



Research Triangle High School

Monthly RTHS Board Meeting

Date and Time

Wednesday June 21, 2023 at 5:30 PM EDT

Location

Virtual Only - <https://rthighschool.zoom.us/j/93566460638>

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:30 PM
A. Record Attendance	Vote	Ailette Tobien	4 m
B. Call the Meeting to Order		Carolyn Coia	1 m
II. Approve Board Minutes			5:35 PM
A. Board Meeting Minutes	Approve Minutes	Carolyn Coia	5 m
Approve minutes for Monthly RTHS Board Meeting on May 17, 2023			
B. Special Board Meeting Minutes	Approve Minutes	Ailette Tobien	5 m
Approve minutes for Special Board Meeting on June 14, 2023			
III. Executive Session - Personnel			5:45 PM

	Purpose	Presenter	Time
A. Discuss Personnel	Discuss	Carolyn Coia	5 m
IV. Vote - Personnel			5:50 PM
A. Vote	Vote	Carolyn Coia	5 m
V. Public Comments			5:55 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
VI. Setser Group Update			6:10 PM
A. Update	Discuss	Carolyn Coia	10 m
VII. RTHS Report			6:20 PM
A. Development Update	FYI	Dina Requena	5 m
B. Enrollment	Discuss	Brandon Mitchell	5 m
C. Governance Updates	FYI	Gary Rodgers	5 m
D. Finance Update	Vote	Carolyn Coia	5 m
VIII. Other Business Matters			6:40 PM
A. If Applicable	Discuss	Carolyn Coia	1 m
IX. Executive Session - Personnel			6:41 PM
A. Updates	Discuss	Carolyn Coia	16 m
X. Other Business			6:57 PM
A. Vote to be discussed in Executive Session	Vote	Carolyn Coia	2 m
XI. Closing Items			6:59 PM

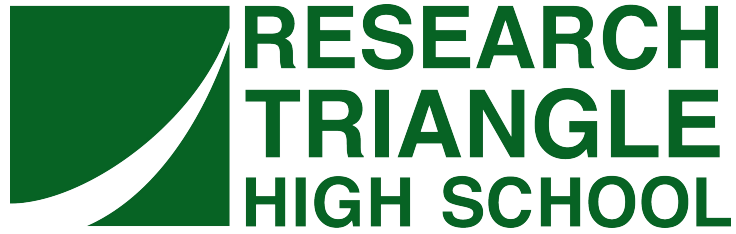
	Purpose	Presenter	Time
A. Adjourn Meeting	Vote	Carolyn Coia	1 m

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 May 17, 2023

APPROVED



Research Triangle High School

Minutes

Monthly RTHS Board Meeting

Date and Time

Wednesday May 17, 2023 at 5:30 PM

Location

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

Directors Present

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

Directors Absent

D. Milne James, S. Rivers-Kobler

Directors who arrived after the meeting opened

J. Corn

Guests Present

A. Griffin (remote), Allen (remote), B. Mitchell (remote), Bryan Setser, C. Elliott, Caroline Hill (remote), E. Balazs (remote), Eleanor Stevenson (remote), Jeffj (remote), Jessica Stokes (remote), John Paul, Kitty (remote), Maddie, Mark Stevenson, S. Jones, S. Kaufman (remote), Sarah (remote), Sarah Anderle (remote), Shanon Schuster (remote), T. Mills-Silver (remote), akeene (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 May 17, 2023 at 5:32 PM.

II. Approve Board Minutes

A. Board Meeting Minutes

S. Carty Vetere made a motion to approve the minutes from Monthly RTHS Board Meeting on 04-19-23.

G. Rodgers seconded the motion.

Correction to John Paul's name from PJ.

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

Roll Call

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

III. Public Comments

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

C. Valente - concerns about the teaching methodology changes and the charter.

M. Stevenson - board to consider public comments without requirement for advance notice, consideration for assessment by community like an annual survey, and security/safety budget transparency.

J. Corn arrived.

B. Parent Advisory Committee

A. Rhodes on behalf of the Parent Advisory Committee (PAC) - thanked the board for response to the letter, asking for a summary on behalf of transparency of the process for update on transition and building back community.

Asking that one of the Setser focus group to include the PAC asking to be a part of it, and for the framework to be made public.

Expressed concern about the lack of communication from the school about the sudden departure of Ms. Boyd, a science teacher, with only 3 weeks of school left.

Requested to know who are the board members that are also parents of students - S.Carty Vetere (parent of sophomore) and A. Tobien (parent of freshmen) self identified themselves at the meeting.

IV. DEIB+ Audit

A. Provide Scope, Consulting Firm Identified & Vote

Setser group selected. The executive committee recommends Setser group for ~\$15K which is close to projected budget.

