



## Research Triangle High School

### Monthly RTHS Board Meeting

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#### Date and Time

Wednesday May 17, 2023 at 5:30 PM EDT

#### Location

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

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#### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>5:30 PM</b>
<b>A.</b> Record Attendance	Vote	Ailette Tobien	3 m
<b>B.</b> Call the Meeting to Order		Carolyn Coia	1 m
<b>II. Approve Board Minutes</b>			<b>5:34 PM</b>
<b>A.</b> Board Meeting Minutes	Approve Minutes	Carolyn Coia	5 m
Approve minutes for Monthly RTHS Board Meeting on April 19, 2023			
<b>III. Public Comments</b>			<b>5:39 PM</b>
<b>A.</b> Open to all stakeholders (parents, staff, other) 2-3 minute time limit per person	FYI		5 m
<b>B.</b> Parent Advisory Committee	Discuss		5 m

	Purpose	Presenter	Time
<b>IV. DEIB+ Audit</b>			<b>5:49 PM</b>
<b>A.</b> Provide Scope, Consulting Firm Identified & Vote	Vote	Carolyn Coia	10 m
<b>B.</b> Introduce Consulting Group	Discuss	Carolyn Coia	10 m
<b>V. Executive Director's Report</b>			<b>6:09 PM</b>
<b>A.</b> Director & Development Update	Discuss	Chris Elliott	5 m
<b>B.</b> Academic Excellence Update	Discuss	Chris Elliott	15 m
In an effort to provide more transparency on RTHS's policy/practices/operations, Staff is implementing educational sessions incorporated into Board meetings as appropriate to provide more detail. This month RTHS will focus on EC, MTSS and Beginning Teacher Support			
<b>C.</b> Finance Update	FYI	Brandon Mitchell	3 m
<b>VI. Governance</b>			<b>6:32 PM</b>
<b>A.</b> By-laws Amendment	Discuss	Sherry Carty Vetere	2 m
<b>B.</b> Board Member Recruiting Update	Discuss	Sherry Carty Vetere	2 m
<b>C.</b> Non-Voting Members	Vote	Sherry Carty Vetere	5 m
Discuss the addition of non-voting members to add to the Board and vote to add these available positions once guidelines are identified			
<b>VII. Other Business Matters</b>			<b>6:41 PM</b>
<b>A.</b> If Applicable	Discuss	Carolyn Coia	1 m
<b>VIII. Executive Session - Personnel Matters &amp; Safety Expenditure</b>			<b>6:42 PM</b>
<b>A.</b> Updates	Discuss	Carolyn Coia	15 m
<b>IX. Safety Expenditure</b>			<b>6:57 PM</b>
<b>A.</b> Vote on Safety Expenditure	Vote	Carolyn Coia	2 m

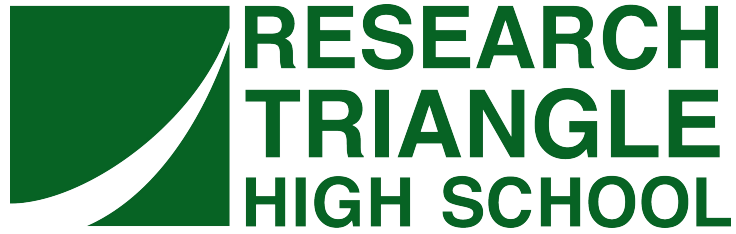
	Purpose	Presenter	Time
to be discussed in Executive Session			
<b>X. Closing Items</b>			<b>6:59 PM</b>
<b>A. Adjourn Meeting</b>	Vote	Carolyn Coia	1 m

# Coversheet

## Board Meeting Minutes

<b>Section:</b>	II. Approve Board Minutes
<b>Item:</b>	A. Board Meeting Minutes
<b>Purpose:</b>	Approve Minutes
<b>Submitted by:</b>	
<b>Related Material:</b>	Minutes for Monthly RTHS Board Meeting on April 19, 2023

APPROVED



Research Triangle High School

## Minutes

### Monthly RTHS Board Meeting

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#### Date and Time

Wednesday April 19, 2023 at 5:30 PM

#### Location

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

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#### Directors Present

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

#### Directors Absent

D. Milne James, D. Requena, G. Rodgers, S. Hunter

#### Directors who arrived after the meeting opened

M. Babb

#### Directors who left before the meeting adjourned

C. Coia

#### Guests Present

Aimee Rhodes (remote), Angelina Soulasinh (remote), B. Mitchell, C. Elliott, C. Klein-Gloria (remote), Christina Valente, Eleanor Stevenson (remote), John Paul, Madison Carr (remote), Mark Stevenson, Rose Barnett (remote), Stacey Kaufman, Suzanne Lewis (remote)

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#### I. Opening Items

A.

## Record Attendance

### B. Call the Meeting to Order

E. Cunningham called a meeting of the board of directors of Research Triangle High School to order on Wednesday Apr 19, 2023 at 5:34 PM.

