

Research Triangle High School

RTHS Board Meeting

Monthly Meeting

Date and Time

Wednesday June 15, 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/9828321648>

Meeting ID: 982 832 1648

One tap mobile

+13017158592,,9828321648# US (Washington DC)

+13126266799,,9828321648# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 982 832 1648

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

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		Ailette Tobien	3 m
B. Call the Meeting to Order		Sondra Rivers-Kobler	1 m
II. Approve Board Minutes			5:34 PM
A. Board Meeting Minutes - 5/18/2022	Approve Minutes	Sondra Rivers-Kobler	1 m
III. Executive Transition			5:35 PM
A. Monthly Update	Discuss	Joey Webb	10 m
B. Update from Future RTHS Executive Director	FYI	Chris Elliott	10 m
IV. CSO Report			5:55 PM
A. CSO Updates	Discuss	Eric Grunden	5 m
Update from CSO addressing specific issues, including successes/challenges (as applicable).			
B. Mask Policy	Vote	Eric Grunden	2 m
V. Finance			6:02 PM
A. Monthly Financial Cashflow	Discuss	Joey Webb	5 m
B. Committee Updates	Discuss	Joey Webb	8 m

	Purpose	Presenter	Time
Review/discuss 2022-23 school-year budget			
C. Approve 2022-23 School-Year Budget	Vote	Joey Webb	5 m
VI. Development			6:20 PM
A. Committee Updates	Discuss	Carmen Mugge	5 m
VII. Governance			6:25 PM
A. Vote on 22/23 Board Leadership Officers	Vote	Carmen Mugge	5 m
<ul style="list-style-type: none"> • Chair - Carolyn • Vice Chair - Elizabeth • Treasurer - Joey • Secretary - Ailette 			
Committee Chairs			
<ul style="list-style-type: none"> • AcEx - Steve • Finance - Joey • Development - Dina • Governance - Sherry • CEO Eval - Gary 			
VIII. Public Comments			6:30 PM
A. Open to all stakeholders (parents, staff, other) 2-3 minute time limit per person	FYI		10 m
IX. Executive Closed Session			6:40 PM
A. Discuss Personnel Matters	Discuss	Sondra Rivers-Kobler	15 m
B. Discuss Real Estate Matter	Discuss	Alex Quigley	5 m
X. Closing Items			7:00 PM

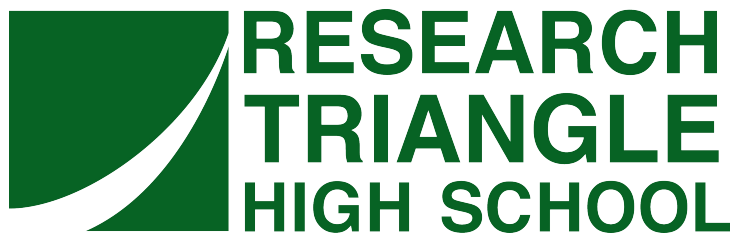
	Purpose	Presenter	Time
A. Adjourn Meeting	Discuss	Sondra Rivers-Kobler	3 m

Coversheet

Board Meeting Minutes - 5/18/2022

Section: II. Approve Board Minutes
Item: A. Board Meeting Minutes - 5/18/2022
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for RTHS Board Meeting on May 18, 2022

APPROVED



Research Triangle High School

Minutes

RTHS Board Meeting

Monthly Meeting

Date and Time

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

Meeting ID: 873 6860 5711

Passcode: 196732

Find your local number: <https://us02web.zoom.us/u/kcfECv6Ufc>

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. 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

R. THALLA

Directors who arrived after the meeting opened

D. Requena, M. Johnson

Directors who left before the meeting adjourned

J. Corn

Guests Present

A. Cooper (remote), Aimee Rhodes (remote), Alan Goldstein (remote), Alex Drake (remote), Alex Quigley (remote), B. Mitchell (remote), C. Klein-Gloria (remote), Crystal Garrett (remote), Dina Al-Sabawi (remote), E. Grunden (remote), Elizabeth Balazs (remote), Emily Madsen (remote), Ian Finley (remote), Jason Albano (remote), Jenni J (remote), Jessica Warren (remote), Karen Cho (remote), Kristen Cook (remote), Madison Carr (remote), Mark Stevenson (remote), Mark Stevenson (remote), Melissa Mann-Bailey (remote), Monica Strada (remote), Monica Strada (remote), RVolpe (remote), Sarah (remote), Sarah Anderle (remote), Shahnaz Khan (remote), Stacey Kaufman (remote), Steve Hubrick (remote), Stokes (remote), Susan Swafford (remote), Susie Post-Rust (remote), Tommy (remote), Valerie Merriweather (remote), Wendy Albano (remote), christina valente (remote), zoe playe (remote)

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 May 18, 2022 at 5:33 PM.

