



Research Triangle High School

Monthly RTHS Board Meeting

Date and Time

Wednesday April 19, 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		Elizabeth Cunningham	1 m
II. Approve Board Minutes			5:36 PM
A. Board Meeting Minutes	Approve Minutes	Elizabeth Cunningham	5 m
Approve minutes for Monthly RTHS Board Meeting on March 15, 2023			
III. Public Comments			5:41 PM
A. Open to all stakeholders (parents, staff, other)	FYI		10 m
2-3 minute time limit per person			

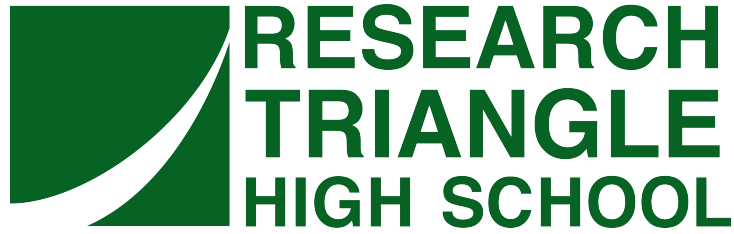
	Purpose	Presenter	Time
B. Parent Advisory Committee	Discuss		5 m
IV. Executive Director's Report			5:56 PM
A. Director's Update	FYI	Chris Elliott	5 m
B. Development Update	Discuss	Chris Elliott	5 m
C. Academic Excellence Update	Discuss	Chris Elliott	10 m
D. Finance Update and 23-24 RTHS Budget	Vote	Brandon Mitchell	20 m
Will need to vote to approve the 23-24 RTHS Budget inclusive of the service contract renewals			
E. CIPA Policy - Internet Safety Policy	Vote	Brandon Mitchell	5 m
V. Other Business Matters			6:41 PM
A. If Applicable	Discuss	Elizabeth Cunningham	5 m
VI. Executive Session - Personnel Matters			6:46 PM
A. Updates	Discuss	Elizabeth Cunningham	10 m
VII. Closing Items			6:56 PM
A. Adjourn Meeting	Vote	Elizabeth Cunningham	4 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 March 15, 2023

APPROVED



Research Triangle High School

Minutes

Monthly RTHS Board Meeting

Date and Time

Wednesday March 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), S. Hunter (remote), S. Rivers-Kobler (remote)

Directors Absent

D. Milne James, M. Babb, S. Carty Vetere

Guests Present

Amy Rhodes, Angelina Soulas (remote), B. Mitchell, C. Elliott, Cristina Valente, Dara (remote), Elizabeth Ruben, John Paul Schick, Maddie Carr (remote), Mark Stevenson, S Kaufman (remote), Susan Marie (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 Mar 15, 2023 at 5:34 PM.

II. Approve Board Minutes

A. Board Meeting Minutes

S. Rivers-Kobler made a motion to approve the minutes from Monthly RTHS Board Meeting on 02-15-23.

G. Rodgers seconded the motion.

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

Roll Call

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

III. Public Comments

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

John Paul Schick - parent: thanked the board members for the role. Shared concerns: about vision of the school, staff changes, and also request improvement on communication.

C. Coia - clarified there is no vision change, and increased implementation of more policies needed for the school. Communication and day to day activities from C. Elliot, and the board as a sounding board.

B. Parent Advisory Committee

Amy Rhodes provided an update on 2 main topics:

- DEI project
- Dean of Students position - pause for assessment
- Also learning platforms

IV. Executive Director's Report

A. Operations Update

C. Elliot provided an update, refer to attached document:

- Enrollment summary status and dates
- High, over 80% confirmed re-enrollment for current 9, 10 11 graders

B. Development Update

C. Elliot provided an update refer to attached document:

- streamlining philanthropy
- carnival in the spring

C. Academic Excellence Update

C. Elliot provided an update refer to attached document:

- ACT for juniors last week
- Math 1 details

D. 23/24 School Calendar

G. Rodgers made a motion to approve 2023-24 School Calendar.

S. Hunter seconded the motion.

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

Roll Call

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

E. Finance Update

B. Mitchell provided an update refer to attached document:

- debt to service ratio above what is required
- school received grants and can carry over
- school budget in a good position

- bringing next year school budget to board - to allow contracts for next year prior to June

V. Governance

A. Housekeeping

B. Non Voting Member Additions

G. Rodgers provided update refer to attached document:

- Bylaws updates - working with attorney
- Board member recruitment, especially Governance and Development
 - 25% of the Board can be parents - to allow for long term strategic

A. Tobien made a motion to for the concept of adding non-voting members to the Board, such as student and teacher/staff representatives - to edit the bylaws.