## II. Approve Board Minutes

### A. Board Meeting Minutes

A. Tobien made a motion to approve the minutes from Monthly RTHS Board Meeting on 03-15-23.

S. Rivers-Kobler seconded the motion.

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

#### Roll Call

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

### B. CIPA Policy - Internet Safety Policy

B.Mitchell and C.Elliot presented on the CIPA policy - federal update of regulations drove the update to the school policy - for definition in appendix. Information in attached documents.

S. Carty Vetere made a motion to approve amendment to the internet safety policy to comply with federal CIPA updates.

A. Tobien seconded the motion.

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

#### Roll Call

D. Requena	Absent
M. Babb	Absent
S. Hunter	Absent
J. Corn	Aye
E. Cunningham	Aye
C. Coia	Aye
G. Rodgers	Absent
D. Milne James	Absent

#### **Roll Call**

S. Carty Vetere Aye

A. Tobien Aye

S. Rivers-Kobler Aye

M. Babb arrived.

### **C. Finance Update and 23-24 RTHS Budget**

C.Elliot presented on the budget for upcoming school year 2023-24, involved was accountant Nicole and B.Mitchell, conservative with 0% increase.

Service coverage ratio of 1.2 met.

B.Mitchell presented highlights about finance, February has surplus, DEI investigation expected to come out of this years budget.

Information in attached documents.

M. Babb made a motion to approve 2023-24 budget - including the list of contracts.

J. Corn seconded the motion.

Clarification of Contracts: Same contracting companies for upcoming year, few have minimal increases 1-2%

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

#### **Roll Call**

E. Cunningham Aye

D. Requena Absent

M. Babb Aye

S. Hunter Absent

A. Tobien Aye

G. Rodgers Absent

J. Corn Aye

D. Milne James Absent

C. Coia Aye

S. Rivers-Kobler Aye

S. Carty Vetere Aye

C. Coia left.

### **III. Public Comments**

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

C. Valente - budget concerns for:

1. need for a full time position similar to the role of dean of students
2. teacher bonus compensation
3. surplus definition

#### **B. Parent Advisory Committee**

A. Rhodes - submission of concerns in writing to the Board from parent advisory committee and provided an oral summary.

Concerns: teacher retention, student support and shift in school culture.

#### IV. Executive Director's Report

##### A. Director's Update

C. Elliot presented enrollment for upcoming school year, similar acceptance rates to previous years and long wait list for freshmen. Information in attached documents.

##### B. Development Update

C. Elliot presented development updates:

1. Carnival in the spring on 20May - same day for freshmen orientation
2. Partnership with James Gray, local philanthropy, has already started and sketch expected by end of school year in June2023.

Information in attached documents.

##### C. Academic Excellence Update

C. Elliot presented on academic 5 priorities from board retreat:

1. Define instructional model
2. alignment mission and vision
3. recruit and retain high quality teachers
4. Long term facility, e.g. gym, soccer field
5. Effective standard operating procedures. Safety, e.g. sheriff at dismissal

DEI audit investigation

Information in attached documents.

#### V. Executive Session - Personnel Matters

##### A. Updates

A. Tobien made a motion to move to executive session for personnel matters.

S. Carty Vetere seconded the motion.

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

##### Roll Call

A. Tobien            Aye

S. Rivers-Kobler   Aye

G. Rodgers        Absent



**Roll Call**

S. Hunter            Absent

S. Carty Vetere    Aye

M. Babb            Aye

D. Milne James    Absent

J. Corn            Aye

D. Requena        Absent

E. Cunningham   Aye

C. Coia            Absent

E. Cunningham made a motion to exit executive session.

S. Carty Vetere seconded the motion.

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

**VI. Closing Items**

**A. Adjourn Meeting**

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

M. Babb 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 6:53 PM.

Respectfully Submitted,

A. Tobien

# Coversheet

## Provide Scope, Consulting Firm Identified & Vote

<b>Section:</b>	IV. DEIB+ Audit
<b>Item:</b>	A. Provide Scope, Consulting Firm Identified & Vote
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Setser RTHS_Contract_May2023.pdf



## Contract for Consulting Services

This Consulting Agreement ("Agreement") is entered into by **Setser Group, LLC** ("Setser Group") and Research Triangle High School, a North Carolina charter school ("**RTHS**"), and is effective as of **May 15, 2023**.

