



Research Triangle High School

Monthly RTHS Board Meeting

Date and Time

Wednesday March 15, 2023 at 5:30 PM EDT

Location

In Person at RTHS - 3106 East, NC-54, Durham, NC 27709

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:30 PM
A. Record Attendance	Vote	Ailette Tobien	5 m
B. Call the Meeting to Order		Carolyn Coia	1 m
II. Approve Board Minutes			5:36 PM
A. Board Meeting Minutes	Approve Minutes	Carolyn Coia	5 m
Approve minutes for Monthly RTHS Board Meeting on February 15, 2023			
III. Public Comments			5:41 PM
A. Open to all stakeholders (parents, staff, other) 2-3 minute time limit per person	FYI		10 m
B. Parent Advisory Committee	Discuss		5 m

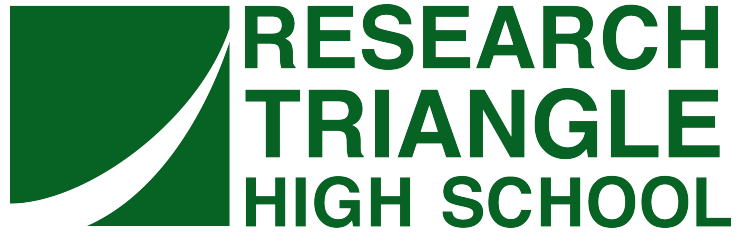
	Purpose	Presenter	Time
IV. Executive Director's Report			5:56 PM
A. Operations Update	FYI	Chris Elliott	10 m
B. Development Update	Discuss	Chris Elliott	5 m
C. Academic Excellence Update	Discuss	Chris Elliott	5 m
D. 23/24 School Calendar	Vote	Chris Elliott	5 m
E. Finance Update	Discuss	Brandon Mitchell	10 m
V. Governance			6:31 PM
A. Housekeeping	FYI	Sherry Carty Vetere	5 m
B. Non Voting Member Additions	Vote	Sherry Carty Vetere	5 m
<p>The Governance Committee would like a vote to whether the Board is in agreement to the concept of adding a non-voting staff and student representative to the Board.</p> <p>Following this vote, there would be another vote required to amend the bylaws at a future date.</p>			
VI. Other Business Matters			6:41 PM
A. If Applicable	Discuss	Carolyn Coia	5 m
VII. Executive Session - Personnel Matters			6:46 PM
A. Updates	Discuss	Carolyn Coia	11 m
VIII. Closing Items			6:57 PM
A. Adjourn Meeting	Vote	Carolyn Coia	3 m

Coversheet

Board Meeting Minutes

Section:	II. Approve Board Minutes
Item:	A. Board Meeting Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Monthly RTHS Board Meeting on February 15, 2023

APPROVED



Research Triangle High School

Minutes

Monthly RTHS Board Meeting

Date and Time

Wednesday February 15, 2023 at 5:30 PM

Location

In Person at RTHS - 3106 East, NC-54, Durham, NC 27709

Directors Present

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

Directors Absent

D. Milne James, M. Johnson

Guests Present

Amy Roads (remote), B. Mitchell (remote), C. Elliott, Jennifer Stancil (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

C. Coia called a meeting of the board of directors of Research Triangle High School to order on Wednesday Feb 15, 2023 at 5:38 PM.

II. Approve Board Minutes

A. Board Meeting Minutes - 9/21/2022

M. Babb made a motion to approve the minutes from Monthly RTHS Board Meeting on 01-18-23.

G. Rodgers seconded the motion.

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

III. Public Comments

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

B. Jennifer Stancil - Appreciated the Principals note Brought up an issue

Concerns about the parent's meeting.

Diversity issues and Equity Concerns

Proposed a change in the Board By-laws to increase the number of parents and students on the board.

C. Aimee Rhodes -

Appreciates the parents board and the work that it is doing

Concern about Dr. Mann-Bailey's replacement (or lack of replacement)

Requested better communications from Principal

Appreciates the increased communications that are coming out now.

Looking forward to this forum continuing move forward

D. Christine Valentie

Appreciates the Parent Forum and wanted to Reiterate the concerns of Aimee Rhodes

IV. Executive Director's Report

A. Operations Update

Last open house with 47 parents/students group - was the largest group so far and was very successful

B. Development Update

- Discussion of the history of the Development Committee in the past with Carmen Mugge.
- Looking at RTP Corporate resources that we may be able to benefit from.
- Mr. Brandon Mitchel using some of his network connections to support the School's development.
- Need to increase communications on what the financial development is for.