J. Corn seconded the motion.

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

Roll Call

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

VI. Other Business Matters

A. If Applicable

G. Rodgers made a motion to go into executive session for Personnel Real Estate matters.

A. Tobien seconded the motion.

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

VII. Executive Session - Personnel Real Estate Matters

A. Updates

G. Rodgers made a motion to exit executive session.

A. Tobien seconded the motion.

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

VIII. Closing Items

A. Adjourn Meeting

G. Rodgers made a motion to adjourn the board meeting.

A. Tobien 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 6:45 PM.

Respectfully Submitted,

A. Tobien

Coversheet

Director's Update

Section:	IV. Executive Director's Report
Item:	A. Director's Update
Purpose:	FYI
Submitted by:	
Related Material:	4.19.23 RTHS Board Slides - Final.pdf

Meeting Agenda 4.19.23

Agenda	Leader	Time
Establish Quorum, Approve Minutes	Carolyn	
Public Comment	Carolyn	
Directors Update/Development	Chris	
Academic Excellence	Chris	
Finance Update	Brandon/Chris	
CIPA Policy Update	Brandon	
Executive Session		
Appendix		
NA		
RTHS Board of Directors		
Ailette Tobien - Secretary	Steven Hunter - Academic Excellence Chair	
Debra Milne-James	Jeni Corn	
Carolyn Coia - Board Chair	Sherry Carty Vetere - Governance Chair	
Dina Requena - Development Chair	Sondra Rivers-Kobler - Interim Finance Chair	
Elizabeth Cunningham	Mitch Babb	
Gary Anderson	Powered by BoardOnTrack	10 of 51



RTHS Board Meeting

4.19.23



Executive Director Update

Development Synopsis

Semester 2 – James Gray Partnership

- We have partnered 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

We need your help with donations for the Silent Auction



23-24 Enrollment Update

Applications Currently Received 3.10.23 - 537 - total Freshmen applications

Target enrollment for 9th grade 23-24: 180

Target enrollment for 9th grade 5.20.23 - 190

Positions offered/accepted –

160 Accepted – 300 offered – 53.3% success rate

21-22 success rate – 49%

Waitlist still available – 221 applications

We will make a secondary draw from the waitlist starting next week to look to and additional 30 students



Academic Committee

Strategy Discussion: November Board Retreat – Action Updated

Priority 1: Defined Instructional Model

Developed academic metrics for success including ACT outcomes, college acceptance and mathematics readiness

Defined a target enrollment pattern and aligned supports through Freshman Academy for 23-24

Priority 2: Alignment between the mission and vision of the school

Currently evaluating the Summit Learning platform and other areas for growth

Redesigned our daily schedule for 23-24 to incorporate longer periods 1 day per week to support Stem classes and labs

Curated elective course pathways and partnered with project Lead the way to support a new health science elective track for 23-24

Diversity, Equity and Inclusion audit

Priority 3: Recruit and retain high quality employees

Implemented retention bonuses for 22-23

Allocated funds for a bonus pool in 23-24

Modified the school calendar from the original charter to ensure alignment with other school districts

Staffed instructional coaches and leaders to ensure the ongoing support and development of teachers

Priority 4: Long Term Facility Solution

Currently working with Hagersmith design to revise drawings from 20-21 to assess current possibilities of RTHS Campus

Priority 5: Effective Standard Operating Procedures

Significant investments in building safety including cameras and door upgrades

Partnered with the Sheriff's department to provide building and dismissal support



Academic Committee

- As we move forward with this initiatives and continue to partner with others though our:
 - DEI Audit
 - Development Consultant
 - Architecture Firm

And – evaluate our academic results from the 22-23 school year we we will be refining these strategic initiatives and bringing them back to our stakeholders to from a more long-term strategic plan.



Finance Committee Updates

- Currently our budget through February highlights a surplus of \$157,678 in excess of our minimum debt service coverage ratio
- Debt Service Coverage Ratio 1.41
 - 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 for the remainder of the 22-23 school year



ADM		585	
State Funding per ADM		\$ 6,337.20	No increase budgeted
EC ADM		44	
State EC Funding per ADM		\$ 5,275.72	No increase budgeted
Revenue			
Total State Funding		3,935,788	
Total County Funding		2,282,991	
Total Federal Funding		142,102	
Sales & Use Tax Refund		25,000	
Corporate/Board/Private Donations		50,000	
Interest Income		2,000	
Other		-	
Total Revenue		6,437,881	
Expenses			
Principal		240,000	
Interest		532,425	
Bond Costs		8,600	
Repair and Replacement Fund Transfer		85,800	
Capitalized Improvements/Purchases		-	
Building Expenses		294,011	
Personnel Costs		4,483,349	
Information Technology		83,434	
Instructional Services		168,691	
Support Services		340,688	
Other Expenses		131,750	
Total Expenses		6,368,747	
Surplus		69,134	
Surplus from Previous Years		2,268,365	
Ending Cash Balance		2,137,399	

23-24

RTHS

Budget

Proposal



Finance Committee Updates –

Liquidity Requirement Calculation:

Total Expenses	6,368,747
Clubs, PTSO, Boosters Expenses (projected)	450,000
Less: Capitalized Purchases	-
Less: Principal Payments	(240,000)
Less: Repair and Replacement Fund Transfer	(85,800)
Total Operating Expenses	6,492,947
Divided by 365 days	365
Operating Expense per Day	17,789
Multiplied by 45 days	45
Minimum balance required for unrestricted cash and cash equivalents	800,500
Ending Cash Balance	2,137,399
Raptorium Cash	1,290
Clubs, PTSO, Boosters Cash	126,226
Total Unrestricted Cash and Cash Equivalents	2,264,915
Divided by Operating Expense per Day	17,789
Projected Days Cash on Hand	127