II. Approve Board Minutes

A. Board Meeting Minutes - 4/20/2022

S. Carty Vetere made a motion to approve the minutes from RTHS Board Meeting on 04-20-22.

S. Hunter seconded the motion.

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

Roll Call

S. Carty Vetere Aye

Roll Call

J. Webb Aye
J. Corn Aye
S. Hunter Aye
C. Coia Aye
M. Johnson Absent
A. Tobien Aye
R. THALLA Absent
C. Mugge Aye
E. Cunningham Aye
G. Rodgers Aye
S. Rivers-Kobler Aye
D. Requena Absent
M. Johnson arrived at 5:39 PM.
D. Requena arrived at 5:40 PM.

III. Executive Transition

A. Monthly Update

Joey provided an update on selection of executive director, and summarized that transition work.

IV. CSO Report

A. CSO Updates

Eric gave his time to the Board and was open to questions

B. Mask Policy

G. Rodgers made a motion to Pass the Optional Mask.

C. Mugge seconded the motion.

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

Roll Call

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

Roll Call

A. Tobien No

V. Finance

A. Monthly Financial Cashflow

Joey provided an update on finance. It's going smoothly, next year budget is drafted.

B. Committee Updates

VI. Academic Excellence

A. Committee Updates

Elizabeth provided an update on academic excellence. Items to be discussed with new leadership.

VII. Development

A. Committee Updates

Carmen provided an update on development.
Prom and other activities coming like planning Mr. Grunden celebration

VIII. Governance

A. Committee Updates

Carmen provided an update, working on a few documents and will wait for new director to be in and taking a look.

- Student Parent Handbook
- Operations

Positions for approval in an upcoming meeting.

IX. Public Comments

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

- Ms. Valente: 1) Staff changes and concerned about grade reflected in Powerschool. 2) Thanked Mr. Webb.

- Ms. Post-Rust: Asking for clear solid communication of solid plan to parents, confusion and concerned with the staff leaving.
- MS. Rhodes: 2 children on the school and in parent committee. Echoed previous comments on communication, to also include the teachers.

ACTION For Board: No board email readily available - in parent document or website

X. Executive Closed Session

A. Discuss Real Estate Matter

J. Corn left.

B. Discuss Personnel Matters

G. Rodgers made a motion to move to executive session for personnel matters and real state.

S. Hunter seconded the motion.

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

Roll Call

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

C. Muggle made a motion to exit executive session.

S. Rivers-Kobler seconded the motion.

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

XI. Final Candidate Approval

A. Final Candidate Approval

C. Mugge made a motion to Vote to approve final candidate approval, and for executive committee will move forward.

G. Rodgers seconded the motion.

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

XII. Closing Items

A. Adjourn Meeting

C. Mugge made a motion to Adjourn.

S. Rivers-Kobler 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 8:40 PM.

Respectfully Submitted,

A. Tobien

Coversheet

Update from Future RTHS Executive Director

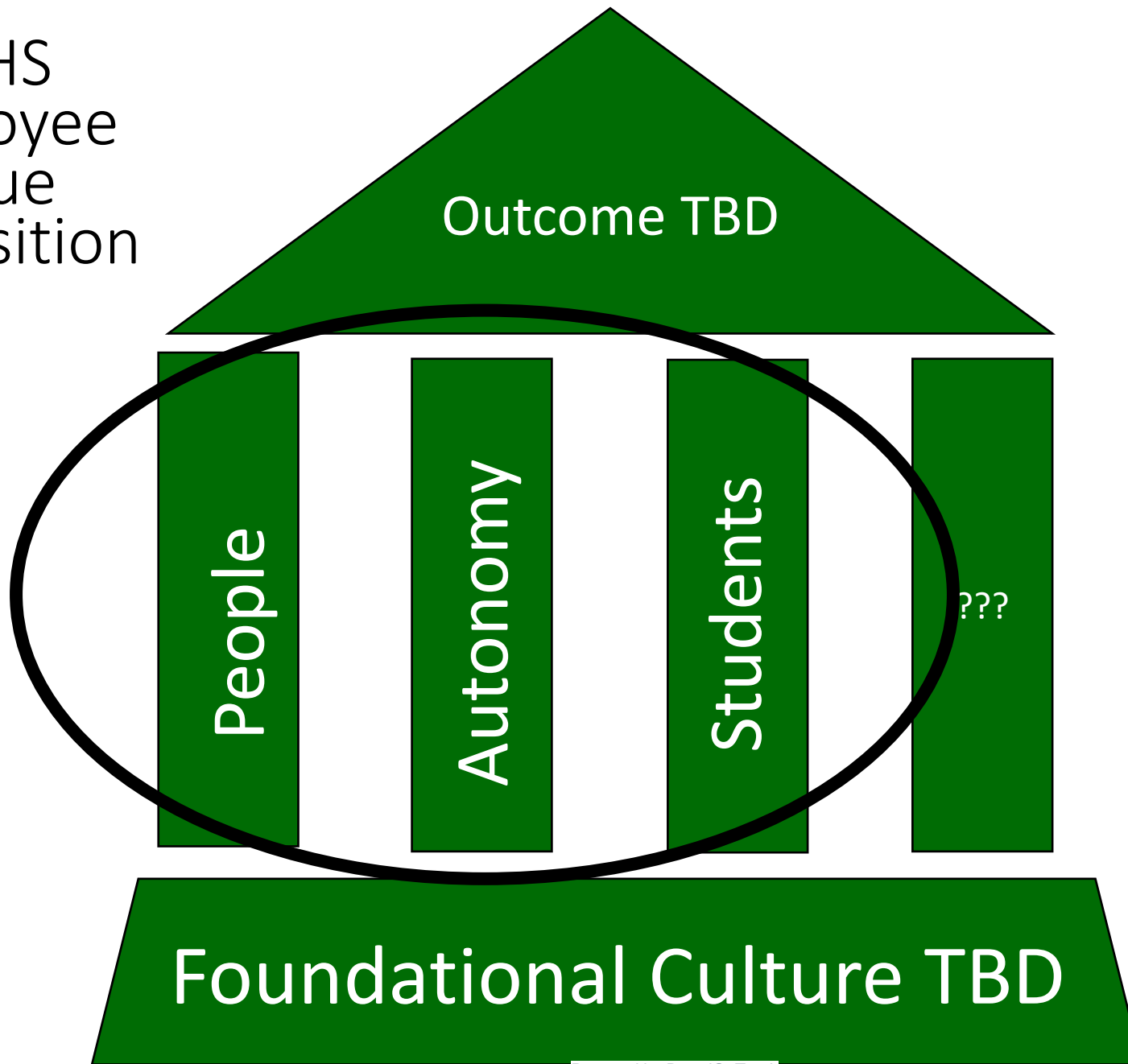
Section: III. Executive Transition
Item: B. Update from Future RTHS Executive Director
Purpose: FYI
Submitted by:
Related Material: RTHS Board Slides 6.15.22.pdf