- Working with our articulation schools to better get a connection for ensuring a diverse population

C. Academic Excellence Update

Nine national finalists this year.

D. 23-24 School Calendar

Considerable work on the new calendar and the inputs from the Parents and staff Families and students will be surveyed in the upcoming week.

A reduced the number of days in the overall school schedule

Introduction of a fall break, later start date and earlier last date.

Will go to board from approval next board meeting.

E. Finance Update

Surplus needs to be used for the betterment of the school

- Equity Audit is being investigated
- Architecture follow up
- Development Consultant
- Website revamp
- Additional surplus funds are still available

A full SOW and proposal process will be pursued to ensure that a solid project is contracted.

V. Governance

A. Housekeeping

Reviewing the Board makeup and future composition

Call out for any changes to the current positions and board membership

Looking to continued improvement of the diversity of the board.

VI. Executive Session - Personnel Matters

A. Updates

S. Hunter made a motion to go into Executive Session for personnel matters.

G. Rodgers seconded the motion.

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

S. Rivers-Kobler made a motion to Come out of Excecutive Session.

S. Hunter seconded the motion.

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

Roll Call

J. Corn	Aye
C. Coia	Aye
A. Tobien	Aye
S. Carty Vetere	Aye
M. Johnson	Absent
M. Babb	Aye
S. Hunter	Aye
D. Milne James	Absent
G. Rodgers	Aye
S. Rivers-Kobler	Aye
E. Cunningham	Aye
D. Requena	Aye

VII. Closing Items

A. Adjourn Meeting

S. Carty Vetere made a motion to Adjorn the meeting.

G. Rodgers seconded the motion.

The board **VOTED** 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 6:58 PM.

Respectfully Submitted,

G. Rodgers

Coversheet

Operations Update

Section:	IV. Executive Director's Report
Item:	A. Operations Update
Purpose:	FYI
Submitted by:	
Related Material:	3.15.23 RTHS Board Slides.pdf

Meeting Agenda 3.15.23

Agenda	Leader	Time
Establish Quorum, Approve Minutes	Carolyn	
Public Comment	Carolyn	
Directors Update/Development	Chris	
Academic Excellence	Chris	
Finance Update	Brandon	
Governance	Sherry	
Executive Session		
Appendix		
NA		
RTHS Board of Directors		
Ailette Tobien - Secretary	Steven Hunter - Academic Excellence Chair	Mitch Babb
Debra Milne-James	Jeni Corn	
Carolyn Coia - Board Chair	Sherry Carty Vetere - Governance Chair	
Dina Requena - Development Chair	Mark Johnson	
Elizabeth Cunningham	Sondra Rivers-Kobler - Interim Finance Chair	
Gary Anderson	Carmen Mugge	
<div>Powered by BoardOnTrack</div> <div>ests</div> <div>9 of 28</div>		



RTHS Board Meeting

3.15.23



Executive Director Update

Development Synopsis

Semester 2 – External Support

- We are looking to partner with a local philanthropy expert James Gray to evaluate our current practices, donor base, strategy etc leading into the 23-24 school year.

23-24 Freshman orientation and Carnival

- Confirmed a date 5.20.23 for Freshmen orientation day and Spring Carnivale. Looking to raise funds through the following:

Silent Auction, Photo Booth, BBQ Luncheon, RTHS T-Shirt Sales



23-24 Enrollment Update

RTHS Goal:

60 – Math 1

60 – Math 2

60 – Math 3+

180 Total expected enrollment

Applications Currently Received 3.10.23 - 537 - total Freshmen applications

– 217 Math 1

– 241 Math 2

– 79 Math 3+



23-24 Enrollment Update

3.10.23 – RTHS lottery was run and acceptances were sent to families

3.21.23 – RTHS Preview day for accepted families to see the school and program if they were unable to attend the tour.