Liquidity Requirement for Days Cash on Hand

45

Debt Service Coverage Ratio Calculation:

Surplus (cash basis)	69,134
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	240,000
Less: Amortization	(11,869)
Less: Depreciation	-
Change in Net Assets	383,165
Add: Interest	532,425
Add: Amortization	11,869
Add: Depreciation	-
Net Income Available for Debt Service	927,459
Maximum Annual Debt Service	766,784
Projected Debt Service Coverage Ratio	1.21

Excess of DSCR Requirement

7,318

Required DSCR in Covenants

1.20



- Budget proposal for Cash on hand – 127 Days
- DSCR ration 1.21, excess of \$7,318

Finance Committee Updates – Sem 2

- Budget Proposal for 23-24

	<i>FY 2022-2023 Working Budget</i>	<i>Budget proposal 23-24</i>	<i>Change</i>	<i>PERCENT Change</i>
Total Revenue	6,603,602	6,437,881	(165,721)	-3%
Total Loan Expenses	866,669	866,825	156	0%
Total Building Expenses	318,121	290,000	(28,121)	-9%
Total Personnel Costs	4,438,884	4,579,829	140,944	3%
Total Instructional Costs	219,000	162,434	(56,566)	-26%
Total Office	107,523	56,011	(51,512)	-48%
Total Other	433,754	386,433	(47,321)	-11%
Total Expenses	6,383,952	6,341,531	(42,420)	-1%



Finance Committee Updates

Budget Proposal for 23-24 Summary

Baseline revenue assumption – 0% increase in state per pupil funding.

- For 22-23 the state provided a 6.4% increase
- For 23-24 there are significant increases in teacher pay and education being proposed by Gov. Cooper's budget
- Enrollment for 22-23 – 573 Students
- Target Enrollment for 23-24 – 585 Students
- Overall initial revenue projection (with a 0% increase in funding) currently projects a decline of 3% (165K)



Finance Committee Updates

- Expense Projections for 23-24
- Personnel costs – projected increase of 3% (140K)
 - 21-22 Full time employees 56
 - 22-23 Full time employees 56.5
 - 23-24 Full time employees 58

This includes a teaching role and administrative position as well
We are awaiting the results of DEI review to determine the nature and job expectations for that role

School Culture support – Student support coordinator, Freshmen Academy and grant application for an additional therapeutic counselor



Finance Committee Updates

- Expense Projections for 23-24

1. Total instructional costs budgeted for a 26% decrease of 56K. The additional technology spend this year was due to the instillation of the camera infrastructure this year
2. Total building expenses budgeted for a 9% decrease of 28K. This decrease is due to the additional spend related to a 1-time school safety grant we received this year.
3. Total loan expenses are consistent from 22-23 to 23-24
4. Total office expenses budgeted for a 48% decrease of 51K. This year given the change in leadership additional funds were utilized to outfit office spaces.
5. Total other expenses budgeted for a 11% decrease of 47K. This largely driven by the sunseting of covid-19 expenses from ESSER funding that account for 24K of this planned decrease



Finance Committee Updates – Sem 2

- Budget Proposal for 23-24 Synopsis
 - Planned for a 0% increase – very conservative and unlikely
 - To account for decreases in revenue (Covid-19 funding, 1-year grants) we have increased enrollment from 572 to 585. We have also looked for efficiencies gains within our expenses and accounted for several
 - We have also still managed to recommend an increase Full-time employees (56.5 to 58) oriented towards additional student support and school culture
 - We have managed to maintain additional bonus opportunities to attract and reward our staff
 - Still exceed our DSCR covenants with a ratio of 1.21



Policy Update

Internet Safety Policy for CIPA - Child Internet Protection Act compliance

This Internet Safety Policy is to supplement, clarify and enhance Appendix B RTHS Acceptable Use Policy. Because there was an update at the federal level for Internet funding utilized by RTHS, our policies needed to be updated to be in line with the revised definitions of the new law.

We need a motion and vote to add the updated guidance outlined by Research Triangle High School Internet Safety Policy to our policies





Executive Session



Appendix

Academic Committee

Strategy Discussion: November Board Retreat

Priority 1: Defined Instructional Model

Clear measures of success for all students and as a school

- Clear portrait of a graduate at RTHS
- High levels of achievement and lifetime success for all students

Confident and independent young adults (life ready)

- Creating the student for the life and professional path!
- Internship/Externship opportunities

