

Research Triangle High School

RTHS Board Meeting

Monthly Meeting

Date and Time

Wednesday May 18, 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://us02web.zoom.us/j/87368605711?pwd=QUhZb3cvaEFtS1dHaURTZDdjR0hpdz09>

Meeting ID: 873 6860 5711

Passcode: 196732

Find your local number: <https://us02web.zoom.us/j/87368605711?pwd=QUhZb3cvaEFtS1dHaURTZDdjR0hpdz09>

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

I. Opening Items

- A. Record Attendance
- B. Call the Meeting to Order

II. Approve Board Minutes

- A. Board Meeting Minutes - 4/20/2022

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. Executive Closed Session

- A.** Discuss Real Estate Matter
- B.** Discuss Personnel Matters

XI. Closing Items

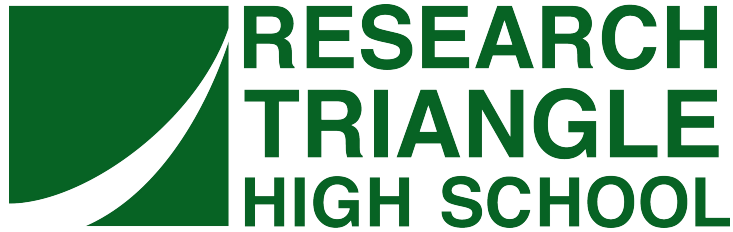
- A.** Adjourn Meeting

Coversheet

Board Meeting Minutes - 4/20/2022

Section: II. Approve Board Minutes
Item: A. Board Meeting Minutes - 4/20/2022
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for RTHS Board Meeting on April 20, 2022

APPROVED



Research Triangle High School

Minutes

RTHS Board Meeting

Monthly Meeting

Date and Time

Wednesday April 20, 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>

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.

Directors Present

A. Tobien (remote), C. Muggge (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

C. Coia, R. THALLA

Directors who arrived after the meeting opened

M. Johnson

Guests Present

B. Mitchell (remote), C. Klein-Gloria (remote), Christina Valente (remote), E. Grunden (remote), Eric (remote), Lauren Sawin (remote), Mann-Bailey (remote), Mark Stevenson (remote), N. Danehower (remote), Rich Sawin (remote), Stacey Kaufman (remote), Z. Playe (remote)

I. Opening Items

A. Record Attendance

M. Johnson arrived.

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 Apr 20, 2022 at 5:33 PM.

II. Approve Board Minutes

A. Board Meeting Minutes - February 16, 2022

J. Corn made a motion to approve the minutes from RTHS Board Meeting on 03-16-22.

S. Hunter seconded the motion.

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

Roll Call

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

III. Executive Transition

A.

Monthly Update

Joey provided an update on the transition with slides.

Mentioned gratitude for all involved and multiple meetings have taken place and will continue.

Tom Miller onsite.

IV. CSO Report

A. CSO Updates

Eric referred to the presentation.

C. Mugge made a motion to Approval both teacher candidates.

A. Tobien seconded the motion.

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

Roll Call

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

B. Mask Policy

G. Rodgers made a motion to Approve Recommended Mask Policy (Not Required).

M. Johnson seconded the motion.

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

Roll Call

A. Tobien	No
M. Johnson	Aye
S. Rivers-Kobler	Aye
S. Hunter	Aye
E. Cunningham	Aye
J. Corn	Aye
J. Webb	Aye
S. Carty Vetere	No
G. Rodgers	Aye
C. Mugge	Aye

Roll Call

R. THALLA	Absent
C. Coia	Absent
D. Requena	Aye

V. Finance

A. Monthly Financial Cashflow

B. Committee Updates

Joey provided an update on finance. Budget in good shape. Surplus after teacher bonus.

VI. Academic Excellence

A. Committee Updates

Elizabeth provided an update, 3 items of focus.

Eric mentioned Internships - Nan

Math teachers

Learning loss analysis - more to come later

AP and EOC preparation and assessments to be shared later

VII. Development

A. Committee Updates

Carmen presented. Development Committee Minutes posted.

- Big Event - May 25 - Nobel Laureate - Sigma Xi - showcase of clubs. Commitment to the building to add a plaque.
- Prom - at the Sheraton
- Internships - OpenDoors - paid summer internship
- Trying to get alumni list, working with Instagram
- Expand development committee to include parents.

VIII. Governance

A. Committee Updates

Carmen presented, committee meeting minutes posted.