C. Coia made a motion to approve Setser group contract for DEIB+ Audit.

G. Rodgers seconded the motion.

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

Roll Call

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

B. Introduce Consulting Group

Mr. Setser introduced his family background on education, he resides in Durham and works often at RTP. The return from pandemic is difficult and high expectations. He introduced his team at this Board meeting and highlighted the variety on perspectives.

Caroline Hill, dialing from DC, culture assessments and redesign. The work is in 3 phases to collect data, in-person interview, collect data, report, roadmap 90 day and annual planning:

- Phase 1 - Notice RTHS Culture. May15-19
- Phase 2 - Empathize with the RTHS Community, May23-Jun9
- Phase 3 - RTHS Roadmap Report, Jun 19-28

The 90 days starts when school starts, but it also includes pre-planning. Community involvement in July.

Community members selection - random.

Details in attached document to the agenda.

V. Executive Director's Report

A. Director & Development Update

C. Elliot presented on this topic, and details in attached document to the agenda.

- 20May23 - Freshmen orientation and Carnival
- James Gray - Development consultant for RTHS. He is well connected in Durham, partnerships non-cash ways, putting RTHS on the map, and he is developing plans expected to come to the Board next month.

Juniors: Lottery used to chose Juniors, the process ran the same way as for freshmen, with the difference that looking to see if entering as Jr to RTHS can graduate in 2 year time frame. For this upcoming year, planning to bringing 5 juniors - typically not done in past, had a preview day and invited to orientation day mainly for registration.

B. Academic Excellence Update

C. Elliot presented on this topic, and details in document attached to agenda.

Various testing:

- just finished, ongoing or upcoming
- MAP, AP testing, EOC
- EOC grading presented and comparisons of grades 3, 4, 5 RTHS vs Durham Schools vs State. RTHS is typically outperforming.

AP testing participation comparison to previous years - not available yet, testing is ongoing.

VI. Governance

A. By-laws Amendment

S. Carty Vetere - presented on the update to the bylaws. The details are on the documents attached to agenda.

Heads up that by-laws update is coming for vote at the next Board meeting.

B. Board Member Recruiting

S. Carty Vetere - presented on the Board member recruitment update, the details are on the document attached to agenda. A few candidates to be pursued for interest and fit.

C. Non-Voting Members

S. Carty Vetere - presented proposal to invite a student and a teacher to be Ad hoc members to the Board for a 1 year term.

C. Coia made a motion to proposal to bring a student and a teacher as Ad hoc member to the Board.

G. Rodgers seconded the motion.

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

Roll Call

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

VII. Other Business Matters

A. Special Education Overview

S. Jones - presented Special Education Overview:

- IEP - medical
- 504 - expected to master the rigor of classes.
- RCR - EC teacher in the classroom, inclusion.
- CA - Curriculum Assistance class - work on executive function skill
- Accommodations - do not change what the student is expected to master.

The details are on the document attached to agenda.

RTHS: 35 - IEP, 75- 504

B. Executive Session

G. Rodgers made a motion to move to executive session for Personnel Matters & Safety Expenditure.

E. Cunningham seconded the motion.

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

Roll Call

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

VIII. Executive Session - Personnel Matters & Safety Expenditure

A. Updates

G. Rodgers made a motion to exit executive session.
S. Hunter seconded the motion.
The board **VOTED** unanimously to approve the motion.

IX. Safety Expenditure

A. Vote on Safety Expenditure

A. Tobien made a motion to approve safety expenditure for the school.
M. Babb seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

B. Finance Update

B. Mitchell presented financial update, details on document attached to the agenda.

- Current Debt to Service Coverage Ratio 1.41

- Few expenditures budgeted before end of the year, which leaves the Debt to Service Coverage Ratio at or above 1.2
- The budget for next school year is to continue the AP bonuses.

S. Hunter made a motion to adjourn the meeting.

G. Rodgers seconded the motion.

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

X. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:15 PM.

Respectfully Submitted,

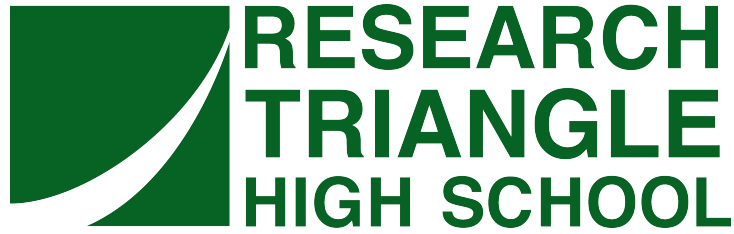
A. Tobien

Coversheet

Special Board Meeting Minutes

Section:	II. Approve Board Minutes
Item:	B. Special Board Meeting Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Special Board Meeting on June 14, 2023