1. Setser Group agrees to perform the **Consulting Services** for **RTCH** set forth in the Statement of Work, which is hereby incorporated by reference and is part of this Agreement. Setser Group is in the business of providing **Consulting Services**, is fully able to perform the Services in accordance with the highest professional standards and will perform the Services on such schedule and in such form or manner as set forth in the Statement of Work.
2. In consideration of the services rendered by **Setser Group**, **RTHS** agrees to pay compensation in the amounts and on the schedules set forth in the Statement of Work. Setser Group will provide an invoice of services rendered, starting on the date listed in the Statement of Work.
3. **Setser Group** acknowledges that it is a contractor of **RTHS**, not an employee. **Setser Group** services will be used by **RTHS** on an as-needed basis, and **RTHS** has no continuing obligation to use its services. Further, any services Setser Group provides to **RTHS** shall be codified in a writing and approved by its Board of Directors.
4. **Setser Group** agrees not to disclose information about any work it performs for **RTHS** to any third party unless authorized by **RTHS** to do so. **Setser Group** is permitted to acknowledge the existence and nature of the relationship with **RTHS**.
5. This Agreement may be terminated by either party upon 30 days prior written notice with or without cause, provided **Setser Group** shall be paid for services rendered under this Agreement prior to the effective date of its cancellation.
6. The laws of North Carolina shall govern this Contract. Venue shall only be proper in the courts where **RTHS** is located.
7. This Agreement and the Statement of Work constitute the entire agreement of the parties pertaining to the subject matter hereof and supersedes all prior and contemporaneous agreements, understandings, negotiations, and discussions of the parties, whether oral or written. This Agreement may be amended only by a writing signed by all of the parties and approved in advance by the **RTHS** Board of Directors.
8. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same agreement. Execution and delivery of this Agreement by electronic signature shall have the same force and effect as execution and delivery by original signature.

9. 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.

**EFFECTIVE DATES:** May 15, 2023 – June 26, 2023

**SCOPE OF WORK:**

This statement of work describes the services which Setser Group will provide to Research Triangle High School (RTHS) for a school culture assessment process anchored in [Liberatory Design](#) that results in a road map report with recommendations for the board for the next 90 days as well as annual planning and implementation steps for the school to take to continuously improve school culture at RTHS.

**Part 1: Notice RTHS Culture (May 15 - 19, 2023)**

- Setser Group will prepare a short project update deck for the RTHS board meeting on May 17, 2023 at 5:30p. Bryan Setser will appear in person, Caroline Hill the team lead by Zoom from Washington, DC
- Setser Group will prepare communications email, survey, 1:1 interview protocol, focus group protocols, and sign-up process for board to review at our weekly cadence meeting on Friday May 19, 2023
- Setser Group will provide a document request to RTHS steering committee that includes website, organizational chart, school budget, community engagement plan, teacher working conditions survey, school report card, school demographics, board meeting minutes, student/parent surveys, staff surveys, any external consultant reports, current training or professional development efforts, exit interviews, DEIB+ reports or content documents, leadership performance reviews, board performance reviews, and/or other related documents of interest the board feels we should review. A Google document link will be shared for all of the forms in a separate email sent by Morgan Draughon, Chief of Staff at Setser Group by May 19, 2023
- All Friday calendar holds will be set and shared with Setser Group team and RTHS steering team

**Part 2: Empathize with the RTHS Community (May 23 - June 9, 2023)**

- Setser Group send out communications and related emails to all RTHS community members by May 23, 2023.
- Setser Group will set a survey deadline to be completed by May 31, 2023
- Setser Group will complete (10) 1:1 interviews by June 9, 2023
- Setser Group will complete (5) focus group interviews to be completed by June 9, 2023
- Setser Group will provide updates to the steering team on May 26, June 2, and June 9, 2023 during the weekly Friday cadence meetings

**Part 3: Define RTHS Roadmap Report and Way Forward (June 12 – 28, 2023)**

- Setser Group will prepare an interim roadmap report and deck for the next 90 days and annual planning and execution cycles at RTHS
- The interim report will be shared on June 16, 2023
- Setser Group will collect board feedback until June 23, 2023
- Setser Group will present the final board report on June 28, 2023

**PROJECT FEES:**

Project fees are calculated based on the level of effort and expertise required for skillful execution of the approach described in this proposal. Changes to the scope may result in changes to the fee.

The total project fee for this work is not to exceed \$15,500 without prior board approval.

Payment for the project is broken down into two phases; an initial payment of \$7,750 on May 19, 2023 and a payment of \$7,750 on June 30, 2023.

**SIGNATURES:**

**Research Triangle High School**

By: _____	_____
	<b>Date</b>

**Setser Group**

By: _____	_____
<b>Bryan Setser, CEO</b>	<b>Date</b>

# Coversheet

## Director & Development Update

<b>Section:</b>	V. Executive Director's Report
<b>Item:</b>	A. Director & Development Update
<b>Purpose:</b>	Discuss
<b>Submitted by:</b>	
<b>Related Material:</b>	5.17.23 RTHS Board Slides - Final V2.pdf

# Meeting Agenda 5.17.23

Agenda	Leader	Time
Establish Quorum, Approve Minutes	Carolyn	3 Min.
Public Comment	Carolyn	10 Min.
DEIB – Audit Recommendation & Vote	Carolyn	10 Min.
Directors Update/Development	Chris	5 Min.
Governance Update	Sherry	5 Min.
Academic Excellence	Chris/Shelley	15 Min.
Finance Update	Brandon	5 Min.
Executive Session		
Vote to approve safety expenditure	Carolyn	