Priority 2: Alignment between the mission and vision of the school

Priority 3: Recruit and retain high quality employees

Priority 4: Long Term Facility Solution

Priority 5: Effective Standard Operating Procedures



Budget Proposal Review – Revenue

A	B	C	D	E
Research Triangle High School	FY 2022-2023 Working Budget	Budget proposal 23- 24	Change	PERCENT Change
Revenue	ADM: 572	ADM: 585		
State Funds - Revenue	3,624,878	3,707,262	82,384	2%
State EC Funds	189,926	232,132	42,206	22%
State Funds - NCVPS	(10,306)	(10,306)	-	
State Funds - Fines & Forfeitures	6,700	6,700	-	
State Funds - COVID-19	-	-	-	
State Funds - AP Bonuses	23,352	-	(23,352)	
State Funds - School Safety	28,121	-	(28,121)	
Alamance County Funds	1,903	1,903	-	
Chapel Hill Funds	48,670	53,537	4,867	10%
Chatham County Funds	33,666	33,666	-	
Durham County Funds	1,334,547	1,216,584	(117,963)	-9%
Franklin County Funds	2,167	2,167	-	
Granville County Funds	6,300	6,300	-	
Harnett County Funds	-	-	-	
Cumberland County Funds	1,638	1,638	-	
Orange County Funds	61,425	61,425	-	
Wake County Funds	905,772	905,772	-	
Warren County Funds	-	-	-	
Federal Funds - PRC 060 (EC)	88,882	85,433	(3,449)	-4%
Federal Funds - PRC 050	-	-	-	
Federal Funds - PRC 103	6,103	6,098	(5)	
Federal Funds - PRC 108	-	-	-	
Federal Funds - PRC 118	7,700	1,100	(6,600)	-86%
Federal Funds - COVID-19	114,387	-	(114,387)	
Grant Funds SRSA	49,471	49,471	-	
Sales & Use Tax Refund	25,000	25,000	-	
Corporate/Board/Private Donations	50,000	50,000	-	
Interest Income	2,000	2,000	-	
Other	1,300	-	(1,300)	
Total Revenue	6,603,602	6,437,881	(165,721)	



Budget Proposal Review – Revenue

Revenue Shifts for 23-24

- Durham County one-time special grant payment of \$126K (FY23)
- Covid funding sunset \$23,352 (FY23)
- FY23 ADM 572 - Enrollment
- FY24 ADM 585 - Enrollment



Budget Proposal Review – Personnel

<u>Personnel</u>				
Salaries	3,377,861	3,601,678	223,817	7%
Substitutes	70,000	60,000	(10,000)	-14%
Contract - EC Consultants & Contracted Services	51,000	49,125	(1,875)	-4%
Contracted Financial Services	45,100	47,355	2,255	5%
Personal Leave	5,400	5,400	-	0%
Health Insurance - State Plan	330,033	369,637	39,604	12%
Retirement - State 457 Plan + Match	50,424	70,233	19,809	39%
Payroll Taxes - 7.65%	266,421	275,528	9,107	3%
NC Flex Plan Fees	6,000	6,000	-	0%
SUTA	10,631	10,873	241	2%
Workers Comp Insurance	14,000	14,000	-	0%
Bonus	212,014	70,000	(142,014)	-67%
Total Personnel Costs	4,438,884	4,579,829	140,944	3%



Budget Proposal Review – Personnel

Personnel Shifts for 23-24 – Full time employees

- 21-22 FTE 56
- 22-23 FTE 56.5
- 23-24 FTE 58

Other Shifts

- Strategically planned for more internal teacher coverage 0.5 FTE
- More new staff members have taken advantage of the RTHS retirement match benefit
- Teacher retention bonuses have sunset with administrative team continuity. A new bonus pool has been created to attract great staff and reward internal staff member performance.



Budget Review – Loan & Building Expenses

<u>Expenses</u>				
Principal	230,000	240,000	10,000	4%
Interest	542,269	532,425	(9,844)	-2%
Bond Costs	8,600	8,600	-	0%
Repair and Replacement Fund Transfer	85,800	85,800	-	0%
Capitalized Improvements/Purchases	-	-		
<u>Building Expenses</u>				
Utilities - elec, water and trash	90,000	90,000	-	0%
Janitorial, Maintenance & Repair	200,000	200,000	-	0%
School Safety	28,121	-	(28,121)	-100%
Total Building Expenses	318,121	314,011	(4,110)	-1%



Budget Review – Loan & Building Expenses

Shifts for 23-24

- School Safety was a 1-time grant award for the 22-23 School year



Budget Review – Instructional, Office & Admin

<u>Instructional</u>				
Technology	94,000	40,000	(54,000)	-57%
Educational Programs	50,000	50,000	-	0%
Textbooks/Assessment	15,000	10,000	(5,000)	-33%
Digital Resources & SW Licenses	30,000	43,434	13,434	45%
Staff Development	30,000	19,000	(11,000)	-37%
Total Instructional	219,000	162,434	(56,566)	-26%
<u>Office & Administration</u>				
Office Equipment	33,261	-	(33,261)	-100%
Furniture & Fixtures	17,269	5,000	(12,269)	-71%
Telephone/Communications	4,011	4,011	-	0%
General Insurance	37,982	38,000	18	0%
Office Supplies	15,000	9,000	(6,000)	-40%
Total Office	107,523	56,011	(51,512)	-48%



Budget Review – Instructional, Office & Admin

Shifts for 23-24

- Instructional technology budget was significantly increased in 22-23 to account for the instillation of the cameras across the building. This was a 54K expense
- Given the new administration team and shifting of offices there were significantly higher expenses in 22-23 than are projected in 23-24 due to administrative continuity



