

Research Triangle High School

Board Meeting

Date and Time

Wednesday September 20, 2023 at 5:30 PM EDT

Location

In person or Remote:

3106 East, 3106 NC-54, Durham, NC 27709

OR

RTHS Board of Directors is inviting you to a scheduled Zoom meeting.

Topic: RTHS Board of Directors' Zoom Meeting

Time: This is a recurring meeting Meet anytime

Join Zoom Meeting

<https://rthighschool.zoom.us/j/93566460638>

Meeting ID: 935 6646 0638

One tap mobile

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Meeting ID: 935 6646 0638

Find your local number: <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	3 m
Approve minutes for Board Meeting on August 16, 2023			
III. Public Comments			5:38 PM
A. Open to all stakeholders (parents, staff, other)	FYI		10 m
2-3 minute time limit per person			
IV. CSO Report			5:48 PM
A. School Update	Discuss	Akiba Griffin	10 m
B. Staffing Update	Discuss	Akiba Griffin	5 m
Summary of filled and open positions (subject to Board approval)			

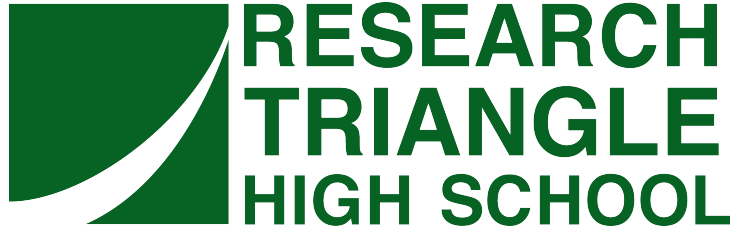
	Purpose	Presenter	Time
V. Finance			6:03 PM
A. FY 23-24 Budget	Discuss	Brandon Mitchell	20 m
VI. Academic Excellence			6:23 PM
A. Updates	FYI	Steven Hunter	5 m
VII. Development			6:28 PM
A. Updates	FYI	Dina Requena	5 m
VIII. Governance			6:33 PM
A. Vote Governance Chair Governance Chair - Gary Rodgers	Vote	Carolyn Coia	5 m
B. Non-Title IX Bullying and Harassment Policy	Vote	Gary Rodgers	5 m
C. Update Minutes/Agendas Reminder Retreat Updates	FYI	Gary Rodgers	5 m
IX. Other Business Matters			6:48 PM
A. If Applicable	Discuss	Carolyn Coia	1 m
X. Executive Session - Transition/Personnel Matters			6:49 PM
A. Updates	Discuss	Carolyn Coia	3 m
XI. Parent & Caregiver Task Force			6:52 PM
Summary presentation of work over the last few months			
A. Presentation			20 m
XII. Closing Items			7:12 PM
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 Board Meeting on August 16, 2023

APPROVED



Research Triangle High School

Minutes

Board Meeting

Date and Time

Wednesday August 16, 2023 at 5:30 PM

Location

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

OR

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

Directors Present

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

Directors Absent

D. Milne James, S. Hunter, S. Rivers-Kobler

Directors who arrived after the meeting opened

D. Requena

Guests Present

A. Griffin (remote), B. Mitchell (remote), Christina Valente (remote), Cornelius Klein-Gloria (remote), Elizabeth Balaz (remote), Jennifer Stancil (remote), Latesha Jackson (remote), Mark Stevenson (remote), NC Haischer (remote), Sarah Anderle (remote), Shannon Maaske (remote)

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 Aug 16, 2023 at 5:34 PM.

II. Approve Board Minutes

A. Board Meeting Minutes

M. Babb made a motion to approve the minutes from Board Meeting on 07-26-23.

G. Rodgers seconded the motion.

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

Roll Call

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

III. Public Comments

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

None at this meeting

B. Parent Advisory Committee

None at this meeting

IV. CSO Report

A. School Update

D. Requena arrived.

A. Griffin presented an executive update:

- Teachers and staff return to school
- Nest - new student orientation, MAP testing

- Raptor refresh planned for 8/19
- School starts on Monday, 8/21

Other details on the slides in the agenda

B. Staffing Update

A. Griffin provided staff updates, details included in slides in agenda.

V. Finance

A. Approve FY 22-23 Actuals

G. Rodgers made a motion to Approval of 2022-23 budget.

M. Babb seconded the motion.

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

Roll Call

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

B. FY 23-24 Budget

B. Mitchell presented that the 2023-24 has been used for Insurance and Salaries.

VI. Governance

A. Vote on Student/Parent and Teacher Handbooks

G. Rodgers presented updates to the handbooks

A. Tobien made a motion to approve the Student and Teacher handbooks.

C. Coia seconded the motion.

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

Roll Call

D. Milne James	Absent
M. Babb	Aye
S. Rivers-Kobler	Absent

Roll Call

J. Corn	Aye
S. Carty Vetere	Aye
C. Coia	Aye
D. Requena	Aye
E. Cunningham	Aye
M. Walden	Abstain
S. Hunter	Absent
G. Rodgers	Aye
A. Tobien	Aye