Transition Update

- Visited RTHS on site 6.8 – 6.11
- 41 one-on-ones
 - Salary confirmation/Intent to Return
- Meet with Dr. Mann-Bailey/B. Mitchell
- Attended Graduation
- Budget/Staffing Model/Master Schedule



RTHS
Employee
Value
Proposition



First Four

- Talent/Hiring
 - Math, Biology, Chemistry, Physics, Digital Media
 - Instructional Coaches
- Human Resources Policies and Practices
 - Defined systems and policies to manage talent, hiring, onboarding, time off requests, Compensation etc. Piloting Bamboo
- The Road Map
 - Summer training/onboarding, Enrollment, Master Schedule
- Support Staff Conversations
 - Salary confirmation, Intent to return

Coversheet

CSO Updates

Section: IV. CSO Report
Item: A. CSO Updates
Purpose: Discuss
Submitted by:
Related Material: CSO report 061422.pdf

CSO Report

June 15, 2022

- I. State of School
 - a. Enrollment
 - i. 177 students enrolled as of 6/7/22. This is on pace to meet the new ADM of 587.
 - ii. Lottery management is in transition because of resignation of our data manager. Duties will be assumed by counselor over the summer until the vacancy is filled.
 - b. Vacancies
 - i. Data manager (PowerSchool)/Front Office Receptionist – open as of 6/2
 - ii. Counselor – filled; new counselor will start 7/1/22. Tanisha Mills-Silver, currently counselor at Northern HS
 - iii. Chemistry/Environmental Science (announced 6/7; has not yet been advertised)
 - iv. Other potential vacancies have been submitted to the transition team and the new Executive Director
 - c. Graduation Ceremony held June 11, 2022
 - i. Only 1 student withheld from ceremony by policy due to progress.
 - ii. Two students allowed to take part but must complete requirements during the summer.
- II. Student Assessment
 - a. AP Exams
 - i. 305 students took 709 exams (some no-shows)
 - ii. 54% of students (48% in 2021) took an exam
 - b. 2022 EOC Exams
 - i. Math 1: 37% proficient (20.8% 20-21)
 - ii. Math 3
 - 1. Honors: 94% (Dr. Tshantshapanyan)
 - 2. Standard: 60%
 - 3. Average 80.45% (62.2 in 20-21)
 - iii. Biology: 77% (69.5% 20-21)
 - iv. English II – no complete results yet
- III. Board Action
 - a. Approve resignations
 - i. Mae Mohamed (Data Manager)
 - ii. Monica Strada (chemistry)
 - b. Mask Resolution (since we have students in the building for summer support)
- IV. Transition
 - a. [So long, and thanks for all the fish.](#)

Coversheet

Mask Policy

Section: IV. CSO Report
Item: B. Mask Policy
Purpose: Vote
Submitted by:
Related Material: Mask Optional June-July 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 June 15, 2022, upon adoption by the RTHS Board of Directors.