4.8.23 – Deadline for the first round off acceptances to be confirmed

4.10.23 – Additional waitlist applicants will be offered spots as needed

5.20.23 – Freshmen MAP testing/Orientation/Spring Carnivale



Academic Committee – Assessment Updates

ACT assessment for Juniors was completed 3.8.23

Winter MAP data was compiled for Math 1 students:

Math 1 was a priority this year as last year: RTHS 32.7% on Track vs NC 33.1%

Implemented additional MAP testing this year to monitor collective student growth and progress towards grade level benchmarks. Here are the key takeaways:

1. 36 of 69 students met or exceeded their individual growth goals 52.1% - 60% is reach goal for a lot of schools.
2. RTHS increased the number of students exceeding grade level norms from 39.2% in the Fall to 47.4% in the Winter assessment



23-24 RTHS Calendar Proposal

Why:

- The master calendar is a part of a larger value proposition that can influence our ability to attract and retain great teachers at RTHS.
- State funding is driven solely by attendance within the first 20 days.
- Calendar alignment with other schools/systems can be influential element for current and prospective families

Goal – Design a calendar that captures stakeholder feedback from all groups and leverages the unique characteristics of the RTHS community



23-24 RTHS Calendar Proposal

Process:

1. Admin – evaluate current practices
2. Gather feedback from teachers
3. Propose and seek feedback for draft #1 from teachers
4. Present codified rough draft to the Academic Committee
5. Present to full board for feedback
6. Present to students and families for feedback
7. Finalize calendar – board vote



23-24 RTHS Calendar Proposal

This proposal had 95% agree/strongly agree recommendation from RTHS staff with 2 neutral votes

Feedback from RTHS Students and Families:

- This proposal had 85% constituent support
- Many parents noted support the following:
 - 50 Minute lunch
 - Later start date
 - Inclusion of the Fall Break
- Parents noted concerns about mentoring and we are currently evaluating other opportunities to integrate more support throughout the day.



Finance Committee Updates – Sem 2

- Currently our budget through February highlights a surplus of \$124,319 in excess of our minimum debt service coverage ratio
 - This current number also captures the additional investments we made towards RTHS staff last month.
- Debt Service Coverage Ratio 1.36
 - Required 1.2 Debt Service Coverage Ratio
 - Durham County one time additional funding can be rolled over into the next fiscal year
 - Balancing opportunities for strategic investments this year against Covid Funding phasing out at the end of the year



Finance Committee Updates – Sem 2

- Current Opportunities for strategic investment: surplus of \$124,319 in excess of minimum DSCR
 - Equity Audit (approximately 10K)
 - Architecture follow-up (approximately 10K)
 - Development Consultant (approximately 8K)
 - Website update and redesign (approximately 10K)

Total potential investments: approximately 38K – still leaving an additional 86K in excess of DSCR



RTHS Governance Committee

February 2023 update



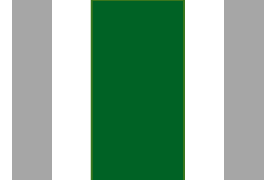
Governance Committee

RTHS Board Information

- Board Size – 10-15
- Trustee Term – 4 years, 2 terms max.
- *Currently 11 active board members*
- *Gary Rodgers - 2nd term expires in 2024*
- *Begin considering 2-5 new board members (Target: Jan-Apr recruiting, May-June voting)*
- *Consider demographic needs, competency needs, synergies with RTHS*



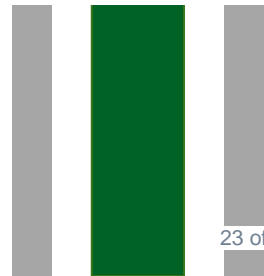
Governance Committee



Members Report

✓ Sufficient Expertise
⚠ Minimal Expertise
✗ Insufficient Expertise
❓ Insufficient Data

DEMOGRAPHICS	CURRENT FY22-23 ⓘ	FY23-24 ⓘ	FY24-25 ⓘ	FY25-26 ⓘ
Age				
	Under 26 26-35 36-45 46-55 56-65 66+			
Gender				
	Female Male Non-Binary Prefer not to say			
Race/Ethnicity				
	African American Asian American Caucasian Hispanic Native American Other			



Governance Committee

Goal: In the next month to cultivate a list of new potential board members

Some gaps that we are looking to fill are:

- new Board members on Governance
- new Board members on Development
- increase diversity (in particular, a need to increase racial and age diversity was discussed)

Potential Board members might have roles in organizations that are: STEM-related, development-related, bank-related, non-profits (this list certainly isn't exhaustive and we look forward to hearing additional ideas).





