Requena	Absent
S. Carty Vetere	Aye
R. THALLA	Absent

**IX. Closing Items**

**A. Adjourn Meeting**

S. Rivers-Kobler made a motion to Vote to Adjourn Meeting.  
G. Rodgers seconded the motion.  
The board **VOTED** unanimously to approve the motion.

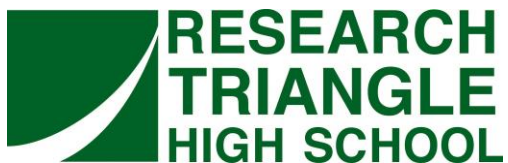
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:04 PM.

Respectfully Submitted,  
A. Tobien

# Coversheet

## CSO Updates

**Section:** IV. CSO Report  
**Item:** A. CSO Updates  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Board Briefing Biology Teacher.pdf  
CSO Report \_\_042022 (1).docx  
Director of Operations 2nd Month Overview.docx



RTHS Board of Directors:

RTHS currently has a vacancy in Biology due to the resignation of a teacher.

This letter is to present a candidate for hire to fill this position.

Name: Eboni Allen

Current Position: 6<sup>th</sup> grade science, Carrington Middle School (Durham), since August 21.

Experience: 6 years teaching various high school biology and biology-related courses, including Advanced Placement at Southern High School (Durham). She also has 5 years experience as a medical lab technician, which supports our experiential learning model.

Education: BA, biology, UNC-Greensboro. Minor in African-American Studies. M.Ed. STEM Education, NCSU (2021)

Reasons for advancing the candidate for hire:

1. Adds to school faculty diversity.
2. Has experience teaching both middle and high school, which will directly help biology teaching, as ninth graders are still mostly middle school students.
3. Has a very eager personality. She has high energy and enthusiasm for science and teaching.
4. Meets all requirements for the position.

References and leadership and department interviews all support the offer.

Research Triangle High School  
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Research Triangle Park, NC 27709  
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Office: 919.998.6757 Fax: 919.998.3402

CSO Report                      042022

I. State of School

A. Enrollment

1. Proceeds on pace. Front office continues to advance the waitlist as needed in order to meet enrollment targets.
2. We are not seeing any impact of the upcoming leadership change yet on enrollment for the fall.

B. Staff Vacancies

1. Biology - hired, per board approval. Please see below.
2. Physics - we have a REALLY good candidate (a Ph.D. in atomic physics with high school experience who wants to teach high school) and are checking references. We will advance to board leadership an offer request once references check out. The teacher would be available the first week of May full time, and we can get her part time until then.
3. Counseling - with the board's approval we have begun interviews this week to fill our existing vacancy. Joey has asked to review candidates and monitoring the process.
4. Math - we still have an math vacancy, but at this point we will review that as a part of budgeting for 2022-2023.
5. No other current faculty have told me of plans to leave. At this point in the year we usually have some announcement. The transition team may have other knowledge.

C. Operations Report (see separate document)

D. Senior Night - Apr 2, 2022

1. Usually a senior appreciation breakfast or lunch on campus, but since Ramadan had begun, it was made a night event for students.
2. Held at Durham food hall in their event space, and Zoe turned it into a big party with karaoke, trivia, and the Duke/UNC game. The event was well attended and widely enjoyed by students.

E. Standing Invitation to Board Members to visit the school, sit in on classes, and talk to faculty.

II. Action Items

A. Approve hire of new staff

1. Eboni Allen (see briefing document) – Biology
2. Pam Savage – temporary part time counselor
3. Both previously approved by board leadership.

B. Mask policy

1. School leadership supports mask recommended policy, not mandatory masking
2. Cases continue to decline (in general, a slight increase in cases at the end of March and beginning of April) and no significant uptick at schools that have relaxed their policies.