Coversheet

Committee Updates

Section: V. Finance
Item: B. Committee Updates
Purpose: Discuss
Submitted by:
Related Material: FY 2021-22 Budget Update 05.31.22 (For Approval).xlsx
RTHS Board Update - Finance Committee.pdf
RTHS Contract FY 22-23.pdf
RTHS Quote(Day & Night cleaners)Amend (5-2-22) (1).pdf
FY 2021-22 Budget Update 05.31.22 (For Approval).pdf

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. [Adobe Reader](#):

FY 2021-22 Budget Update 05.31.22 (For Approval).xlsx

FINANCE COMMITTEE UPDATE



Board of Directors

Budget Update

Liquidity Requirement Calculation:	
Total Expenses	6,503,346
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	6,586,507
Divided by 365 days	365
Operating Expense per Day	18,045
Multiplied by 45 days	45
Minimum balance required for unrestricted cash and cash equivalents	812,035
Ending Cash Balance	1,995,727
Raptorium Cash	1,290
Clubs, PTSO, Boosters Cash	126,226
Total Unrestricted Cash and Cash Equivalents	2,123,243
Divided by Operating Expense per Day	18,045
Projected Days Cash on Hand	118
Liquidity Requirement for Days Cash on Hand	45

Debt Service Coverage Ratio Calculation:

Surplus (cash basis)	82,707
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	437,777
Add: Interest	547,027
Add: Amortization	11,869
Add: Depreciation	-
Net Income Available for Debt Service	996,673
Maximum Annual Debt Service	766,784
Projected Debt Service Coverage Ratio	1.30
Excess of DSCR Requirement	76,532
Required DSCR in Covenants	1.20

Talking Points

- Remaining spend down of budget is accounted for with an estimation of \$76,532 remaining (goal is to be at or above \$50,000)
- Final Version of FY '22-23 budget completed, will likely need modifications
- Reviewed two new contracts: Triad Total Care and Charter School Financial Services

Next Steps

- Review and Vote to approve preliminary budget for SY '22-23
- Vote on CSFS and Triad Total Care Contracts

Charter School Financial Services

Contract to provide Financial Services to Research Triangle High School (RTHS) July 1st, 2022 to June 30th, 2023

Services Provided:

- Process and pay all invoices from RTHS
- Process all deposits received from RTHS
- Draw down federal and state funds as needed and maintain quarterly zero-out balance
- Process monthly payroll
- Process and pay all payroll liabilities such as health insurance, federal and state withholding taxes, retirement, and tax garnishments
- File quarterly payroll reports such as Form 941, NC-5, and NCUI 101
- File annual payroll reports such as W-2, W-3, 1099, 1096, and NC-3
- File for sales tax refund bi-annually
- Enter Federal grant information in BAAS
- Amend grants in BAAS when applicable
- Calculate MOE for Federal EC grant annually
- Track federal, state, and local funding to ensure that funding is received and used as budgeted
- Reconcile monthly bank statements
- Maintain cash flow projection and update with actuals each month
- Alert the Principal to possible deficits in the budget
- Send data to DPI monthly per schedule
- Download DPI reports monthly and reconcile to LINQ
- Respond to various DPI requests throughout the school year
- Process Staff ID file and send to DPI monthly
- Prepare reports for annual audit
- Review draft audit in detail
- Write MD&A for audit
- Enter adjusting entries after audit is complete and ensure that LINQ reconciles with the audit
- Assist in annual budget preparation
- Attend monthly finance meetings
- Manage books for Raptorium

The annual fee for these services is \$45,100.

“No indebtedness of any kind incurred by Research Triangle High School, a North Carolina charter school, shall constitute an indebtedness of the State of North Carolina or its political subdivisions, and no indebtedness of the said charter school shall involve, or be secured by, the faith, credit or taxing power of the State of North Carolina or its political subdivisions.”



Nicole Lightner

6-2-22

Date

Research Triangle High School

Date



Triad Total Care LLC

Table of Contents

Page 2 Introduction

Page 3 Job Specifications

Page 4 Cleaning Specifications

Page 6 Health and Safety / Quality Assurance

Page 7 Pricing

Page 8 Equipment

Page 9 References



Triad Total Care LLC

May 2, 2022

Research Triangle High School
3106 East NC-54
Durham, NC 27709

Thank you for considering Triad Total Care LLC as your service provider. I am confident that I can provide the level of service you are looking for. I am familiar with schools so the transition would be virtually transparent. I will be supplying the school with the equipment needed to increase efficiency and keep cleanliness at the desired level. Upon your review of this proposal I would welcome the opportunity to meet to further discuss ways in which we can improve your service.

Please find the attached quote and let me know if there are any additional changes needed to be made.