Budget Review – Other Expenses

<u>Other Expenses</u>				
Sports	56,650	56,650	-	0%
COVID-19 Expenses	24,059	-	(24,059)	-100%
Audit	24,450	23,330	(1,120)	-5%
Board of Director Materials	12,500	11,500	(1,000)	-8%
Counseling/College	2,000	5,000	3,000	150%
Graduation/Senior Class Events	5,000	5,000	-	0%
Fundraising/Development	5,000	5,000	-	0%
Marketing & Recruitment	10,000	8,000	(2,000)	-20%
LINQ Software Support	4,995	4,995	-	0%
Legal & Consulting	130,000	133,358	3,358	3%
Transportation	49,500	47,000	(2,500)	-5%
Safety - Off Duty Officer	30,000	20,000	(10,000)	-33%
Food Services	30,000	22,000	(8,000)	-27%
Staff Food Costs (PD Meals and Joy Room Snacks)	15,000	10,000	(5,000)	-33%
Sales Tax	25,000	25,000	-	0%
Social Service Fund	500	500	-	0%
Robotics	9,000	9,000	-	0%
Transfer to Raptorium	100	100	-	0%
Total Other	433,754	386,433	(47,321)	-11%



Budget Review – Other Expenses

Shifts for 23-24

- Covid 19 expenses have sunset with ESSER funding running out
- The Off Duty Officer costs are a revised estimate for 23-24 to project the costs based on our actual usage from 22-23
- Food service costs have been supported by additional revenue generated from My Hot Lunchbox – our food service program for students.



Coversheet

Finance Update and 23-24 RTHS Budget

Section:	IV. Executive Director's Report
Item:	D. Finance Update and 23-24 RTHS Budget
Purpose:	Vote
Submitted by:	
Related Material:	FY 24 Budget Final - 4.19.23 Board Proposal.pdf FY 2022-23 Budget Update 3.31.23 (1).pdf

Research Triangle High School	FY 2023-2024 Draft Budget (With suggested changes)	
ADM	585	
State Funding per ADM	\$ 6,337.20	No increase budgeted
ECADM	44	
State EC Funding per ADM	\$ 5,275.72	No increase budgeted
Revenue		
State Funds - Revenue	3,707,262	
State EC Funds	232,132	
State Funds - NCVPS	(10,306)	
State Funds - Fines & Forfeitures	6,700	
State Funds - COVID-19	-	
State Funds - Other Funds (non-recurring)	-	
Total State Funding	3,935,788	
Alamance County Funds	1,903	
Chapel Hill Funds	53,537	
Chatham County Funds	33,666	
Durham County Funds	1,216,584	
Franklin County Funds	2,167	
Granville County Funds	6,300	
Harnett County Funds	-	
Cumberland County Funds	1,638	
Orange County Funds	61,425	
Wake County Funds	905,772	
Warren County Funds	-	
Total County Funding	2,282,991	
Federal Funds - PRC 060 (EC)	85,433	
Federal Funds - PRC 050	-	
Federal Funds - PRC 103	6,098	
Federal Funds - PRC 108	-	
Federal Funds - PRC 118	1,100	
Federal Funds - COVID-19	-	
Grant Funds SRSA	49,471	
Total Federal Funding	142,102	
Sales & Use Tax Refund	25,000	
Corporate/Board/Private Donations	50,000	
Interest Income	2,000	
Other	-	
Total Revenue	6,437,881	
Expenses		
Principal	240,000	
Interest	532,425	
Bond Costs	8,600	
Repair and Replacement Fund Transfer	85,800	
Capitalized Improvements/Purchases	-	
Building Expenses		
Utilities - elec, water and trash	90,000	
Telephone/Communications	4,011	
Maintenance & Repair	52,922	
Custodial - Supplies/Materials	24,000	
Facility Contracted Services:		
Custodial Services	88,772	
Carpet - Tile Cleaning	12,450	
HVAC	9,856	
Grounds - Landscaping	12,000	
Total Building Expenses	294,011	
Personnel Costs		
Salaries	3,601,678	
Substitutes	60,000	
Personal Leave	5,400	
Health Insurance - State Plan	369,637	
Retirement - State 457 Plan + Match	70,233	
Payroll Taxes - 7.65%	275,528	
NC Flex Plan Fees	6,000	
SUTA	10,873	
Workers Comp Insurance	14,000	
Bonus	70,000	
Total Personnel Costs	4,483,349	
Information Technology		
Technology	40,000	
Digital Resources & SW Licenses	43,434	
Total Information Technology	83,434	
Instructional Services		
Staff Development	19,000	
Counseling - Staff Dev	1,500	
Travel & Mileage Reimbursement	5,000	
Staff Dev - PD Meals	10,000	
Staff Development - EC	2,000	
Educational Programs	29,000	
Edu Materials - Science Dept	5,000	
Edu Materials - Languages Dept	3,000	
Edu Materials - History Dept	2,000	
Edu Materials - Arts Dept	5,000	