- Employee handbook completed
- Parents/students nearly complete

- Board Document - to be send to review
- Annual Report - Brandon working on it
- Board positions - proposal to stay as it
- Governance Chair

IX. Public Comments

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

Christina Valente requested time - mask policy optional - already voted at the Board

G. Rodgers made a motion to Move to Closed Session for Personnel Matter.

S. Carty Vetere seconded the motion.

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

Roll Call

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

A. Tobien made a motion to Exist Closed Session.

S. Rivers-Kobler seconded the motion.

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

X. 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 7:25 PM.

Respectfully Submitted,

A. Tobien

Coversheet

CSO Updates

Section: IV. CSO Report
Item: A. CSO Updates
Purpose: Discuss
Submitted by:
Related Material: CSO report 051822.pdf

CSO Report May 18, 2022

- I. State of School
 - a. Job Vacancies
 - i. Counseling – offer has been made based on board approval. Should the candidate accept they would report July 1, 2022.
 - ii. Physics
 1. Candidate accepted offer and reported May 9.
 2. Candidate resigned May 16.
 3. After consultation with CSO, by mutual agreement RTHS and the candidate terminated the contract for the remainder of the 2021-2022 school year. The candidate will accept employment for the 2022-2023 school year and will return August 1. Their pay for the 2021-2022 contract work will be prorated and benefits terminated per policy.
 4. Mr. Grunden and a long-term sub will continue to deliver instruction and support in the three physics classes.
 - iii. Data Manager
 1. Current RTHS Data Manager announced their intent to resign effective June 2 to take a position elsewhere.
 2. Exit interview will be scheduled with AltHR.
 3. RTHS Leadership, with the help of the Transition Team, will begin a search immediately.
 - a. This employee currently manages enrollment and all lottery business, so this will have to be assumed in the meantime.
 - b. We will search for candidates certified as DPI PowerSchool trained data managers.
 - iv. No other vacancies have been announced at this time, but the transition team continues to monitor the issue.
 - b. COVID update
 - i. Recent increase in cases suggest a connection to Prom (since it was a school event, it was mask optional). This cannot be proven but contact tracing suggests it.
 - ii. 7 total cases identified. RTHS continues to follow DHHS and school procedures for notifying contacts.
 - c. Enrollment Update
 - i. 141 currently enrolled.
 - ii. 326 remain on wait list.
 - iii. Offers continue to be made to waitlisted students to maintain ADM target.
 - d. End of Year Plans
 - i. Graduation – indoor, for a change. June 11, 11am, King’s Park International Church, Durham. All board members are invited and encouraged to attend.

- ii. End of Course exams to be given on campus to all students (Biology, Math 1, English II, Math 3). Last year’s scores were badly affected by COVID attendance; we should be able to assess impact of the remote learning year by comparing a larger sample.
- e. School Ranking Comparison (US News)

	RTHS	PCHS	GHHS
2022	12 (NC) 2 (Durham/Chapel Hill) 554 (US)	18 (NC) 2 (Raleigh Metro) 614 (US)	19 (NC) 4 (Raleigh Metro) 633 (US)
2021	29 (NC) 5 (Durham) 1002 (US)	14	22
2020	22 (NC) 4 (Durham) 745 (US)	21	23

Coversheet

Mask Policy

Section: IV. CSO Report
Item: B. Mask Policy
Purpose: Vote
Submitted by:
Related Material: Mask Optional May-June 2022.pdf

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.

This policy takes effect May 18, 2022, upon adoption by the RTHS Board of Directors.

Coversheet

Monthly Financial Cashflow

Section: V. Finance
Item: A. Monthly Financial Cashflow
Purpose: Discuss
Submitted by:
Related Material: FY 2021-22 Budget Update 04.30.22 (1).pdf