Sincerely,

Kevin Jackson



Triad Total Care LLC

Job Specifications

Areas Serviced By Day Porter

Classrooms – per request
Cafeteria/Kitchen
Theater
Police Hallways
Police Lobby
Police/refresh restrooms
Exterior Trash
Media Room
Admin Offices
Resource Room
Dean's Office
Clean out Fridges
Clean Microwaves

Areas Serviced By Night Crew

Classrooms
Breakrooms
Cafeteria
Music, Dance room
Conference Room
Gym
Hallways
Kitchen
Lobby
Hall Restrooms

May be adjusted as needed



Triad Total Care LLC

Cleaning-Daily

Dust all fixtures, furniture, desks, display units, door frames and window ledges
Spot clean doors, door frames, lights switches and walls
Empty wastepaper receptacles, take trash to designated area for removal
Clean and disinfect microwave
Clean and disinfect eating area sinks and counters
Clean and disinfect drinking fountains
Clean and disinfect eating area table tops
Clean and disinfect entrance glass / doors/ handle
Clean entrance Glass/Doors
Clean inside partition glass
Clean and disinfect washbasins, toilets, urinals, dispensers and fixtures
Clean and disinfect floors
Polish chrome fixtures
Clean mirrors
Restock consumable products

Flooring-Daily

Vacuum high traffic lanes
Vacuum walk off mats
Vacuum under and behind all accessible desks and chairs
Vacuum, dust mop, or sweep all hard floor areas
Dust Mop and sweep hard floor areas
Damp Mop hard floor areas w/disinfectant cleaning solution
Auto Scrub VCT Areas As Needed



Triad Total Care LLC

Weekly Services

Dust wall fixtures, tops of doors, window frames, corners and baseboards
Clean and polish executive wood furniture (if requested)
Damp wipe plastic and leather furniture
Dust blinds
Vacuum edges and corners
Spot clean tile walls and stall partitions
Clean and disinfect stall partitions with germicidal detergent
Cleaning Food out of Refrigerators
Cleaning the faculty break room

Monthly Services

Dust light fixtures (floor lamps, desk lamps, etc.)
Dust ceiling vents (up to 8')
Vacuum upholstery (chairs, sofas, etc.)

As Needed Services

Clean and disinfect Keyboards/Mice
Clean and disinfect exterior of all coffee machines
Clean and disinfect telephones
Clean and disinfect high touch points (Doors, Door handles, light switches, hand rails)
Clean and disinfect administrative desk surfaces (Must be clear of papers)
Clean and disinfect refrigerator exterior/handle
Clean and disinfect exterior of vending machines
Bonnet or hot water extract carpets
Spray buff or burnish hard floors
Strip and refinish hard floor surfaces
Scrub and recoat hard floor surfaces



Triad Total Care LLC

HEALTH & SAFETY

- I. Triad Total Care LLC cares about our employees and your building safety policies.
- II. Regular monthly safety checks are conducted by Managers.
- III. All documents and Industry Regulations are adhered to the letter.
- IV. The Account Manager does training upon hire.
 - a. Proper Cleaning methods and use of chemicals
 - b. Personal Protective Equipment required by Customer
 - c. Location of Material Safety Data Sheets

QUALITY ASSURANCE

Triad Total Care LLC believes that supervision is the key to success. One of the main functions of our Team, in addition to orientation and training, is follow-up and follow-through. We provide a daily checklist for general cleaners to use as a guide to ensure that all areas are completed. Managers perform inspections of the entire facility including quality, equipment maintenance, administration, safety, and Customer/Associate input. The Facility Coordinator is welcome to accompany Management during the audit if his/her schedule permits. Notice will be given in advance prior to all audits.



Triad Total Care LLC

EQUIPMENT

Triad Total Care will provide the following equipment in accordance with the demands of the account. Equipment will be kept on site.

- Floor Auto Scrubber
- Floor Burnisher
- Low Speed/Carpet Combo Machine
- Wet/Dry Shop Vacuum
- Chemical stations for dispensing cleaning chemicals if needed
- Mop buckets
- Vacuum Cleaners
- Maid Carts

SUPPLIES

Triad Total Care will provide all cleaning chemicals needed to perform job function, i.e. waxes, strippers, disinfectants, germicidal cleaners, glass cleaner, mops, brooms.



Triad Total Care LLC

Pricing

Below is a breakdown of pricing. This pricing includes services to be performed 5 days per week. In addition, I have provided pricing for items to be performed on request.

Description	Price
General Cleaning Services Monday– Friday (5days a week, 1 day porter @ 8hrs / 3 night cleaners @ 3.5hours)	\$7,397.67 / month
Stripping and Waxing (refinishing)VCT Floors On-Request	\$.35 / per square foot
Carpet Cleaning On-Request	\$.15 / per square foot

Pricing is based on 12 months per year to include all school holidays. Customer to adjust schedule as needed. Pricing is effective for 1 year from the date of contract. Triad Total Care does not foresee any reason to increase pricing during the life of the contract, however changes in State and/or Federal minimum wage would dictate a change in pricing. This contract can be cancelled by either party by giving a 30 day written notice.

Total Year Cleaning Price = \$88,772.04

Carpet Cleaning based on 24,948 square feet = \$3,742.20

VCT tile stripping and waxing based on 7,096 = \$2,483.60

Contract Date: _____

Signature Date

No indebtedness of any kind incurred by Contemporary Science Center, INC., Inc. DBA Research Triangle High School, a North Carolina charter school, shall constitute an indebtedness of the State of North Carolina or its political subdivisions, and no indebtedness of the said charter school shall involve, or be secured by, the faith, credit or taxing power of the State of North Carolina or its political subdivisions.