## Director of Operations 2 Month Overview

### **RTHS Safety Update**

- Comprehensive Crisis Plan in in the final stages of formatting and should be completed by return from spring break.
- Currently exploring options for redundant radio communications system for emergencies within the school. We have implemented through our phone system an emergency notification function in the event the building system does not work. This system was tested during our severe weather event on March 31<sup>st</sup>. Battery backup has been added to the current building PA system to reduce interruption during power outages.
- During monthly testing of emergency lighting determine deficiencies with repair work scheduled over spring break.
- Working with video security system company to develop plan for additional cameras.
- Still working on a solution for daisy chaining power cords in classrooms

### **RTHS Facilities Update**

- Raptor Refresh is scheduled for April 24<sup>th</sup>.
- Hot water tank replacement in science lab over spring break.
- Second story balcony railing repairs over spring break.
- Still waiting on materials for exterior door repairs.
- Scheduling site visit with design company for additional office space.

### **Policies / Procedures**

- Hiring procedures and forms have been approved by Alt HR
- First round review of Operations and Board Policy is complete
- Procedures for Formal and Informal bidding complete just need review and approval
- New policy for school risk assessment and training for staff
- Crisis plan will require development and training for crisis team
- Establish lab safety policies
- Define safety training for staff working in labs
- Blood-borne pathogen training, especially donning/doffing gloves
- Fire Marshall (fire extinguishers)

### **Board Request**

- The Raptor Alumni Association has been started with an Instagram account, forms to collect student information, and spreadsheets. Thanks to Zoe for all the hard work on pulling this together.
- Annual Report is in the process for completion the end of June.

### **Internships**

- We hope to have 2 internships at Enzema Biosciences Inc this summer with the possibility of mentors for the students that don't receive internships.
- We have 5 other leads for internships that are being follow-up on.
- Zoe has been working hard to make these connections in the community.



# Coversheet

## Mask Policy

**Section:** IV. CSO Report  
**Item:** B. Mask Policy  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Mandatory Masking Policy April-May 2022.docx  
Mask Recommended April-May 2022.docx

## 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 March 17, 2022. Beginning April 21, 2022, 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.

## Relaxed COVID-19 Policy

At Research Triangle High School, 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.

To that end, we are taking a layered approach to COVID-19 which includes the following:

1. Promoting vaccinations for all eligible individuals
2. Minimizing exposure to COVID-19
3. Screening/testing where applicable
4. Continuing robust cleaning and hygiene practices
5. Managing through isolation and quarantine suspected or confirmed COVID-19 case or exposure.

Generally, when the School's board of directors adopts a mask optional policy, students and staff will be permitted to decide whether to mask or not. Notwithstanding the foregoing, even in a mask optional setting, masks will be required at the discretion of the Executive Director in the following circumstances:

1. In accordance with guidance from the Strong Schools Toolkit, the NCHHS, and/or the Centers for Disease Control and Prevention ("CDC")
2. Where an individual tests positive for COVID-19
3. Where an individual has symptoms of COVID-19
4. Where an individual has experienced a potential exposure to COVID-19
5. On any school related trips using non-parent transportation
6. In accordance with state or federal law, including but not limited to the Americans with Disabilities Act and Amendments.

For the safety of others, when a mask is required, 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.

It is always important to be mindful that there are many reasons why an individual may or may not mask. All employees are expected to be supportive of their co-workers' choices with respect to masking. And, all parents/students/guardians are expected to be supportive of staff and students with respect to their choices. Any staff member who violates this policy will be subject to discipline. Any student who violates this policy will be subject to discipline under the Schools Code of Conduct. Any parent/guardian who violate this policy will be contacted by the Executive Director.

This policy may be updated, amended, modified or rescinded at the discretion of the Board.