Research Triangle High School	FY 2023-2024 Draft Budget (With suggested changes)
Edu Materials - Math Dept	2,000
Edu Materials - PE Dept	2,000
Education Materials - EC Dept	2,000
Testing (AP/PSAT)	7,566
Textbooks/Assessment	10,000
Social Service Fund	500
Furniture & Fixtures	5,000
Administrative Expenses	9,000
EC Contracted Services: (\$50,000 FY23)	
Visually Impaired & Orientation	8,500
Speech-Language Therapy	20,000
Mental Health Service	10,000
Web-based IEP Service	3,825
Occupational Therapy	500
Interpreting and Written Translation Service	
Psychoeducational Assessments	6,300
Total Instructional Services	168,691
Support Services	
Administration Contracted Services:	
Legal & Consulting	50,000
Contracted Financial Services	47,355
UNQ Software Support	4,995
Contracted HR Services	26,880
Student Information Management Services	20,475
Contracted Printing Services	35,183
Contracted Audit Services	23,300
Schoolmint	
Background Checks	1,000
General Insurance	38,000
Board of Director Materials	11,500
Fundraising/Development	5,000
Marketing/Advertising	8,000
Transportation Contracted Services:	
Daily Bus Services	35,000
Special Event Transportation Services	3,000
Transportation - Fuel	7,000
Transportation Maintenance	2,000
Food Services	22,000
Total Support Services	340,688
Other Expenses	
Athletics	56,650
COVID-19 Expenses	
Counseling/College Dept	5,000
Graduation	5,000
Senior Class Events	1,000
Safety - Off Duty Officer	20,000
Staff Snacks (Joy Room)	10,000
Sales Tax	25,000
Robotics	9,000
Transfer to Raptorium	100
Total Other Expenses	131,750
Total Expenses	6,368,747
Surplus	69,134
Surplus from Previous Years	2,068,265
Ending Cash Balance	2,137,399

Liquidity Requirement Calculation:

Total Expenses	6,368,747
Clubs, PTSO, Boosters Expenses (projected)	450,000
Less: Capitalized Purchases	-
Less: Principal Payments	(240,000)
Less: Repair and Replacement Fund Transfer	(85,800)
Total Operating Expenses	6,492,947
Divided by 365 days	365
Operating Expense per Day	17,789
Multiplied by 45 days	45
Minimum balance required for unrestricted cash and cash equivalents	800,500
Ending Cash Balance	2,137,399
Raptorium Cash	1,290
Clubs, PTSO, Boosters Cash	126,226
Total Unrestricted Cash and Cash Equivalents	2,264,915
Divided by Operating Expense per Day	17,789
Projected Days Cash on Hand	127

Liquidity Requirement for Days Cash on Hand

45

Debt Service Coverage Ratio Calculation:

Surplus (cash basis)	69,134
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	240,000
Less: Amortization	(11,869)
Less: Depreciation	-
Change in Net Assets	383,165
Add: Interest	532,425
Add: Amortization	11,869
Add: Depreciation	-
Net Income Available for Debt Service	927,459
Maximum Annual Debt Service	766,784
Projected Debt Service Coverage Ratio	1.21
Excess of DSCR Requirement	7,318
Required DSCR in Covenants	1.20

Research Triangle High School		FY 2023-2024 Draft Budget	
ADM		585	
State Funding per ADM		\$ 6,337.20	No increase budgeted
EC ADM		44	
State EC Funding per ADM		\$ 5,275.72	No increase budgeted
Revenue			
Total State Funding		3,935,788	
Total County Funding		2,282,991	
Total Federal Funding		142,102	
Sales & Use Tax Refund		25,000	
Corporate/Board/Private Donations		50,000	
Interest Income		2,000	
Other		-	
Total Revenue		6,437,881	
Expenses			
Principal		240,000	
Interest		532,425	
Bond Costs		8,600	
Repair and Replacement Fund Transfer		85,800	
Capitalized Improvements/Purchases		-	
Building Expenses		294,011	
Personnel Costs		4,483,349	
Information Technology		83,434	
Instructional Services		168,691	
Support Services		340,688	
Other Expenses		131,750	
Total Expenses		6,368,747	
Surplus		69,134	
Surplus from Previous Years		2,068,265	
Ending Cash Balance		2,137,399	

Liquidity Requirement Calculation:

Total Expenses	6,368,747
Clubs, PTSO, Boosters Expenses (projected)	450,000
Less: Capitalized Purchases	-
Less: Principal Payments	(240,000)
Less: Repair and Replacement Fund Transfer	(85,800)
Total Operating Expenses	6,492,947
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Liquidity Requirement for Days Cash on Hand

45

Debt Service Coverage Ratio Calculation:

Surplus (cash basis)	69,134
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	240,000
Less: Amortization	(11,869)
Less: Depreciation	-
Change in Net Assets	383,165
Add: Interest	532,425
Add: Amortization	11,869
Add: Depreciation	-
Net Income Available for Debt Service	927,459
Maximum Annual Debt Service	766,784
Projected Debt Service Coverage Ratio	1.21
Excess of DSCR Requirement	7,318
Required DSCR in Covenants	1.20

Facility Contracted Services:

Custodial Services	Triad Total Care
Carpet - Tile Cleaning	Triad Total Care
HVAC	CCAC
Grounds - Landscaping	A&H Lawncare
Total Building Expenses	