Research Triangle High School	FY 2021-2022 Increase Approved June 2021	FY 2021-2022 Working Budget	Actuals as of 04.30.22	83%	Comments:
Revenue	ADM: 577	ADM: 585		% received to date	
State Funds - Revenue	3,330,186	3,541,370	3,005,112	85%	
State EC Funds	262,443	244,832	203,211	83%	
State Funds - NCVPS	(8,986)	(7,557)	(6,272)	83%	
State Funds - Fines & Forfeitures	5,000	6,817	5,681	83%	
State Funds - COVID-19	-	-	-	0%	
State Funds - Other Funds (non-recurring)	-	157,767	157,767	100%	
Alamance County Funds	1,697	1,955	1,564	80%	
Chapel Hill Funds	25,812	43,290	43,290	100%	
Chatham County Funds	57,200	57,200	40,611	71%	
Durham County Funds	858,568	1,009,184	677,073	67%	
Franklin County Funds	2,223	4,344	2,377	55%	
Granville County Funds	9,644	11,573	10,840	94%	
Harnett County Funds	1,058	1,188	796	67%	
Johnston County Funds	-	451	451	100%	
Orange County Funds	38,700	64,530	50,279	78%	
Wake County Funds	943,860	851,760	709,222	83%	
Federal Funds - PRC 060 (EC)	102,925	92,709	92,709	100%	Actual Allotment
Federal Funds - PRC 050	-	-	-	0%	
Federal Funds - PRC 103	5,707	5,714	5,714	100%	
Federal Funds - PRC 108	-	-	-	0%	
Federal Funds - PRC 118	-	843	843	100%	
Federal Funds - COVID-19	-	330,758	254,808	77%	Subtracted amount that will carryover to FY 22-23
Grant Funds SRSA	50,000	49,471	49,471	100%	Actual Amount
Sales & Use Tax Refund	12,000	25,000	15,833	63%	
Corporate/Board/Private Donations	45,000	50,000	42,339	85%	
Interest Income	3,000	3,000	1,607	54%	
Other	-	7,048	7,050	100%	
Total Revenue	5,746,037	6,553,247	5,372,376	82%	
Expenses					
Principal	220,000	220,000	183,333	83%	
Interest	551,784	551,784	455,849	83%	
Bond Costs	8,600	8,600	5,463	64%	
Repair and Replacement Fund Transfer	85,800	85,800	71,500	83%	
Capitalized Improvements/Purchases	-	61,039	61,039	100%	
Building Expenses					
Utilities - elec, water and trash	72,000	72,000	61,028	85%	
Janitorial, Maintenance & Repair	190,000	255,000	198,286	78%	Increased for projected expenses
Total Building Expenses	262,000	327,000	259,313	79%	
Personnel					
Salaries	3,071,695	3,326,547	2,742,724	82%	
Substitutes	70,649	100,000	97,660	98%	
Contract - EC Consultants & Contracted Services	30,000	35,000	27,976	80%	Increased
Contracted Financial Services	44,000	44,000	36,667	83%	
Personal Leave	5,400	5,400	-	0%	
Health Insurance - State Plan	304,865	320,771	259,813	81%	
Retirement - State 457 Plan + Match	85,700	63,000	49,765	79%	
Payroll Taxes - 7.65%	240,802	254,481	207,428	82%	
NC Flex Plan Fees	4,860	4,860	4,118	85%	
SUTA	9,101	9,101	6,616	73%	
Workers Comp Insurance	12,591	12,591	(583)	-5%	
Bonus	57,055	274,778	119,868	44%	Includes inflation bonuses
Total Personnel	3,936,718	4,450,530	3,552,052	80%	
Instructional					
Technology	40,000	55,000	51,566	94%	
Educational Programs	50,000	50,000	41,380	83%	
Textbooks/Assessment	30,000	20,000	10,494	52%	Decreased
Digital Resources & SW Licenses	30,000	30,000	26,303	88%	
Staff Development	30,000	30,000	33,885	113%	
Total Instructional	180,000	185,000	163,628	88%	
Office & Administration					
Office Equipment	20,000	20,000	15,240	76%	
Furniture & Fixtures	15,000	50,000	44,412	89%	
Telephone/Communications	2,544	4,707	4,152	88%	
General Insurance	30,000	33,260	33,260	100%	