# Coversheet

## Monthly Financial Cashflow

**Section:** V. Finance  
**Item:** A. Monthly Financial Cashflow  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** F2021-22 Budget Update - 202204.pdf

Research Triangle High School	FY 2021-2022 0% Increase Approved June 2021	FY 2021-2022 Working Budget	Actuals as of 03.31.22	75%	Comments:
<b>Revenue</b>	ADM: 577	ADM: 585		% received to date	
State Funds - Revenue	3,330,186	3,541,370	2,805,766	79%	
State EC Funds	262,443	244,832	183,624	75%	
State Funds - NCVPS	(8,986)	(7,557)	(5,668)	75%	
State Funds - Fines & Forfeitures	5,000	6,817	5,113	75%	
State Funds - COVID-19	-	-	-	0%	
State Funds - Other Funds (non-recurring)	-	157,767	157,767	100%	
Alamance County Funds	1,697	1,955	1,368	70%	
Chapel Hill Funds	25,812	43,290	43,290	100%	
Chatham County Funds	57,200	57,200	36,557	64%	
Durham County Funds	858,568	1,009,184	586,155	58%	
Franklin County Funds	2,223	4,344	2,377	55%	
Granville County Funds	9,644	11,573	9,484	82%	
Harnett County Funds	1,058	1,188	663	56%	
Johnston County Funds	-	451	451	100%	
Orange County Funds	38,700	64,530	43,094	67%	
Wake County Funds	943,860	851,760	639,504	75%	
Federal Funds - PRC 060 (EC)	102,925	102,925	83,029	81%	
Federal Funds - PRC 050	-	-	-	0%	
Federal Funds - PRC 103	5,707	5,714	-	0%	
Federal Funds - PRC 108	-	-	-	0%	
Federal Funds - PRC 118	-	843	843	100%	
Federal Funds - COVID-19	-	439,695	205,213	47%	
Grant Funds SRSA	50,000	50,000	-	0%	
Sales & Use Tax Refund	12,000	25,000	-	0%	
Corporate/Board/Private Donations	45,000	50,000	47,126	94%	Increased \$5,000
Interest Income	3,000	3,000	1,433	48%	
Other	-	7,048	7,048	100%	
<b>Total Revenue</b>	<b>5,746,037</b>	<b>6,672,928</b>	<b>4,854,236</b>	<b>73%</b>	
<b>Expenses</b>					
Principal	220,000	220,000	146,667	67%	
Interest	551,784	551,784	364,669	66%	
Bond Costs	8,600	8,600	5,463	64%	
Repair and Replacement Fund Transfer	85,800	85,800	57,200	67%	
Capitalized Improvements/Purchases	-	61,039	61,039	100%	Added expense for 2 storage buildings
<b>Building Expenses</b>					
Utilities - elec, water and trash	72,000	72,000	50,485	70%	
Janitorial, Maintenance & Repair	190,000	190,000	177,438	93%	
<b>Total Building Expenses</b>	<b>262,000</b>	<b>262,000</b>	<b>227,923</b>	<b>87%</b>	
<b>Personnel</b>					
Salaries	3,071,695	3,326,547	2,469,775	74%	
Substitutes	70,649	100,000	81,720	82%	
Contract - EC Consultants & Contracted Services	30,000	30,000	20,233	67%	
Contracted Financial Services	44,000	44,000	33,000	75%	
Personal Leave	5,400	5,400	-	0%	
Health Insurance - State Plan	304,865	320,771	231,550	72%	
Retirement - State 457 Plan + Match	85,700	63,000	44,898	71%	
Payroll Taxes - 7.65%	240,802	254,481	186,610	73%	
NC Flex Plan Fees	4,860	4,860	3,695	76%	
SUTA	9,101	9,101	2,120	23%	
Workers Comp Insurance	12,591	12,591	(583)	-5%	
Bonus	57,055	274,778	119,868	44%	Added inflation bonuses
<b>Total Personnel</b>	<b>3,936,718</b>	<b>4,445,530</b>	<b>3,192,885</b>	<b>72%</b>	
<b>Instructional</b>					
Technology	40,000	55,000	50,234	91%	Over budget - Increased \$15,000
Educational Programs	50,000	50,000	32,515	65%	
Textbooks/Assessment	30,000	30,000	10,494	35%	
Digital Resources & SW Licenses	30,000	30,000	26,147	87%	
Staff Development	30,000	30,000	28,591	95%	
<b>Total Instructional</b>	<b>180,000</b>	<b>195,000</b>	<b>147,981</b>	<b>76%</b>	
<b>Office &amp; Administration</b>					
Office Equipment	20,000	20,000	14,930	75%	
Furniture & Fixtures	15,000	50,000	44,661	89%	
Telephone/Communications	2,544	4,707	3,824	81%	
General Insurance	30,000	33,260	33,260	100%	
Office Supplies	10,000	15,000	12,567	84%	Over budget - Increased \$5,000
<b>Total Office</b>	<b>77,544</b>	<b>122,967</b>	<b>109,243</b>	<b>89%</b>	