## Appendix

Academic Committee

## RTHS Board of Directors

Ailette Tobien - Secretary	Steven Hunter – Academic Excellence Chair	Mitch Babb
Debra Milne-James	Jeni Corn	Elizabeth Cunningham
Carolyn Coia – Board Chair	Sherry Carty Vetere – Governance Chair	Gary Anderson
Dina Requena – Development Chair	Sondra Rivers-Kobler – Interim Finance Chair	

## Invited Guests



# RTHS Board Meeting

## 5.17.23





# Executive Director Update

# Diversity, Equity, Inclusion and Belonging Audit

## Synopsis:

- Our team at RTHS vetted over a dozen local, regional and national firms.
- Two firms were recommended to the executive committee for a series of multiple interviews before making a recommendation
- We are excited to announce that RTHS has recommended the Setser group as a partner for our Diversity, Equity, Inclusion and Belonging Audit and Support.



# DEIB Audit

A little about the Setser Group:

A leader locally, regionally and nationally in supporting schools

## PROJECT TEAM



Caroline Hill  
[Founder](#)  
228 Accelerator  
Team Lead



Robin Marcus  
[Senior Director](#)  
Talent Development  
RTI International  
Team Member



Damara Hightower Mitchell  
[Provost](#)  
Voorhees University  
Team Member



Bryan Setser  
[CEO](#)  
Setser Group  
Team Member



Priscilla Maynor  
[Founder + CEO](#)  
ImaginED Partners  
Team Member



# Diversity, Equity, Inclusion and Belonging Audit

Proposed scope of work for the Setser group and guiding questions:

- Culture of RTHS – is RTHS striving to achieve its values?
- Policies and practices as they relate to diversity and equity, including hiring, advancement, evaluation, and support of employees
- Policies and practices as they relate to student achievement and emotional well-being
- Decision-making and communication - inclusive, clear, collaborative when appropriate, rooted in values of RTHS, data-based
- Administrator/Teacher/Staff perceptions of RTHS – diversity and equity, culture, satisfaction, engagement, and retention
- Student perception of RTHS – diversity and equity, culture, satisfaction, achievement, and retention
- Family/Caregiver perception of RTHS – diversity and equity, culture, satisfaction, engagement, and retention



# Development Synopsis

## Semester 2 – James Gray Partnership

- Interviews have been completed – James will present to the development committee with his findings next month and then the full board

## 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 9<sup>th</sup> grade 23-24: 180**

**Target enrollment for 9th grade 5.20.23 - 190**

**Positions offered/accepted –**

182 Accepted Freshman currently

10 Accepted Sophomore currently

2 Accepted Juniors currently



# Academic Committee

Updates:

1. Continued discussion regarding strategy and agreed an Academic & Instructional Plan should be presented to stakeholders.
2. Completed AP testing last week and continued to run classes by utilizing space at the Frontier and parent support
3. MAP testing will be occurring the next two weeks
4. We will end the year with EOC testing the first two weeks in June

Subgroup	Subject	Not Proficient	Proficient	College and Career Ready
			Level 3 and Above	Level 4/5
			(GLP)	
All Students	NC Math 3 (9-12)	20.9	79.1	60
All Students	NC Math 1 (9-12)	67.3	32.7	14.3
All Students	Biology	23.8	76.2	67.8
All Students	English 2	10.3	89.7	77.2