Triad Total Care LLC

CUSTODIAL SERVICES REFERENCES

Reference One Vendor

Vendor Name:	Rise Pave Charter School
Contact Name:	Ryan Brock
Phone Number:	919-446-4777
E-mail:	rbrock@seraleigh.org

Reference Two Vendor

Vendor Name:	Davidson Charter School
Contact Name:	Jennifer Flury
Phone Number:	336-803-7809
E-mail:	jflury@davidsoncharter.org

Reference Three Vendor

Vendor Name:	Summit School
Contact Name:	Chris Dalton
Phone Number:	336-722-2777
E-mail:	chris.dalton@summitmail.org

Reference Four Vendor

Vendor Name:	Duke University
Contact Name:	Robert Wiseman
Phone Number:	919-684-8111
E-mail:	robert.wiseman@duke.edu

Additional References Available Upon Request

Research Triangle High School	FY 2021-2022 0% Increase Approved June 2021	Proposed FY 2021-2022 Amended Budget	FY 2022-2023 State 3% Increase Local 2% Increase	FY 2022-2023 No Increase	Comments:
Revenue	ADM: 577	ADM: 585	585	585	
State Funds - Revenue	3,330,186	3,541,370	3,648,567	3,542,298	
State EC Funds	262,443	244,832	252,177	244,832	
State Funds - NCVPS	(8,986)	(7,557)	(7,557)	(7,557)	
State Funds - Fines & Forfeitures	5,000	6,817	6,817	6,817	
State Funds - COVID-19	-	-	-	-	
State Funds - Other Funds (non-recurring)	-	161,463	-	-	
Alamance County Funds	1,697	1,759	1,794	1,759	
Chapel Hill Funds	25,812	43,290	44,156	43,290	
Chatham County Funds	57,200	53,000	57,232	56,110	
Durham County Funds	858,568	1,030,000	1,014,015	994,132	
Franklin County Funds	2,223	4,344	4,420	4,333	
Granville County Funds	9,644	14,230	12,438	12,194	
Harnett County Funds	1,058	1,200	1,216	1,193	
Johnston County Funds	-	451	-	-	
Orange County Funds	38,700	64,530	66,815	65,505	
Wake County Funds	943,860	851,760	922,009	903,930	
Federal Funds - PRC 060 (EC)	102,925	107,397	85,433	85,433	Estimated Allotment
Federal Funds - PRC 050	-	-	-	-	
Federal Funds - PRC 103	5,707	5,714	-	-	
Federal Funds - PRC 108	-	-	-	-	
Federal Funds - PRC 118	-	843	-	-	
Federal Funds - COVID-19	-	322,943	121,039	121,039	Carryover Covid Funds - Salaries & Summer Program
Grant Funds SRSA	50,000	49,471	49,471	49,471	Application must be submitted
Sales & Use Tax Refund	12,000	31,171	15,000	15,000	
Corporate/Board/Private Donations	45,000	48,000	50,000	50,000	
Interest Income	3,000	1,975	2,000	2,000	
Other	-	7,050	-	-	
Total Revenue	5,746,037	6,586,053	6,347,041	6,191,778	
Expenses					
Principal	220,000	220,000	230,000	230,000	
Interest	551,784	547,027	542,269	542,269	
Bond Costs	8,600	8,600	8,600	8,600	
Repair and Replacement Fund Transfer	85,800	85,800	85,800	85,800	
Capitalized Improvements/Purchases	-	61,039	-	-	
Building Expenses					
Utilities - elec, water and trash	72,000	72,000	75,000	75,000	
Janitorial, Maintenance & Repair	190,000	255,000	200,000	200,000	
Total Building Expenses	262,000	327,000	275,000	275,000	
Personnel					
Salaries	3,071,695	3,276,184	3,482,630	3,482,630	
Substitutes	70,649	125,000	70,000	70,000	
Contract - EC Consultants & Contracted Services	30,000	35,000	35,000	35,000	
Contracted Financial Services	44,000	44,750	45,100	45,100	
Personal Leave	5,400	6,500	5,400	5,400	
Health Insurance - State Plan	304,865	320,771	383,274	383,274	
Retirement - State 457 Plan + Match	85,700	60,000	73,135	73,135	
Payroll Taxes - 7.65%	240,802	250,628	266,421	266,421	
NC Flex Plan Fees	4,860	4,947	6,000	6,000	
SUTA	9,101	10,500	10,631	10,631	
Workers Comp Insurance	12,591	12,591	14,000	14,000	
Bonus	57,055	266,756	160,443	160,443	\$2500 Retention Bonus
Total Personnel	3,936,718	4,413,627	4,552,035	4,552,035	
Instructional					
Technology	40,000	55,000	40,000	40,000	
Educational Programs	50,000	66,000	50,000	50,000	
Textbooks/Assessment	30,000	10,500	15,000	15,000	
Digital Resources & SW Licenses	30,000	51,132	30,000	30,000	
Staff Development	30,000	35,000	30,000	30,000	
Total Instructional	180,000	217,632	165,000	165,000	
Office & Administration					
Office Equipment	20,000	18,000	20,000	20,000	
Furniture & Fixtures	15,000	50,000	15,000	15,000	
Telephone/Communications	2,544	4,806	4,011	4,011	VOIP, Charter Communications, AT&T Mobility
General Insurance	30,000	33,260	33,260	33,260	
Office Supplies	10,000	17,000	15,000	15,000	
Total Office	77,544	123,066	87,271	87,271	
Other Expenses					
Sports	56,650	65,000	56,650	56,650	
COVID-19 Expenses	-	70,366	25,118	25,118	