Research Triangle High School	FY 2021-2022 0% Increase Approved June 2021	FY 2021-2022 Working Budget	Actuals as of 03.31.22	75%	Comments:
<b>Other Expenses</b>					
Sports	56,650	56,650	45,991	81%	
COVID-19 Expenses		166,710	59,916	36%	Reduce by amount already included in salary line for PRC 172
Audit	16,000	15,600	15,600	100%	
Board of Director Materials	9,000	9,000	1,000	11%	
Counseling/College	4,000	4,000	45	1%	
Graduation	5,000	5,000	2,220	44%	
Fundraising/Development	5,000	5,000	2,011	40%	
Marketing & Recruitment	5,000	20,000	20,055	100%	
LINQ Software Support	4,995	4,995	4,995	100%	
Legal & Consulting	35,000	80,000	71,453	89%	Over budget - Increased \$20,000
Transportation	100,000	100,000	17,476	17%	
Food Services	65,000	65,000	24,289	37%	
Sales Tax	12,000	25,000	21,985	88%	
Social Service Fund	500	500	300	60%	
Robotics	9,000	9,000	-	0%	
Transfer to Raptorium	100	100	-	0%	
Total Other	327,245	566,555	287,336	51%	
<b>Total Expenses</b>	<b>5,649,691</b>	<b>6,519,275</b>	<b>4,600,405.13</b>	<b>71%</b>	
<b>Surplus</b>	<b>96,345</b>	<b>153,653</b>	<b>253,831</b>		
Surplus from Previous Years	1,913,020	1,913,020	1,913,020		
<b>Ending Cash Balance</b>	<b>2,009,365</b>	<b>2,066,673</b>	<b>2,166,851</b>		

**Liquidity Requirement Calculation:**

Total Expenses	6,519,275
Clubs, PTSO, Boosters Expenses (projected)	450,000
Less: Capitalized Purchases	-
Less: Principal Payments	(220,000)
Less: Repair and Replacement Fund Transfer	(85,800)
<b>Total Operating Expenses</b>	<b>6,663,475</b>
Divided by 365 days	365
<b>Operating Expense per Day</b>	<b>18,256</b>
Multiplied by 45 days	45
<b>Minimum balance required for unrestricted cash and cash equivalents</b>	<b>821,524</b>
Ending Cash Balance	2,066,673
Raptorium Cash	1,290
Clubs, PTSO, Boosters Cash	126,226
<b>Total Unrestricted Cash and Cash Equivalents</b>	<b>2,194,189</b>
Divided by Operating Expense per Day	18,256
<b>Projected Days Cash on Hand</b>	<b>120</b>

Liquidity Requirement for Days Cash on Hand

45

**Debt Service Coverage Ratio Calculation:**

Surplus (cash basis)	153,653
Net Income - Raptorium	100
Net Income - Clubs, PTSO, Boosters	-
Net Income - US Bank	-
Add: Repair and Replacement Fund Transfer	85,800
Add: Capitalized Items	61,039
Add: Principal Payments	220,000
Less: Amortization	(11,869)
Less: Depreciation	-
<b>Change in Net Assets</b>	<b>508,724</b>
Add: Interest	551,784
Add: Amortization	11,869
Add: Depreciation	-
<b>Net Income Available for Debt Service</b>	<b>1,072,377</b>
Maximum Annual Debt Service	766,784
<b>Projected Debt Service Coverage Ratio</b>	<b>1.40</b>
<b>Excess of DSCR Requirement</b>	<b>152,236</b>
Required DSCR in Covenants	1.20