Research Triangle High School	FY 2021-2022 Increase Approved June 2021	0% FY 2021-2022 Working Budget	Actuals as of 04.30.22	83%	Comments:
Office Supplies	10,000	15,000	14,248	95%	
Total Office	77,544	122,967	111,311	91%	
Other Expenses					
Sports	56,650	56,650	52,634	93%	
COVID-19 Expenses		78,192	66,266	85%	Adjusted
Audit	16,000	15,600	15,600	100%	
Board of Director Materials	9,000	12,500	1,000	8%	BoardOnTrack
Counseling/College	4,000	4,000	45	1%	
Graduation	5,000	10,000	5,999	60%	Increased \$5,000 for Senior Night Expenses
Fundraising/Development	5,000	5,000	2,013	40%	
Marketing & Recruitment	5,000	120,000	30,110	25%	Increased to include transition costs
LINQ Software Support	4,995	4,995	4,995	100%	
Legal & Consulting	35,000	100,000	78,477	78%	Increased
Transportation	100,000	30,000	22,266	74%	Decreased
Food Services	65,000	35,000	26,325	75%	Decreased
Sales Tax	12,000	25,000	23,552	94%	
Social Service Fund	500	500	300	60%	
Robotics	9,000	9,000	-	0%	
Transfer to Raptorium	100	100	-	0%	
Total Other	327,245	506,537	329,581	65%	
Total Expenses	5,649,691	6,519,257	5,193,070.14	80%	
Surplus	96,345	33,990	179,306		
Surplus from Previous Years	1,913,020	1,913,020	1,913,020		
Ending Cash Balance	2,009,365	1,947,010	2,092,326		

Liquidity Requirement Calculation:

Total Expenses	6,519,257
Clubs, PTSO, Boosters Expenses (projected)	450,000
Less: Capitalized Purchases	(61,039)
Less: Principal Payments	(220,000)
Less: Repair and Replacement Fund Transfer	(85,800)
Total Operating Expenses	6,602,417
Divided by 365 days	365
Operating Expense per Day	18,089
Multiplied by 45 days	45
Minimum balance required for unrestricted cash and cash equivalents	813,997
Ending Cash Balance	1,947,010
Raptorium Cash	1,290
Clubs, PTSO, Boosters Cash	126,226
Total Unrestricted Cash and Cash Equivalents	2,074,526
Divided by Operating Expense per Day	18,089
Projected Days Cash on Hand	115

Liquidity Requirement for Days Cash on Hand

45

Debt Service Coverage Ratio Calculation:

Surplus (cash basis)	33,990
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	-
Change in Net Assets	389,060
Add: Interest	551,784
Add: Amortization	11,869
Add: Depreciation	-
Net Income Available for Debt Service	952,713
Maximum Annual Debt Service	766,784
Projected Debt Service Coverage Ratio	1.24

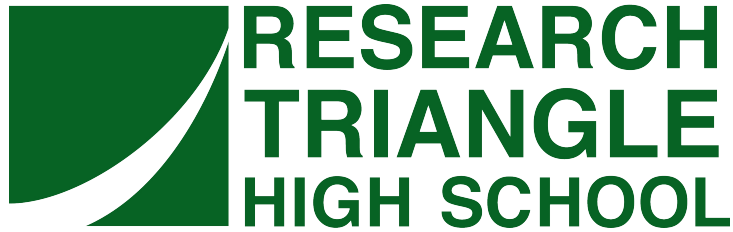
Excess of DSCR Requirement 32,573
Required DSCR in Covenants 1.20

Coversheet

Committee Updates

Section: VII. Development
Item: A. Committee Updates
Purpose: Discuss
Submitted by:
Related Material: 2022_05_17_monthly_development_committee_meeting_minutes.pdf

DRAFT



Research Triangle High School

Minutes

Monthly Development Committee Meeting

Date and Time

Tuesday May 17, 2022 at 2:30 PM

Location

<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

Join Zoom Meeting

<https://rthighschool.zoom.us/j/6522016569?pwd=c3ZuTnV0V0krVGp0MS9EVi8xQitUdz09>

Meeting ID: 652 201 6569

Passcode: 239898

Committee Members Present

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

Committee Members Absent

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

I. Opening Items

A. Record Attendance and Guests

B.

Call the Meeting to Order

C. Mugge called a meeting of the Development Committee of Research Triangle High School to order on Tuesday May 17, 2022 at 2:30 PM.

C. Approve Minutes

Minutes for housekeeping- no quorum.

II. Development Director Update

A. Development Director Update

- Strickland family donated money to be allocated to the prom fund and for teacher needs/requests
- Prom very successful as was the "prom shop". The prom location was moved to the Sheraton due to scheduling issue. Very well attended and lots of fun activities - red carpet, paparazzi, poker, blackjack, bingo, DJ, photo booths
- Senior picnic planned for May 27th
- Food Truck Rodeo on May 26th
- Nobel Laureate ceremony on May 25h
- Robotics is pursuing a grant from the State - part of a program to promote afterschool robotics
- Enzerna Biosciences has hired 4 RTHS for paid summer internships and will be providing mentors to students
- Carolyn is pursuing additional opportunities for internships/mentoring with RTP companies, a subsidiary of Hasbro dealing in gaming a a cybersecurity company
- Need to determine who is leading the celebration and commemoration for Mr, Grunden

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 3:20 PM.