Research Triangle High School	FY 2021-2022 0% Increase Approved June 2021	Proposed FY 2021-2022 Amended Budget	FY 2022-2023 State 3% Increase Local 2% Increase	FY 2022-2023 No Increase	Comments:
Audit	16,000	15,600	21,000	21,000	
Board of Director Materials	9,000	12,495	12,500	12,500	
Counseling/College	4,000	45	1,000	1,000	
Graduation	5,000	12,500	5,000	5,000	
Fundraising/Development	5,000	2,013	5,000	5,000	
Marketing & Recruitment	5,000	120,000	10,000	10,000	
LINQ Software Support	4,995	4,995	4,995	4,995	
Legal & Consulting	35,000	100,000	50,000	50,000	
Transportation	100,000	26,141	40,000	40,000	
Food Services	65,000	33,500	30,000	30,000	
Sales Tax	12,000	27,500	15,000	15,000	
Social Service Fund	500	300	500	500	
Robotics	9,000	9,000	9,000	9,000	
Transfer to Raptorium	100	100	100	100	
Total Other	327,245	499,555	285,863	285,863	
Total Expenses	5,649,691	6,503,346	6,231,837	6,231,837	
Surplus	96,345	82,707	115,203	(40,060)	
Surplus from Previous Years	1,913,020	1,913,020	1,913,020	1,913,020	
Ending Cash Balance	2,009,365	1,995,727	2,028,223	1,872,960	

Debt Service Coverage Ratio Calculation:

Surplus (cash basis)	96,345	82,707	115,203	(40,060)
Net Income - Raptorium	100	100	100	100
Net Income - Clubs, PTSO, Boosters	-	-	-	-
Net Income - US Bank	-	-	-	-
Add: Repair and Replacement Fund Transfer	85,800	85,800	85,800	85,800
Add: Capitalized Items	-	61,039	-	-
Add: Principal Payments	220,000	220,000	230,000	230,000
Less: Amortization	(11,869)	(11,869)	(11,869)	(11,869)
Less: Depreciation	-	-	-	-
Change in Net Assets	390,376	437,777	419,234	263,971
Add: Interest	551,784	547,027	542,269	542,269
Add: Amortization	11,869	11,869	11,869	11,869
Add: Depreciation	-	-	-	-
Net Income Available for Debt Service	954,029	996,673	973,372	818,109
Maximum Annual Debt Service	766,784	766,784	766,784	766,784
Projected Debt Service Coverage Ratio	1.24	1.30	1.27	1.07

Excess of DSCR Requirement	33,889	76,532	53,231	(102,032)
Required DSCR in Covenants	1.20	1.20	1.20	1.20

Liquidity Requirement Calculation:

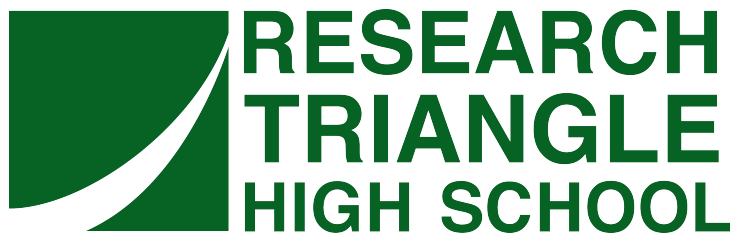
Total Expenses	5,649,691	6,503,346	6,231,837	6,231,837
Clubs, PTSO, Boosters Expenses (projected)	450,000	450,000	450,000	450,000
Less: Capitalized Purchases	-	(61,039)	-	-
Less: Principal Payments	(220,000)	(220,000)	(230,000)	(230,000)
Less: Repair and Replacement Fund Transfer	(85,800)	(85,800)	(85,800)	(85,800)
Total Operating Expenses	5,793,891	6,586,507	6,366,037	6,366,037
Divided by 365 days	365	365	365	365
Operating Expense per Day	15,874	18,045	17,441	17,441
Multiplied by 45 days	45	45	45	45
Minimum balance required for unrestricted cash and cash equivalents	714,315	812,035	784,854	784,854
Ending Cash Balance	2,009,365	1,995,727	2,028,223	1,872,960
Raptorium Cash	1,290	1,290	1,390	1,390
Clubs, PTSO, Boosters Cash	126,226	126,226	126,226	126,226
Total Unrestricted Cash and Cash Equivalents	2,136,881	2,123,243	2,155,839	2,000,576
Divided by Operating Expense per Day	15,874	18,045	17,441	17,441
Projected Days Cash on Hand	135	118	124	115
Liquidity Requirement for Days Cash on Hand	45	45	45	45