EC Contracted Services:

Visually Impaired & Orientation	Invison Services
Speech-Language Therapy	Triangle Development
Mental Health Service	Overcomers
Web-based IEP Service	Public Consulting Group
Occupational Therapy	Apex Occupational
Interpreting and Written Translation Service	Full Circle
Psychoeducational Assessments	ABH Center
Total Instructional Services	

Administration Contracted Services:

Legal & Consulting	Law Office of Lisa Gordon Stella
Contracted Financial Services	Charter School Financial Services
LINQ Software Support	Financial Software
Contracted HR Services	AltHR
Student Information Management Services	Northstar
Contracted Printing Services	Toshiba
Contracted Audit Services	TJT
Schoolmint	
Background Checks	intellicorp
General Insurance	McGriff
Total Administration Expenses	

Transportation Contracted Services:

Daily Bus Services	Elite Transit
Special Event Transportation Services	Elite Transit
Total Transportation Expenses	

88,772.00
12,450.00
9,856.00
12,000.00
294,010.88

8,500.00
20,000.00
10,000.00
3,825.00
500.00
-
6,300.00
168,691.00

50,000.00
47,355.00
4,995.00
26,880.00
20,475.00
35,182.72
23,300.00
-
1,000.00
38,000.00
247,187.72

35,000.00
3,000.00
38,000.00

Research Triangle High School	FY 2022-2023 Increase Approved June 2022	0%	FY 2022-2023 Working Budget	Variance	Actuals as of 3.31.23	75%	Comments:
Revenue	ADM: 600		ADM: 572			% received to date	
State Funds - Revenue	3,633,126		3,624,878	0%	2,841,181	78%	
State EC Funds	244,832		189,926	-22%	142,444	75%	
State Funds - NCVPS	(7,557)		(10,306)	36%	(7,729)	75%	
State Funds - Fines & Forfeitures	6,817		6,700	-2%	5,024	75%	
State Funds - COVID-19	-		-		-		
State Funds - AP Bonuses	-		23,352		-	0%	
State Funds - School Safety	-		28,121		-	0%	Added School Safety funds
Alamance County Funds	1,759		1,903	8%	1,269	67%	
Chapel Hill Funds	43,290		48,670	12%	38,936	80%	
Chatham County Funds	56,110		33,666	-40%	22,535	67%	
Durham County Funds	994,132		1,334,547	34%	1,047,016	78%	
Franklin County Funds	4,333		2,167	-50%	1,143	53%	
Granville County Funds	12,194		6,300	-48%	4,200	67%	
Harnett County Funds	1,193		-	-100%	-		
Cumberland County Funds	-		1,638		910	56%	
Orange County Funds	65,505		61,425	-6%	40,978	67%	
Wake County Funds	950,685		905,772	-5%	682,079	75%	
Warren County Funds	-		-		-		
Federal Funds - PRC 060 (EC)	85,433		88,882	4%	67,515	76%	Adjusted to actual allotment
Federal Funds - PRC 050	-		-		-		
Federal Funds - PRC 103	-		6,103		4,885	80%	Adjusted to actual allotment
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%	14,372	57%	
Corporate/Board/Private Donations	50,000		50,000	0%	18,892	38%	
Interest Income	2,000		2,000	0%	1,568	78%	
Other	-		1,300		1,300	100%	
Total Revenue	6,329,361		6,603,602	4%	5,021,693	76%	
Expenses							
Principal	230,000		230,000	0%	172,500	75%	
Interest	542,269		542,269	0%	403,069	74%	
Bond Costs	8,600		8,600	0%	5,825	68%	
Repair and Replacement Fund Transfer	85,800		85,800	0%	64,350	75%	
Capitalized Improvements/Purchases	-		-		-		
Building Expenses							
Utilities - elec, water and trash	75,000		90,000	20%	68,266	76%	Projected to year-end
Janitorial, Maintenance & Repair	200,000		200,000	0%	160,284	80%	
School Safety	-		28,121		-		Added expense line to offset revenue
Total Building Expenses	275,000		318,121	16%	228,549	72%	
Personnel							
Salaries	3,482,630		3,377,861	-3%	2,547,375	75%	
Substitutes	70,000		70,000	0%	63,130	90%	
Contract - EC Consultants & Contracted Services	35,000		51,000	46%	36,442	71%	
Contracted Financial Services	45,100		45,100	0%	33,825	75%	
Personal Leave	5,400		5,400	0%	-	0%	
Health Insurance - State Plan	383,274		330,033	-14%	247,113	75%	
Retirement - State 457 Plan + Match	73,135		50,424	-31%	37,765	75%	
Payroll Taxes - 7.65%	266,421		266,421	0%	193,399	73%	
NC Flex Plan Fees	6,000		6,000	0%	3,407	57%	
SUTA	10,631		10,631	0%	2,132	20%	
Workers Comp Insurance	14,000		14,000	0%	3,376	24%	
Bonus	160,443		212,014	32%	212,014	100%	Updated budget to equal actuals. No other bonuses will be paid out.
Total Personnel	4,552,035		4,438,884	-2%	3,379,978	76%	
Instructional							
Technology	40,000		94,000	135%	93,263	99%	
Educational Programs	50,000		50,000	0%	17,816	36%	
Textbooks/Assessment	15,000		15,000	0%	4,185	28%	
Digital Resources & SW Licenses	30,000		30,000	0%	28,291	94%	
Staff Development	30,000		30,000	0%	25,354	85%	
Total Instructional	165,000		219,000	33%	168,910	77%	
Office & Administration							
Office Equipment	20,000		33,261	66%	24,511	74%	
Furniture & Fixtures	15,000		17,269	15%	17,269	100%	Increased to equal actuals
Telephone/Communications	4,011		4,011	0%	2,406	60%	
General Insurance	33,260		37,982	14%	37,982	100%	
Office Supplies	15,000		15,000	0%	8,562	57%	
Total Office	87,271		107,523	23%	90,730	84%	
Other Expenses							
Sports	56,650		56,650	0%	45,841	81%	
COVID-19 Expenses	25,118		24,059	-4%	22,311	93%	
Audit	21,000		24,450	16%	21,450	88%	Increased to expected cost
Board of Director Materials	12,500		12,500	0%	-	0%	
Counseling/College	1,000		2,000	100%	1,646	82%	Increased
Graduation/Senior Class Events	5,000		5,000	0%	2,567	51%	
Fundraising/Development	5,000		5,000	0%	1,627	33%	
Marketing & Recruitment	10,000		10,000	0%	7,745	77%	
UNQ Software Support	4,995		4,995	0%	4,995	100%	
Legal & Consulting	50,000		130,000	160%	125,032	96%	
Transportation	40,000		49,500	24%	40,068	81%	
Safety - Off Duty Officer	-		30,000		16,459	55%	
Food Services	30,000		30,000	0%	8,265	28%	
Staff Food Costs (PD Meals and Joy Room Snacks)	-		15,000		12,775	85%	
Sales Tax	15,000		25,000	67%	17,045	68%	