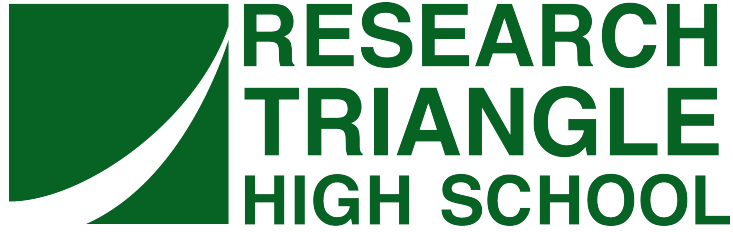
Respectfully Submitted,
C. Mugge

Coversheet

Committee Updates

Section: VIII. Governance
Item: A. Committee Updates
Purpose: Discuss
Submitted by:
Related Material: 2022_05_16_governance_monthly_meeting_minutes.pdf

DRAFT



Research Triangle High School

Minutes

Governance Monthly Meeting

Date and Time

Monday May 16, 2022 at 12:00 PM

Location

Join Zoom Meeting

<https://us02web.zoom.us/j/82497741223?pwd=K3RVaUo0ZlpOaTJaUDRKWW4wTkFqZz09>

Meeting ID: 824 9774 1223

Passcode: 782034

One tap mobile

+16465588656,,82497741223#,,,,*782034# US (New York)

+13017158592,,82497741223#,,,,*782034# US (Washington DC)

Dial by your location

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 824 9774 1223

Passcode: 782034

Find your local number: <https://us02web.zoom.us/u/kdLoaDXESS>

Join by SIP

82497741223@zoomcrc.com

Join by H.323

162.255.37.11 (US West)

162.255.36.11 (US East)

115.114.131.7 (India Mumbai)

115.114.115.7 (India Hyderabad)

213.19.144.110 (Amsterdam Netherlands)

213.244.140.110 (Germany)

103.122.166.55 (Australia Sydney)

103.122.167.55 (Australia Melbourne)
149.137.40.110 (Singapore)
64.211.144.160 (Brazil)
149.137.68.253 (Mexico)
69.174.57.160 (Canada Toronto)
65.39.152.160 (Canada Vancouver)
207.226.132.110 (Japan Tokyo)
149.137.24.110 (Japan Osaka)
Meeting ID: 824 9774 1223
Passcode: 782034

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. Tobien (remote), B. Mitchell (remote), C. Mugge (remote), S. Carty Vetere (remote)

Committee Members Absent

D. Requena, G. Rodgers, M. Johnson

Guests Present

J. Webb (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 Monday May 16, 2022 at 12:04 PM.

C. Approve Minutes from last meeting

Minutes added for housekeeping

II. Governance

A. Document Review

2 docs for review, already vetted by AlTHR & attorney:

- Student & Parent Handbook
- Operations & Board Policies

Timings aim moved to mid Jul 22, to allow new ED (principal)

Action: Ailette to circulate to governance committee for additional edit review.

Pen next to Sherry, to keep in Word (due format issued with google docs/word conversion).

2 new docs:

- Crisis plan
- Technology, remote working reviewed by AltHR

B. Other areas of focus for discussion

Annual Report - publish 1 every year, at the end of the school year. Target end of June, beginning of July for publishing. Brandon using the template developed by Gary to create the report.

- Opening - should include a letter from Eric on accomplishments
- Should also include a statement/welcome from new ED (principal)
- Include items from students
 - lunch ordering a student took over running, it's successful, succession plan developed

Leadership Positions on Board, need to confirm slate for voting in June,

Chair - Sondra

Vice Chair = Carolyn

Treasurer - Joey

Secretary - Ailette

Committee Chairs: to be confirmed and voted in June

Finance: Joey

AcEx: Steve?

Dev: ?

Governance: Dina?

CEO Eval: Gary?

Recruiting: additional board members

- Joey - proposal for adding another parent to the board
- Sherry - mentioned Mark Stevenson, who helped organized parent

Other Items:

Board Bylaws:

- Potentially adding => non-voting board members: staff & students
- Increasing engagement
- Re-visiting term limits to Board members

New ED (principal) needs:

- Offer letter
- Evaluation

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 1:26 PM.

Respectfully Submitted,
A. Tobien