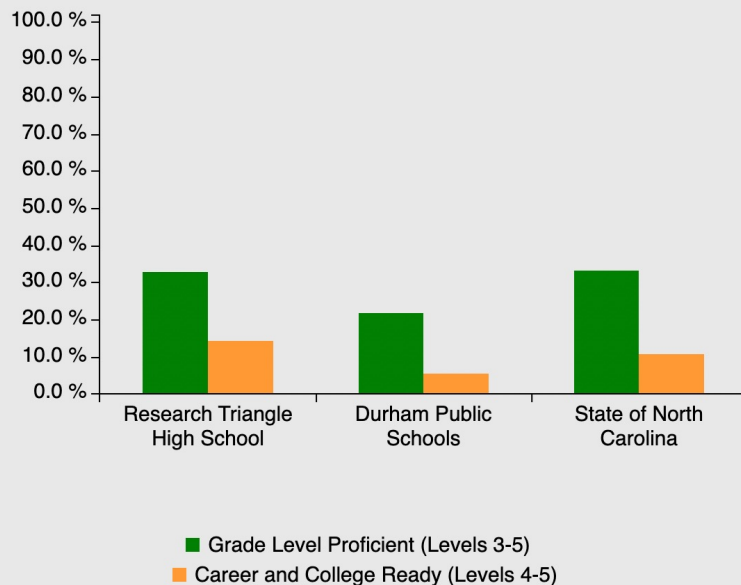


# Academic Committee

## NC Math 1 Performance

Summary Chart

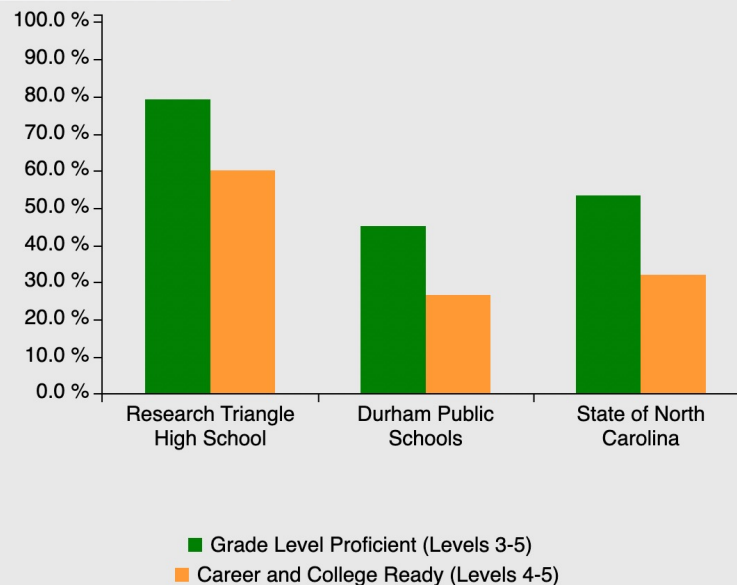
Table



## NC Math 3 Performance

Summary Chart

Table



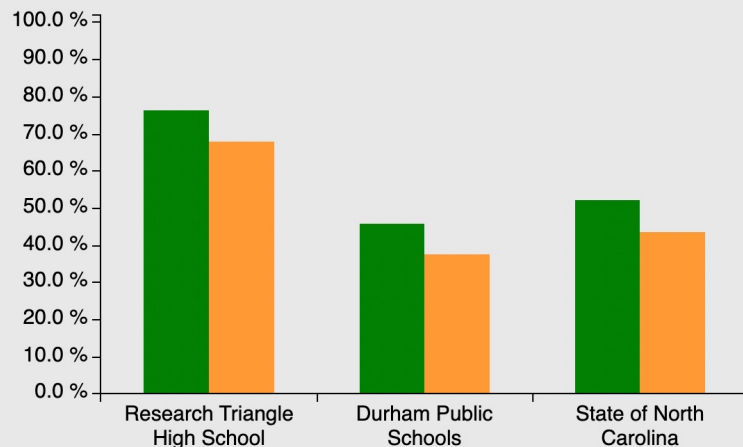


# Academic Committee

## Proficiency in Subject Areas

### Biology Performance ⓘ

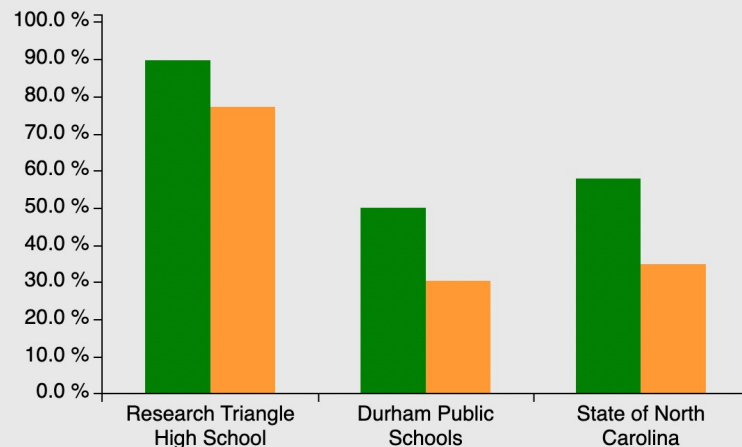
Summary Chart Table



■ Grade Level Proficient (Levels 3-5)  
■ Career and College Ready (Levels 4-5)

### English II Performance ⓘ

Summary Chart Table



■ Grade Level Proficient (Levels 3-5)  
■ Career and College Ready (Levels 4-5)



# Governance Committee – May 2023 Update

- **Board member recruiting update:**
  - identified several potential candidates, including 1 current parent
  - Very excited about these potential candidates; Fit in with our strategic goals
  - Reaching out to potential candidates to explore interest in moving forward to interview process
  - Board members - Anticipate being asked to help interview candidates over the next month