Research Triangle High School	FY 2022-2023 Increase Approved June 2022	FY 2022-2023 Working Budget	Variance	Actuals as of 3.31.23	75%	Comments:
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	433,754	52%	327,926	76%	
Total Expenses	6,231,837	6,383,952	2%	4,841,837	76%	
Surplus	97,523	219,650		179,857		
Surplus from Previous Years	2,068,265	2,068,265		2,068,265		
Ending Cash Balance	2,165,788	2,287,915		2,248,121		

Liquidity Requirement Calculation:

Total Expenses	6,383,952
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	6,518,152
Divided by 365 days	365
Operating Expense per Day	17,858
Multiplied by 45 days	45
Minimum balance required for unrestricted cash and cash equivalents	803,608
Ending Cash Balance	2,287,915
Raptorium Cash	1,290
Clubs, PTSO, Boosters Cash	126,226
Total Unrestricted Cash and Cash Equivalents	2,415,431
Divided by Operating Expense per Day	17,858
Projected Days Cash on Hand	135

Liquidity Requirement for Days Cash on Hand

45

Debt Service Coverage Ratio Calculation:

Surplus (cash basis)	219,650
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	523,681
Add: Interest	542,269
Add: Amortization	11,869
Add: Depreciation	-
Net Income Available for Debt Service	1,077,819
Maximum Annual Debt Service	766,784
Projected Debt Service Coverage Ratio	1.41
Excess of DSCR Requirement	157,678
Required DSCR in Covenants	1.20

[illegible]

Covid Relief Federal Funds		<u>Allotment</u>	<u>Expensed</u>	<u>To spend prior to 6/30/23</u>
PRC 169	GEER-Student Health Support	3,011.40	3,011.40	-
PRC 173	ESSER II - Supplemental Contract Instructional Support Funding	3,756.00	2,007.60	1,748.40
PRC 176	CRRSA – ESSER II –LEARNING LOSS FUNDING	17,292.00	17,292.00	-
PRC 182	ESSER III PSU Supplemental Funding	90,328.02	70,865.06	19,462.96
Total Funds		114,387.42	93,176.06	21,211.36

Coversheet

CIPA Policy - Internet Safety Policy

Section:	IV. Executive Director's Report
Item:	E. CIPA Policy - Internet Safety Policy
Purpose:	Vote
Submitted by:	
Related Material:	PENDING_Appendix D - Internet Safety Policy (1).pdf

APPENDIX D

Research Triangle High School Internet Safety Policy

Introduction

It is the policy of Research Triangle High School (RTHS) to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

This Internet Safety Policy is to supplement, clarify and enhance Appendix B RTHS Acceptable Use Policy.

Definitions

Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the RTHS online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the RTHS staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Director of Technology.

The staff and faculty of RTHS will provide age appropriate training for students who use the RTHS Internet facilities. The training provided will be designed to promote the RTHS commitment to:

- A. The standards and acceptable use of Internet services as set forth in the RTHS Internet Safety Policy;
- B. Student safety with regard to:
 - a. safety on the Internet;
 - b. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
 - c. cyberbullying awareness and response.
- C. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA"). Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

Adoption

This Internet Safety Policy is pending adoption by the RTHS board.