Executive Session

Coversheet

Finance Update

Section:	IV. Executive Director's Report
Item:	E. Finance Update
Purpose:	Discuss
Submitted by:	
Related Material:	FY 2022-23 Budget Update 2.28.23.pdf

Research Triangle High School	FY 2022-2023 Increase Approved June 2022	0%	FY 2022-2023 Working Budget	Variance	Actuals as of 2.28.23	67%	Comments:
Revenue	ADM: 600		ADM: 572			% received to date	
State Funds - Revenue	3,633,126		3,624,878	0%	2,520,910	70%	
State EC Funds	244,832		189,926	-22%	126,617	67%	
State Funds - NCVPS	(7,557)		(10,306)	36%	(6,121)	59%	Updated
State Funds - Fines & Forfeitures	6,817		6,700	-2%	4,466	67%	
State Funds - COVID-19	-		-		-		
State Funds - Other Funds (non-recurring)	-		23,352		23,352	100%	Added State AP Bonus Funds
Alamance County Funds	1,759		1,903	8%	1,057	56%	
Chapel Hill Funds	43,290		48,670	12%	38,936	80%	Updated the ADM and \$ per ADM
Chatham County Funds	56,110		33,666	-40%	20,197	60%	
Durham County Funds	994,132		1,334,547	34%	943,664	71%	Updated the \$ per ADM
Franklin County Funds	4,333		2,167	-50%	925	43%	
Granville County Funds	12,194		6,300	-48%	3,500	56%	Updated the \$ per ADM
Harnett County Funds	1,193		-	-100%	-		
Cumberland County Funds	-		1,638		728	44%	Updated the \$ per ADM
Orange County Funds	65,505		61,425	-6%	27,304	44%	
Wake County Funds	950,685		905,772	-5%	608,036	67%	
Warren County Funds	-		-		-		
Federal Funds - PRC 060 (EC)	85,433		97,323	14%	67,515	69%	
Federal Funds - PRC 050	-		-		-		
Federal Funds - PRC 103	-		6,098		4,885	80%	
Federal Funds - PRC 108	-		-		-		
Federal Funds - PRC 118	-		7,700		-		
Federal Funds - COVID-19	121,039		114,387	-5%	93,176	81%	
Grant Funds SRSA	49,471		49,471	0%	-	0%	
Sales & Use Tax Refund	15,000		25,000	67%	-	0%	
Corporate/Board/Private Donations	50,000		50,000	0%	17,014	34%	
Interest Income	2,000		2,000	0%	1,375	69%	
Other	-		1,300		1,300	100%	
Total Revenue	6,329,361		6,583,917	4%	4,498,834	68%	
Expenses							
Principal	230,000		230,000	0%	146,667	64%	
Interest	542,269		542,269	0%	364,948	67%	
Bond Costs	8,600		8,600	0%	5,825	68%	
Repair and Replacement Fund Transfer	85,800		85,800	0%	57,200	67%	
Capitalized Improvements/Purchases	-		-		-		
Building Expenses							
Utilities - elec, water and trash	75,000		75,000	0%	58,248	78%	
Janitorial, Maintenance & Repair	200,000		200,000	0%	141,582	71%	
Total Building Expenses	275,000		275,000	0%	199,830	73%	
Personnel							
Salaries	3,482,630		3,377,861	-3%	2,277,553	67%	Projected through year-end
Substitutes	70,000		70,000	0%	54,640	78%	
Contract - EC Consultants & Contracted Services	35,000		51,000	46%	30,587	60%	
Contracted Financial Services	45,100		45,100	0%	30,067	67%	
Personal Leave	5,400		5,400	0%	-	0%	
Health Insurance - State Plan	383,274		330,033	-14%	221,348	67%	
Retirement - State 457 Plan + Match	73,135		50,424	-31%	33,617	67%	
Payroll Taxes - 7.65%	266,421		266,421	0%	173,021	65%	
NC Flex Plan Fees	6,000		6,000	0%	3,047	51%	
SUTA	10,631		10,631	0%	2,132	20%	
Workers Comp Insurance	14,000		14,000	0%	3,376	24%	
Bonus	160,443		275,332	72%	180,947	66%	Added State AP Bonus Expense Plus Other Teacher Bonuses
Total Personnel	4,552,035		4,502,203	-1%	3,010,334	67%	
Instructional							
Technology	40,000		94,000	135%	92,108	98%	
Educational Programs	50,000		50,000	0%	14,516	29%	
Textbooks/Assessment	15,000		15,000	0%	4,485	30%	
Digital Resources & SW Licenses	30,000		30,000	0%	28,291	94%	
Staff Development	30,000		30,000	0%	22,210	74%	
Total Instructional	165,000		219,000	33%	161,610	74%	
Office & Administration							
Office Equipment	20,000		33,261	66%	22,231	67%	Projected through year-end
Furniture & Fixtures	15,000		15,000	0%	12,741	85%	
Telephone/Communications	4,011		4,011	0%	2,189	55%	
General Insurance	33,260		37,982	14%	37,982	100%	Updated to actual expenses
Office Supplies	15,000		15,000	0%	8,217	55%	
Total Office	87,271		105,254	21%	83,359	79%	
Other Expenses							
Sports	56,650		56,650	0%	46,045	81%	
COVID-19 Expenses	25,118		24,059	-4%	22,311	93%	
Audit	21,000		21,000	0%	19,950	95%	
Board of Director Materials	12,500		12,500	0%	-	0%	
Counseling/College	1,000		1,196	20%	1,196	100%	Updated to actual expenses
Graduation/Senior Class Events	5,000		5,000	0%	1,641	33%	
Fundraising/Development	5,000		5,000	0%	1,627	33%	
Marketing & Recruitment	10,000		10,000	0%	7,533	75%	
LIHQ Software Support	4,995		4,995	0%	4,995	100%	
Legal & Consulting	50,000		130,000	160%	121,303	93%	
Transportation	40,000		49,500	24%	39,559	80%	Projected through year-end
Safety - Off Duty Officer	-		30,000		13,691	46%	
Food Services	30,000		30,000	0%	7,015	23%	
Staff Food Costs (PD Meals and Joy Room Snacks)	-		15,000		12,129	81%	Increased
Sales Tax	15,000		25,000	67%	16,366	65%	
Social Service Fund	500		500	0%	-	0%	
Robotics	9,000		9,000	0%	-	0%	
Transfer to Raptorium	100		100	0%	100	100%	
Total Other	285,863		429,500	50%	315,461	73%	