B. Vote on Board Positions

Board positions for upcoming to school year

G. Rodgers made a motion to approve the Board positions.

A. Tobien seconded the motion.

- Chair - Carolyn Coia
- Vice Chair - Elizabeth Cunningham
- Secretary - Ailette Tobien
- Finance Chair and Treasurer - Mitch Babb
- Governance Chair - Sherry Carty Vetere
- Development Chair - Dina Raquena
- Academic Excellence - Steve Hunter
- CSO Eval - Gary Rodgers

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

Roll Call

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

VII. Other Business Matters

A. If Applicable

None

VIII. Executive Session - Transition and Personnel

A. Updates

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

G. Rodgers seconded the motion.

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

Roll Call

S. Rivers-Kobler Absent

S. Hunter Absent

D. Milne James Absent

G. Rodgers made a motion to exit executive session.

M. Babb seconded the motion.

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

IX. Voting Matters

A. Staffing Contracts - New Hires

A. Tobien made a motion to approve new hire staffing contracts.

G. Rodgers seconded the motion.

- Jakeyia Ellis
- Victoria Howard
- Jade Journingan
- Dez Thompson

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

Roll Call

S. Hunter Absent

A. Tobien Aye

J. Corn Aye

M. Babb Aye

D. Milne James Absent

G. Rodgers Aye

E. Cunningham Aye

C. Coia Aye

S. Rivers-Kobler Absent

S. Carty Vetere Aye

D. Requena Aye

M. Walden Aye

B. Contract Renewal - Personnel

G. Rodgers made a motion to approve A. Griffin contract renewal until the end of the year.

M. Babb seconded the motion.

with the addition of performance milestones by end of the month

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

Roll Call

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

X. Closing Items

A. Adjourn Meeting

G. Rodgers made a motion to conclude the RTHS 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 7:10 PM.

Respectfully Submitted,

A. Tobien

Coversheet

FY 23-24 Budget

Section: V. Finance
Item: A. FY 23-24 Budget
Purpose: Discuss
Submitted by:
Related Material: FY 2023-24 Budget Update 8.31.23 - Working (2).xlsx
FY 2023-24 Budget Update 8.31.23 - Working (2).pdf

Notice

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

FY 2023-24 Budget Update 8.31.23 - Working (2).xlsx

Research Triangle High School		FY 2023-2024 Approved Budget	FY 2023 -2024 Working Budget	Actuals as of 8.31.23	17%	Comments:
ADM		365	360			
State Funding per ADM		6,337.20	6,439.00			\$/ADM DPI said Charters could use for planning purposes
EC ADM		44	44			
State EC Funding per ADM		3,273.72	3,381.25			Added 2% increase
Revenue						
State Funds - Revenue		3,707,262	3,605,840	692,228	19%	
State EC Funds		232,132	236,774	-	0%	
State Funds - NCVPS		(10,306)	(10,306)	-	0%	
State Funds - Fines & Forfeitures		6,700	6,700	-	0%	
State Funds - COVID-19		-	-	-		
State Funds - Other Funds (non-recurring)		-	-	-		
Total State Funding		3,935,788	3,839,008	692,228	18%	
Alamance County Funds	2	1,903	3,882	-	0%	Added 2% increase
Chapel Hill Funds	9	53,537	44,679	-	0%	Added 2% increase
Chatham County Funds	5	33,666	19,077	-	0%	Added 2% increase
Durham County Funds	281	1,216,584	1,303,500	-	0%	July/Aug Payment \$395/ADM - Subject to Change
Franklin County Funds	-	2,167	-	-	0%	Added 2% increase
Granville County Funds	2	6,300	4,284	-	0%	Added 2% increase
Harnett County Funds	1	-	1,800	-		
Cumberland County Funds	1	1,638	1,671	-	0%	Added 2% increase
Orange County Funds	13	61,425	62,654	-	0%	Added 2% increase
Wake County Funds	250	905,772	878,220	-	0%	Added 2% increase
Mecklenburg County Funds	1	-	1,800	-		
Total County Funding	565	2,282,991	2,321,567	-	0%	Adjusted ADM to current breakdown by county
Federal Funds - PRC 060 (EC)		85,433	85,433	-	0%	
Federal Funds - PRC 050		-	-	-		
Federal Funds - PRC 103		6,098	6,098	-	0%	
Federal Funds - PRC 108		-	-	-		
Federal Funds - PRC 118		1,100	1,100	-	0%	
Federal Funds - COVID-19		-	-	-		
Grant Funds SRSA		49,471	49,471	-	0%	
Total Federal Funding		142,102	142,102	-	0%	
Sales & Use Tax Refund		25,000	25,000	-	0%	
Corporate/Board/Private Donations		50,000	50,000	447	1%	
Interest Income		2,000	2,000	342	17%	
Other		-	-	-		
Total Revenue		6,437,881	6,379,677	693,017	11%	
Expenses						
Principal		240,000	240,000	40,000	17%	
Interest		532,425	532,425	80,753	15%	
Bond Costs		8,600	8,600	-	0%	
Repair and Replacement Fund Transfer		85,800	85,800	14,300	17%	
Capitalized Improvements/Purchases		-	-	-		
Building Expenses						
Utilities - elec, water and trash		90,000	90,000	13,818	15%	
Telephone/Communications		4,011	4,011	429	11%	
Maintenance & Repair		52,922	52,922	10,099	19%	
Custodial - Supplies/Materials		24,000	24,000	2,128	9%	
Facility Contracted Services:						
Custodial Services		88,772	88,772	7,398	8%	
Carpet - Tile Cleaning		12,450	12,450	6,226	50%	
HVAC		9,856	9,856	-	0%	
Grounds - Landscaping		12,000	12,000	-	0%	
Total Building Expenses		294,011	294,011	40,096	14%	
Personnel Costs						
Salaries		3,601,678	3,602,518	583,168	16%	Based on Current Staff 9/14 + Dean of Culture
Substitutes		60,000	60,000	-	0%	
Personal Leave		5,400	5,400	-	0%	
Health Insurance - State Plan		369,637	369,637	43,867	12%	
Retirement - State 457 Plan + Match		70,233	70,249	7,138	10%	
Payroll Taxes - 7.65%		275,528	275,593	43,467	16%	
NC Flex Plan Fees		6,000	6,000	635	11%	
SUTA		10,873	10,873	-	0%	
Workers Comp Insurance		14,000	14,000	-	0%	
Bonus		70,000	14,500	-	0%	Changed to include only Signing Bonuses in Contracts
Total Personnel Costs		4,483,349	4,428,770	678,275	15%	
Information Technology						
Technology		40,000	40,000	24,146	60%	
Digital Resources & SW Licenses		43,434	43,434	10,610	24%	
Total Information Technology		83,434	83,434	34,756	42%	