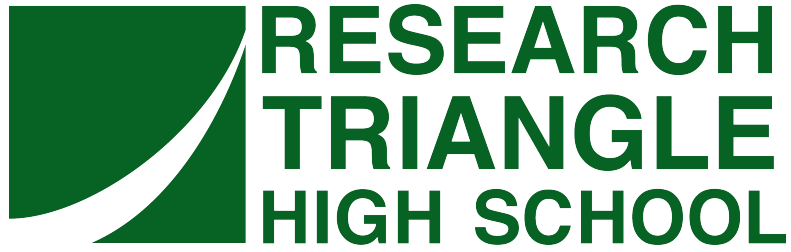
Covid Relief Federal Funds		<u>Allotment</u>	<u>Expensed</u>	<u>Remaining</u>
PRC 163	CARES ACT 2020	708.23	708.23	-
PRC 169	GEER-Student Health Support	14,520.00		14,520.00
PRC 172	ESSER II - Charter Supplements	105,840.00	91,995.02	13,844.98
PRC 173	ESSER II - Supplemental Contract Instructional Support Funding	3,756.00		3,756.00
PRC 176	CRRSA – ESSER II –LEARNING LOSS FUNDING	17,292.00		17,292.00
PRC 182	ESSER III PSU Supplemental Funding	235,200.00	71,602.80	163,597.20
PRC 185	ESSER III - ARP IDEA Grant to States	21,453.00		21,453.00
PRC 203	ARP-ESSER III - Teacher Bonuses	40,926.00	40,907.00	19.00
<b>Total Funds</b>		<b>439,695.23</b>	<b>205,213.05</b>	<b>234,482.18</b>

# Coversheet

## Committee Updates

**Section:** VII. Development  
**Item:** A. Committee Updates  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** 2022\_04\_18\_monthly\_development\_committee\_meeting\_minutes.pdf

DRAFT



Research Triangle High School

## Minutes

### Monthly Development Committee Meeting

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#### Date and Time

Monday April 18, 2022 at 2:30 PM

#### Location

<https://us02web.zoom.us/j/4228231778?pwd=Q0VYc2Z6N2YvV0svUEI2V25GRVNHZz09>

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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?pwd=c3ZuTnV0V0krVGp0MS9EVi8xQitUdz09>

**Meeting ID: 652 201 6569**

**Passcode: 239898**

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#### Committee Members Present

C. Mugge (remote), Z. Playe (remote)

#### Committee Members Absent

B. Mitchell, C. Coia, M. Johnson, N. Danehower, R. THALLA, S. Rivers-Kobler

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#### I. Opening Items

A.

## **Record Attendance and Guests**

### **B. Call the Meeting to Order**

C. Mugge called a meeting of the Development Committee of Research Triangle High School to order on Monday Apr 18, 2022 at 2:30 PM.

### **C. Approve Minutes**

C. Mugge made a motion to approve the minutes from Monthly Development Committee Meeting on 03-09-22.

Z. Playe seconded the motion.

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

## **II. Development Director Update**

### **A. Development Director Update**

Current Raptor fund giving is approx \$44K YTD not including some recurring payments made through Paypal

Key areas of focus for remaining year:

- Nobel Laureate Ceremony - unveiling new member to honorary wall - May 26th
  - Showcase of RTHS clubs, etc
- Senior Prom - contributions of attire and free tickets for those in need by parents.
- Internships - Enzerna Biosciences Inc in Morrisville will be offering internships for our students
- Alumni List - working on developing contact info for Alums through social media - Instagram

Focus for next school year:

- Expand Development Committee to include parents
- Focus on recurring contributions to Raptor fund
- Continued focus on intergrating fundraising across the school - ex. Robotics