APPROVED



Research Triangle High School

Minutes

Special Board Meeting

Executive Session - Personnel

Date and Time

Wednesday June 14, 2023 at 5:15 PM

Location

<https://rtp-org.zoom.us/j/85082024764?pwd=OFJhSU1UaW9hOExUdzNac2ErSnlyQT09>

Directors Present

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

Directors Absent

D. Milne James, M. Babb, S. Rivers-Kobler

Directors who arrived after the meeting opened

G. Rodgers

Guests Present

Aimee (remote), Aisha (remote), Allen (remote), Bryan Setser (remote), Christina Valente (remote), Elizabeth Ruben (remote), Lisa Gordon Stella (remote), Lynn Hutchinson (remote)

I. Opening Items

A. Record Attendance

G. Rodgers arrived.

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 Jun 14, 2023 at 5:18 PM.

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

E. Cunningham seconded the motion.

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

II. Executive Session - Personnel Matters

A. Updates

D. Requena made a motion to exit executive session.

G. Rodgers seconded the motion.

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

III. Closing Items

A. Adjourn Meeting

S. Carty Vetere made a motion to adjourn the 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 7:11 PM.

Respectfully Submitted,

A. Tobien

Coversheet

Finance Update

Section:	VII. RTHS Report
Item:	D. Finance Update
Purpose:	Vote
Submitted by:	
Related Material:	FY 2022-23 Budget Update 5.31.23 updated.pdf

FY 2022-23 Budget Update 5.31.23 updated

Research Triangle High School	FY 2022-2023 Increase Approved June 2022	0% FY 2022-2023 Working Budget	Variance	Actuals as of 5.31.23	92%	Comments:
Revenue	ADM: 600	ADM: 572			% received to date	
State Funds - Revenue	3,633,126	3,624,878	0%	3,439,732	95%	
State EC Funds	244,832	189,926	-22%	189,926	100%	
State Funds - NCVPS	(7,557)	(10,306)	36%	(10,306)	100%	
State Funds - Fines & Forfeitures	6,817	6,700	-2%	6,700	100%	
State Funds - Indian Gaming	-	3,728		3,728	100%	
State Funds - AP Bonuses	-	23,352		23,352	100%	
State Funds - School Safety		28,121		25,617	91%	
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	34,885	-38%	27,155	78%	Projected year-end
Durham County Funds	994,132	1,357,292	37%	1,254,736	92%	Projected year-end
Franklin County Funds	4,333	2,110	-51%	1,615	77%	Projected year-end
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%	47,821	78%	
Wake County Funds	950,685	900,779	-5%	827,134	92%	Projected year-end
Warren County Funds		-		-		
Federal Funds - PRC 060 (EC)	85,433	100,772	18%	100,772	100%	
Federal Funds - PRC 050	-	-		-		
Federal Funds - PRC 103	-	6,103		6,103	100%	
Federal Funds - PRC 108	-	-		-		
Federal Funds - PRC 118	-	-		-		Decreased - funds will carryover to FY 23-24
Federal Funds - COVID-19	121,039	114,387	-5%	113,225	99%	
Grant Funds SRSA	49,471	53,000	7%	-	0%	Actual amount of grant
Sales & Use Tax Refund	15,000	25,000	67%	14,372	57%	
Corporate/Board/Private Donations	50,000	25,000	-50%	20,373	81%	Projected year-end
Interest Income	2,000	2,000	0%	1,944	97%	
Other	-	7,300		1,300	18%	Increased
Total Revenue	6,329,361	6,614,963	5%	6,141,707	93%	
Expenses						
Principal	230,000	230,000	0%	210,833	92%	
Interest	542,269	542,269	0%	492,645	91%	
Bond Costs	8,600	8,600	0%	5,825	68%	
Repair and Replacement Fund Transfer	85,800	85,800	0%	78,650	92%	
Capitalized Improvements/Purchases	-	23,112		-		
Building Expenses						
Utilities - elec, water and trash	75,000	90,000	20%	75,915	84%	
Janitorial, Maintenance & Repair	200,000	245,000	23%	193,242	79%	Projected out year-end costs
School Safety		28,121		25,617	91%	
Total Building Expenses	275,000	363,121	32%	294,773	81%	
Personnel						
Salaries	3,482,630	3,359,031	-4%	3,090,923	92%	Projected out year-end costs
Substitutes	70,000	90,000	29%	80,695	90%	Projected out year-end costs
Contract - EC Consultants & Contracted Services	35,000	51,000	46%	45,867	90%	
Contracted Financial Services	45,100	45,100	0%	41,342	92%	
Personal Leave	5,400	-	-100%	-		
Health Insurance - State Plan	383,274	326,500	-15%	300,640	92%	Projected out year-end costs
Retirement - State 457 Plan + Match	73,135	50,424	-31%	46,227	92%	
Payroll Taxes - 7.65%	266,421	255,500	-4%	234,949	92%	Projected out year-end costs
NC Flex Plan Fees	6,000	4,487	-25%	4,127	92%	Projected out year-end costs
SUTA	10,631	9,800	-8%	6,696	68%	Projected out year-end costs
Workers Comp Insurance	14,000	14,000	0%	3,376	24%	
Bonus	160,443	217,147	35%	217,147	100%	Increased to Actuals
Total Personnel	4,552,035	4,422,990	-3%	4,071,989	92%	
Instructional						
Technology	40,000	130,000	225%	101,301	78%	Projected out year-end costs
Educational Programs	50,000	40,000	-20%	36,220	91%	Projected out year-end costs
Textbooks/Assessment	15,000	15,000	0%	4,714	31%	
Digital Resources & SW Licenses	30,000	40,000	33%	28,351	71%	Projected out year-end costs
Staff Development	30,000	30,000	0%	28,680	96%	
Total Instructional	165,000	255,000	55%	199,266	78%	
Office & Administration						
Office Equipment	20,000	33,261	66%	25,628	77%	
Furniture & Fixtures	15,000	37,269	148%	17,269	46%	Projected out year-end costs
Telephone/Communications	4,011	3,050	-24%	2,836	93%	Projected out year-end costs
General Insurance	33,260	37,982	14%	37,982	100%	
Office Supplies	15,000	15,000	0%	13,375	89%	
Total Office	87,271	126,562	45%	97,091	77%	