Coversheet

Committee Updates

Section: VI. Development
Item: A. Committee Updates
Purpose: Discuss
Submitted by:
Related Material: 2022_06_08_monthly_development_committee_meeting_minutes.pdf

DRAFT



Research Triangle High School

Minutes

Monthly Development Committee Meeting

Date and Time

Wednesday June 8, 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 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

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

Committee Members Absent

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 Wednesday Jun 8, 2022 at 2:30 PM.

C. Approve Minutes

C. Mugge made a motion to approve the minutes from Monthly Development Committee Meeting on 05-17-22.

Z. Playe seconded the motion.

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

II. Development Director Update

A. Development Director Update

- The Sigma Xi Nobel Prize Plaque unveiling went very well with great representation from Mr. Grunden, student showcases and 2 board members in attendance.
- 4 students have earned paid internships for the summer through biotech companies owned by Joe Ruiz:
 - Monica Fulton: Epigenos Biosciences (my company)
 - Sabrina Grewal: Tellus Therapeutics
 - Taylor Harding: Locus Biosciences
 - Orane Trebeau: Glycan Therapeutics
- 30 students that did not receive internships will be assigned mentors for next year from Dr. Ruiz
- Information will be sent to students and parents on STEM oriented classes and camps during the summer
- Parent volunteers have been critical to the success of the various activities for this year. Zoe is working on specific thank you's from staff and teachers.
- District C class will be partnering with the RTP Foundation for the 22/23 school year for a project
- Work is underway to gather 2022 graduate information with contact info for approx 60 out of 120 students now available. Information on approx 40 previous alum had already been gathered through Instagram. An alumni RTHS Alum Instagram page is being established and will be foundational for alum outreach.
- Robotics grant was submitted last month. Awaiting to hear acceptance and amount.
- Approximately \$50K raised this year by the Raptor Fund activities.

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 3:13 PM.

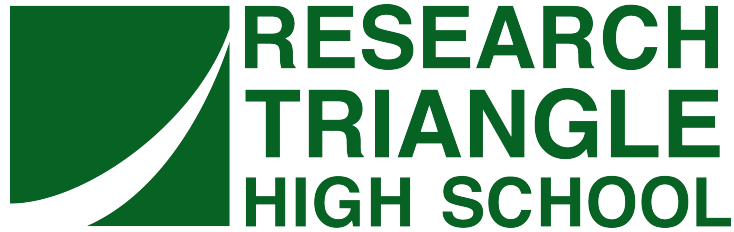
Respectfully Submitted,
C. Mugge

Coversheet

Vote on 22/23 Board Leadership

Section: VII. Governance
Item: A. Vote on 22/23 Board Leadership
Purpose: Vote
Submitted by:
Related Material: 2022_06_13_governance_monthly_meeting_minutes.pdf

DRAFT



Research Triangle High School

Minutes

Governance Monthly Meeting

Date and Time

Monday June 13, 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

C. Muggle (remote), D. Requena (remote), G. Rodgers (remote), S. Carty Vetere (remote)

Committee Members Absent

A. Tobien, B. Mitchell, M. Johnson

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

C. Muggle called a meeting of the Governance Committee of Research Triangle High School to order on Monday Jun 13, 2022 at 12:00 PM.

C. Approve Minutes from last meeting

C. Muggle made a motion to approve the minutes from Governance Monthly Meeting on 05-16-22.

D. Requena seconded the motion.

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

II. Governance

A. Document Review

- Employee Handbook
 - Complete
- Parent/Student Handbook
 - Will be reviewed by Chris for his input and taken to the Board after.
- Operations and Board Policy Manual
 - Will be reviewed by Chris for his input and taken to the Board after.
- Other new policies
 - Crisis Plan - Attached version has comments from Ailette and Sherry

- Technology Standards Process and Procedures - Attached version has comments from Ailette and Sherry
- Both of above need to be reviewed with Chris for his input.

B. Other areas of focus for discussion

- Annual Report
 - Brandon leading updates - need to verify Status
- Board Leadership transition
 - Officers
 - Chair - Carolyn
 - Vice Chair - Elizabeth
 - Treasurer - Joey
 - Secretary - Ailette
 - Committee Chairs
 - Finance - Joey
 - AcEx - Steve
 - Governance - Sherry
 - Development - Dina
 - CEO Eval - Gary

Recruiting new Board Members/ Determining who will be stepping down

- Rajeev not returning - others?
- Potential parent candidate? - Mark Stevenson? background?
- Otis Jennings - Education Background - Sherry brough forward
- Other candidates? needs?

Annual Assessments

- We will do it this year - Carmen initiated

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