### **B. Help needed from Board**

## **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 3:10 PM.

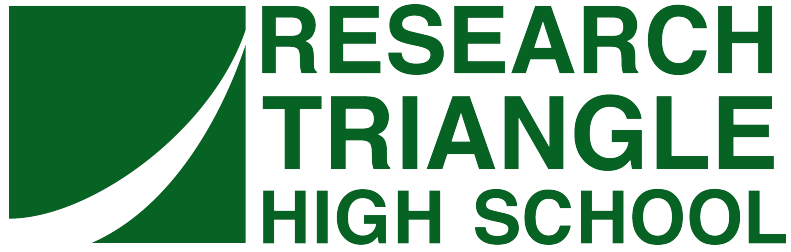
Respectfully Submitted,  
C. Mugge

# Coversheet

## Committee Updates

**Section:** VIII. Governance  
**Item:** A. Committee Updates  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** 2022\_04\_15\_governance\_monthly\_meeting\_minutes.pdf

DRAFT



## Research Triangle High School

### Minutes

#### Governance Monthly Meeting

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#### Date and Time

Friday April 15, 2022 at 12:00 PM

#### Location

RTHS Board of Directors is inviting you to a scheduled Zoom meeting.

Topic: RTHS Governance Committee Meeting

Time: Feb 18, 2022 12:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

[https://rthighschool.zoom.us/j/98443802557?](https://rthighschool.zoom.us/j/98443802557?pwd=SndVZCtDclpESFpweXFCV1gwWFRGQT09)

[pwd=SndVZCtDclpESFpweXFCV1gwWFRGQT09](https://rthighschool.zoom.us/j/98443802557?pwd=SndVZCtDclpESFpweXFCV1gwWFRGQT09)

Meeting ID: 984 4380 2557

Passcode: 993935

One tap mobile

+19294362866,,98443802557#,,,,\*993935# US (New York)

+13017158592,,98443802557#,,,,\*993935# US (Washington DC)

Dial by your location

+1 929 436 2866 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 984 4380 2557

Passcode: 993935

Find your local number: <https://rthighschool.zoom.us/j/98443802557?pwd=SndVZCtDclpESFpweXFCV1gwWFRGQT09>

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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.

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#### Committee Members Present

B. Mitchell (remote), C. Mugge (remote), G. Rodgers (remote)

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### **Committee Members Absent**

A. Tobien, D. Requena, M. Johnson, S. Carty Vetere

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## **I. Opening Items**

### **A. Record Attendance**

### **B. Call the Meeting to Order**

C. Muge called a meeting of the Governance Committee of Research Triangle High School to order on Friday Apr 15, 2022 at 12:00 PM.

### **C. Approve Minutes from last meeting**

G. Rodgers made a motion to approve the minutes from Monthly Governance Meeting on 03-11-22.

C. Muge seconded the motion.

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

## **II. Governance**

### **A. Document Review**

- Employee Handbook - We believe that it was finalized last month. Brandon will confirm
- Parent/Student Handbook - The Code of Conduct section was approved last month. Brandon believes that handbook is nearly complete and will verify. This needs to be finalized for Board Approval at the May Board Meeting.
- Operations and Board Policy Manual - Brandon updated the Operations section and will send the latest version to Carmen so that she can update the Board Chapters. This needs to be finalized for Board Approval at the May Board Meeting.
- Annual Report - we went through the template and discussed the flexibility to include other highlights vs the ones in the template. We would want the opening to be from Eric as it is an Annual Report of this past school year. We would also include some comments from the new leader. The report should be finalized in late June/Early July so that it includes the final financials.
- IT Policies - Brandon brought up the need to create IT policies for the school and will begin creating a document.

### **B. Other areas of focus for discussion**

- 2022/23 Officers - same as current - to be verified
  - Chair - Sondra
  - Vice Chair - Carolyn
  - Treasurer - Joey
  - Secretary - Ailette
- Committee Chairs - to be verified
  - Finance - Joey
  - AcEx - Steve

- Governance - Dina
- Development - TBD - not Carmen
- CEO Eval - Gary
- Need to verify who will be stepping down
  - Carmen will step down in Dec
  - Need at least 2 to 3 new Board Members

### **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 1:00 PM.

Respectfully Submitted,  
C. Mugge