Research Triangle High School	FY 2022-2023 Increase Approved June 2022	0% FY 2022-2023 Working Budget	Variance	Actuals as of 5.31.23	92%	Comments:
Other Expenses						
Sports	56,650	72,000	27%	70,755	98%	Projected out year-end costs
COVID-19 Expenses	25,118	24,059	-4%	24,059	100%	
Audit	21,000	22,950	9%	22,950	100%	Equals expenses
Board of Director Materials	12,500	12,500	0%	-	0%	
Counseling/College	1,000	3,000	200%	2,129	71%	Projected out year-end costs
Graduation/Senior Class Events	5,000	13,000	160%	8,755	67%	Projected out year-end costs
Fundraising/Development	5,000	12,000	140%	10,491	87%	Projected out year-end costs
Marketing & Recruitment	10,000	14,000	40%	8,643	62%	Projected out year-end costs
LIHQ Software Support	4,995	4,995	0%	4,995	100%	
Legal & Consulting	50,000	160,000	220%	134,034	84%	Projected out year-end costs
Transportation	40,000	50,000	25%	49,785	100%	Projected out year-end costs
Safety - Off Duty Officer		30,000		25,279	84%	
Food Services	30,000	22,000	-27%	9,232	42%	Projected out year-end costs
Staff Food Costs (PD Meals and Joy Room Snacks)		16,000		15,001	94%	Projected out year-end costs
Sales Tax	15,000	25,000	67%	19,689	79%	
Social Service Fund	500	-		-		
Robotics	9,000	9,000	0%	9,000	100%	
Transfer to Raptorium	100	100	0%	100	100%	
Total Other	285,863	490,604	72%	414,897	85%	
Total Expenses	6,231,837	6,548,058	5%	5,865,969	90%	
Surplus	97,523	66,905		275,738		
Surplus from Previous Years	2,068,265	2,068,265		2,068,265		
Ending Cash Balance	2,165,788	2,135,170		2,344,002		

Liquidity Requirement Calculation:

Total Expenses	6,548,058
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	6,682,258
Divided by 365 days	365
Operating Expense per Day	18,308
Multiplied by 45 days	45
Minimum balance required for unrestricted cash and cash equivalents	823,840
Ending Cash Balance	2,135,170
Raptorium Cash	1,290
Clubs, PTSO, Boosters Cash	126,226
Total Unrestricted Cash and Cash Equivalents	2,262,686
Divided by Operating Expense per Day	18,308
Projected Days Cash on Hand	124

Liquidity Requirement for Days Cash on Hand

45

Debt Service Coverage Ratio Calculation:

Surplus (cash basis)	66,905
Net Income - Raptorium	100
Net Income - Clubs, PTSO, Boosters	-
Net Income - US Bank	-
Add: Repair and Replacement Fund Transfer	85,800
Add: Capitalized Items	51,233
Add: Principal Payments	230,000
Less: Amortization	(11,869)
Less: Depreciation	-
Change in Net Assets	422,169
Add: Interest	542,269
Add: Amortization	11,869
Add: Depreciation	-
Net Income Available for Debt Service	976,307
Maximum Annual Debt Service	766,784
Projected Debt Service Coverage Ratio	1.27
Excess of DSCR Requirement	56,166
Required DSCR in Covenants	1.20