Research Triangle High School	FY 2022-2023 Increase Approved June 2022 0%	FY 2022-2023 Working Budget	Variance	Actuals as of 2.28.23	67%	Comments:
Total Expenses	6,231,837	6,397,626	3%	4,345,235	68%	
Surplus	97,523	186,291		153,599		
Surplus from Previous Years	2,068,265	2,068,265		2,068,265		
Ending Cash Balance	2,165,788	2,254,556		2,221,864		

Liquidity Requirement Calculation:

Total Expenses	6,397,626
Clubs, PTSO, Boosters Expenses (projected)	450,000
Less: Capitalized Purchases	-
Less: Principal Payments	(230,000)
Less: Repair and Replacement Fund Transfer	(85,800)
Total Operating Expenses	6,531,826
Divided by 365 days	365
Operating Expense per Day	17,895
Multiplied by 45 days	45
Minimum balance required for unrestricted cash and cash equivalents	805,294
Ending Cash Balance	2,254,556
Raptorium Cash	1,290
Clubs, PTSO, Boosters Cash	126,226
Total Unrestricted Cash and Cash Equivalents	2,382,072
Divided by Operating Expense per Day	17,895
Projected Days Cash on Hand	133
Liquidity Requirement for Days Cash on Hand	45

Debt Service Coverage Ratio Calculation:

Surplus (cash basis)	186,291
Net Income - Raptorium	100
Net Income - Clubs, PTSO, Boosters	-
Net Income - US Bank	-
Add: Repair and Replacement Fund Transfer	85,800
Add: Capitalized Items	-
Add: Principal Payments	230,000
Less: Amortization	(11,869)
Less: Depreciation	-
Change in Net Assets	490,322
Add: Interest	542,269
Add: Amortization	11,869
Add: Depreciation	-
Net Income Available for Debt Service	1,044,460
Maximum Annual Debt Service	766,784
Projected Debt Service Coverage Ratio	1.36
Excess of DSCR Requirement	124,319
Required DSCR in Covenants	1.20