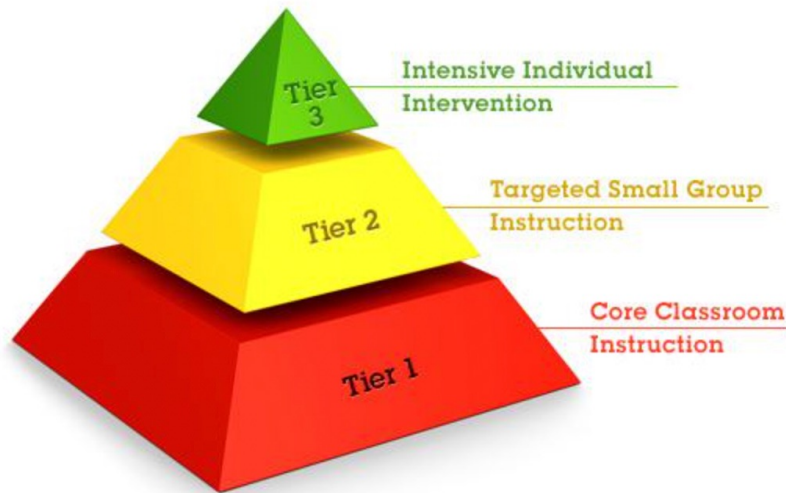
# RTHS Multi-Tiered Student Support

- The RTHS plan describing how the school will provide support structures for struggling students who are NOT in the Exceptional Children's Program. Plans include the following:
  - How instruction will be monitored
  - Description of school team(s) that organizes system of support
  - Outline of supports for struggling students & description of how it will be provided
  - Training for staff on selected instructional strategies & materials
  - How students are identified as needing extra support
  - How individual progress for each student will be determined



# RTHS Multi-Tiered Student Support

- RTHS uses the NWEA MAP assessment as a Universal Screener. It is nationally normed referenced and recognized screening tool. All students take the assessment to compare the performance nationally and their growth over the course of the year. The assessment allows us to group students based on their needs.



## 3 Tiers of Support



# RTHS Multi-Tiered Student Support

RTHS implements the following based NWEA MAP screening:

- Tier II Intervention Time
    - 30 minutes daily – Math Boost and or Literacy Boost
  
  - Tier III Intervention Time
    - 45-55 minutes daily - Math Boost and or Literacy Boost
1. Regarding ELA – we have purchased the SRA reading curriculum as a nationally recognized and norm-referenced reading intervention program.
  
  2. Next year we anticipate adding the Math based intervention program Essentials of Algebra in addition to the small group tutoring support we currently provide for students.



# RTHS Multi-Tiered Student Support

## RTHS Students of Concern

- In addition to the students identified as part of the universal screening RTHS has taken another step to support students struggling academically
- We defined a student of concern as any student failing two or more classes this spring and then collaboratively worked within grade levels and department teams to assign each student to a staff member
- Each mentor/seminar teacher then support– by checking in with their 1-2 times per week to support their areas of struggle.
- Most often our teachers are supporting by building a trusting relationship that helps students prioritize their time and work efforts – as the vast majority of students are struggling to complete their projects and subsequent assessments.



# RTHS Special Education Overview

Only applies to students who meet the federally designated qualifications outlined below:

1. Student has an identified disability
2. The disability has an adverse impact on the student's education
3. The student has a need for special education services

\*Note: Upon eligibility determination an Individual Education Program (IEP) or 504 plan can be developed.



# RTHS Special Education Overview

The Individualized Educational Plan (IEP) is a plan or program developed to ensure that a child who has a disability identified under the law and is attending an elementary or secondary educational institution receives specialized instruction (modifications, materials, techniques, adaptations in instructional methods, physical setting and environment) and related services (speech-language, audiology, psychological, physical and occupational therapy, recreation, counseling, transportation etc)

Modifications can change what the student is expected to master.





# RTHS Special Education Overview

The 504 Plan is a plan developed to ensure that a child who has a disability identified under the law and is attending an elementary or secondary educational institution receives accommodations that will ensure their academic success and access to the learning environment.

Accommodations do not change what the student is expected to master.



# RTHS Special Education Overview

RTHS Service Delivery Model for students with IEPs and 504s

- Students who have an Individual Education Plan (IEP) are primarily served through an inclusion-based teaching model at RTHS. These students are scheduled into specialized classes where the exceptional education pushes into the general education classroom and co-teaches with the teacher and provides support to all students – while orienting themselves towards the students with the specialized learning needs.
- Students who have additional support needs for things like executive functioning, time management, significant academic gaps or emotional support are also scheduled into math boost/literacy boost along with a class called Curriculum Assistance (CA). This class takes the place of the seminar class for students and is taught by an Exceptional Education teacher with an even smaller group of students – less than 6.



# RTHS Beginning Teacher Support

The Beginning Teacher Support Program is a state-mandated three-year induction program designed to support beginning teachers. The program is structured so that the experiences of beginning teachers are positive and focused on the knowledge, skills, and dispositions associated with effective teaching. The support program's platform is aligned with the North Carolina Professional Teaching Standards, the North Carolina Educator Effectiveness System, and the research-based Beginning Teacher Continuum with targeted support from mentors within the school's Professional Learning Community (PLC). Each school is assigned a highly skilled Beginning Teacher Support Coordinator who aligns resources based on feedback from administrators, BT surveys, partnering stakeholders, and one-on-one and group support sessions with beginning teachers.

**All Teachers with less than 3 years of appropriate teaching experience are required to participate in the Beginning Teacher Support Program.**



# RTHS Beginning Teacher Support

Defining Elements of the beginning teacher support – simplified overview

- High quality induction programs
- Mentoring for instructional excellence
- On-going professional development
- Formative assessment of the BTS program and candidates



# RTHS Beginning Teacher Support

Defining Elements of the beginning teacher support – simplified overview

- High quality induction programs

2 weeks of professional development at the start of the year. For staff hired mid-year – strategic transition plans were implemented to provide staff with 1-2 weeks of observation, support and onboarding before taking on classes. If staff were ready faster – they could assume instruction based on their readiness.

- Mentoring for instructional excellence
- On-going professional development

Each staff member is assigned and instructional leader as a coach to receive on-going feedback and development.

- Formative assessment of the BTS program and candidates

Each beginning teacher receives 3 evaluations – one of which is led by the principal (round 1 completed in January) in addition to two more with their coach.

A mid-year review is conducted by NCDPI personnel and a peer review is conducted as well. Our BTS program has been acknowledged as being in place and approved by NCDPI



# Finance Committee Updates

- Currently our budget through February highlights a surplus of \$162,569 in excess of our minimum debt service coverage ratio
- Debt Service Coverage Ratio 1.41
  - Strategic investments still to come in 2023
    - DEIB Audit
    - Classroom conversions/furniture
    - Architecture evaluations
    - Development support





# 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



# 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



# Coversheet

## Finance Update

<b>Section:</b>	V. Executive Director's Report
<b>Item:</b>	C. Finance Update
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	
<b>Related Material:</b>	FY 2022-23 Budget Update 4.30.23.pdf

Research Triangle High School	FY 2022-2023 0% Increase Approved June 2022	FY 2022-2023 Working Budget	Variance	Actuals as of 4.30.23	83%	Comments:
<b>Revenue</b>	<b>ADM: 600</b>	<b>ADM: 572</b>			<b>% received to date</b>	
State Funds - Revenue	3,633,126	3,624,878	0%	3,111,188	86%	
State EC Funds	244,832	189,926	-22%	158,271	83%	
State Funds - NCVPS	(7,557)	(10,306)	36%	(8,588)	83%	
State Funds - Fines & Forfeitures	6,817	6,700	-2%	5,582	83%	
State Funds - Indian Gaming	-	3,728		3,094	83%	Added
State Funds - AP Bonuses	-	23,352		23,352	100%	
State Funds - School Safety		28,121			0%	
Alamance County Funds	1,759	1,903	8%	1,480	78%	
Chapel Hill Funds	43,290	48,670	12%	38,936	80%	
Chatham County Funds	56,110	33,666	-40%	27,155	81%	
Durham County Funds	994,132	1,334,547	34%	1,152,432	86%	
Franklin County Funds	4,333	2,167	-50%	1,368	63%	
Granville County Funds	12,194	6,300	-48%	4,900	78%	
Harnett County Funds	1,193	-	-100%	-		
Cumberland County Funds		1,638		1,092	67%	
Orange County Funds	65,505	61,425	-6%	40,978	67%	
Wake County Funds	950,685	905,772	-5%	753,480	83%	
Warren County Funds		-		-		
Federal Funds - PRC 060 (EC)	85,433	100,772	18%	96,450	96%	Updated
Federal Funds - PRC 050	-	-		-		
Federal Funds - PRC 103	-	6,103		6,103	100%	
Federal Funds - PRC 108	-	-		-		
Federal Funds - PRC 118	-	7,700		-	0%	
Federal Funds - COVID-19	121,039	114,387	-5%	106,901	93%	
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%	16,584	33%	
Interest Income	2,000	2,000	0%	1,746	87%	
Other	-	1,300		1,300	100%	
<b>Total Revenue</b>	<b>6,329,361</b>	<b>6,619,220</b>	<b>5%</b>	<b>5,558,176</b>	<b>84%</b>	
<b>Expenses</b>						
Principal	230,000	230,000	0%	191,667	83%	
Interest	542,269	542,269	0%	447,857	83%	
Bond Costs	8,600	8,600	0%	5,825	68%	
Repair and Replacement Fund Transfer	85,800	85,800	0%	71,500	83%	
Capitalized Improvements/Purchases	-	-		-		
<b>Building Expenses</b>						
Utilities - elec, water and trash	75,000	90,000	20%	68,916	77%	
Janitorial, Maintenance & Repair	200,000	200,000	0%	188,856	94%	
School Safety		28,121		-		
Total Building Expenses	275,000	318,121	16%	257,772	81%	
<b>Personnel</b>						
Salaries	3,482,630	3,377,861	-3%	2,819,007	83%	
Substitutes	70,000	80,000	14%	69,965	87%	Increased
Contract - EC Consultants & Contracted Services	35,000	51,000	46%	42,866	84%	
Contracted Financial Services	45,100	45,100	0%	37,583	83%	
Personal Leave	5,400	5,400	0%	-	0%	
Health Insurance - State Plan	383,274	330,033	-14%	274,902	83%	
Retirement - State 457 Plan + Match	73,135	50,424	-31%	41,916	83%	
Payroll Taxes - 7.65%	266,421	266,421	0%	213,789	80%	
NC Flex Plan Fees	6,000	6,000	0%	3,767	63%	
SUTA	10,631	10,631	0%	6,696	63%	
Workers Comp Insurance	14,000	14,000	0%	3,376	24%	
Bonus	160,443	212,014	32%	212,014	100%	
Total Personnel	4,552,035	4,448,884	-2%	3,725,882	84%	
<b>Instructional</b>						
Technology	40,000	94,000	135%	93,081	99%	
Educational Programs	50,000	50,000	0%	19,744	39%	
Textbooks/Assessment	15,000	15,000	0%	4,834	32%	
Digital Resources & SW Licenses	30,000	30,000	0%	28,351	95%	
Staff Development	30,000	30,000	0%	27,181	91%	
Total Instructional	165,000	219,000	33%	173,190	79%	
<b>Office &amp; Administration</b>						
Office Equipment	20,000	33,261	66%	25,139	76%	
Furniture & Fixtures	15,000	17,269	15%	17,269	100%	
Telephone/Communications	4,011	4,011	0%	2,622	65%	
General Insurance	33,260	37,982	14%	37,982	100%	
Office Supplies	15,000	15,000	0%	10,383	69%	

Research Triangle High School	FY 2022-2023 0% Increase Approved June 2022	FY 2022-2023 Working Budget	Variance	Actuals as of 4.30.23	83%	Comments:
Total Office	87,271	107,523	23%	93,396	87%	
<b>Other Expenses</b>						
Sports	56,650	56,650	0%	49,992	88%	
COVID-19 Expenses	25,118	24,059	-4%	24,059	100%	
Audit	21,000	24,450	16%	22,950	94%	
Board of Director Materials	12,500	12,500	0%	-	0%	
Counseling/College	1,000	2,000	100%	1,686	84%	
Graduation/Senior Class Events	5,000	5,000	0%	3,453	69%	
Fundraising/Development	5,000	5,727	15%	5,727	100%	Increased to equal expenses
Marketing & Recruitment	10,000	10,000	0%	8,458	85%	
LINQ Software Support	4,995	4,995	0%	4,995	100%	
Legal & Consulting	50,000	130,000	160%	127,771	98%	
Transportation	40,000	49,500	24%	46,150	93%	
Safety - Off Duty Officer		30,000		20,666	69%	
Food Services	30,000	30,000	0%	8,425	28%	
Staff Food Costs (PD Meals and Joy Room Snacks)		15,000		13,429	90%	
Sales Tax	15,000	25,000	67%	17,917	72%	
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	434,481	52%	355,778	82%	
<b>Total Expenses</b>	<b>6,231,837</b>	<b>6,394,679</b>	<b>3%</b>	<b>5,322,867</b>	<b>83%</b>	
<b>Surplus</b>	<b>97,523</b>	<b>224,541</b>		<b>235,310</b>		
Surplus from Previous Years	2,068,265	2,068,265		2,068,265		
<b>Ending Cash Balance</b>	<b>2,165,788</b>	<b>2,292,806</b>		<b>2,303,574</b>		

**Liquidity Requirement Calculation:**

Total Expenses	6,394,679
Clubs, PTSO, Boosters Expenses (projected)	450,000
Less: Capitalized Purchases	-
Less: Principal Payments	(230,000)
Less: Repair and Replacement Fund Transfer	(85,800)
<b>Total Operating Expenses</b>	<b>6,528,879</b>
Divided by 365 days	365
<b>Operating Expense per Day</b>	<b>17,887</b>
Multiplied by 45 days	45
<b>Minimum balance required for unrestricted cash and cash equivalents</b>	<b>804,930</b>
Ending Cash Balance	2,292,806
Raptorium Cash	1,290
Clubs, PTSO, Boosters Cash	126,226
<b>Total Unrestricted Cash and Cash Equivalents</b>	<b>2,420,322</b>
Divided by Operating Expense per Day	17,887
<b>Projected Days Cash on Hand</b>	<b>135</b>

Liquidity Requirement for Days Cash on Hand

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**Debt Service Coverage Ratio Calculation:**

Surplus (cash basis)	224,541
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	-
<b>Change in Net Assets</b>	<b>528,572</b>
Add: Interest	542,269
Add: Amortization	11,869
Add: Depreciation	-
<b>Net Income Available for Debt Service</b>	<b>1,082,710</b>
Maximum Annual Debt Service	766,784
<b>Projected Debt Service Coverage Ratio</b>	<b>1.41</b>
<b>Excess of DSCR Requirement</b>	<b>162,569</b>
Required DSCR in Covenants	1.20