Research Triangle High School	FY 2023-2024 Approved Budget	FY 2023 -2024 Working Budget	Actuals as of 8.31.23	17%	Comments:
Instructional Services					
Staff Development	19,000	19,000	1,175	6%	
Counseling - Staff Dev	1,500	1,500	-	0%	
Travel & Mileage Reimbursement	5,000	5,000	-	0%	
Staff Dev - PD Meals	10,000	10,000	2,285	23%	
Staff Development - EC	2,000	2,000	-	0%	
Educational Programs	29,000	29,000	4,597	16%	
Edu Materials - Science Dept	5,000	5,000	612	12%	
Edu Materials - Languages Dept	3,000	3,000	1,790	60%	
Edu Materials - History Dept	2,000	2,000	1,571	79%	
Edu Materials - Arts Dept	5,000	5,000	(471)	-9%	
Edu Materials - Math Dept	2,000	2,000	219	11%	
Edu Materials - PE Dept	2,000	2,000	60	3%	
Education Materials - EC Dept	2,000	2,000	2,273	114%	
Testing (AP/PSAT)	7,566	7,566	7,566	100%	
Textbooks/Assessment	10,000	10,000	-	0%	
Social Service Fund	500	500	-	0%	
Furniture & Fixtures	5,000	5,000	2,163	43%	
Administrative Expenses	9,000	9,000	3,427	38%	
EC Contracted Services: (\$50,000 FY23)					
Visually Impaired & Orientation	8,500	8,500	-	0%	
Speech-Language Therapy	20,000	20,000	-	0%	
Mental Health Services	10,000	10,000	-	0%	
Web-based IEP Service	3,825	3,825	-	0%	
Occupational Therapy	500	500	-	0%	
Interpreting and Written Translation Service					
Psychoeducational Assessments	6,300	6,300	-	0%	
Total Instructional Services	168,691	168,691	27,267	16%	
Support Services					
Administration Contracted Services:					
Legal & Consulting	50,000	50,000	21,960	44%	
Contracted Financial Services	47,355	47,355	11,393	24%	
LINQ Software Support	4,995	4,995	-	0%	
Contracted HR Services	26,880	26,880	4,480	17%	
Student Information Management Services	20,475	20,475	3,337	16%	
Contracted Printing Services	35,183	35,183	4,586	13%	
Contracted Audit Services	23,300	23,300	10,500	45%	
Schoolmint					
Background Checks	1,000	1,000	32	3%	
General Insurance	38,000	38,000	23,906	63%	
Board of Director Materials	11,500	11,500	11,495	100%	
Fundraising/Development	5,000	5,000	-	0%	
Marketing/Advertising	8,000	8,000	770	10%	
Transportation Contracted Services:					
Daily Bus Services	35,000	35,000	9,140	26%	
Special Event Transportation Services	3,000	3,000	-	0%	
Transportation - Fuel	7,000	7,000	-	0%	
Transportation Maintenance	2,000	2,000	-	0%	
Food Services	22,000	22,000	1,431	7%	
Total Support Services	340,688	340,688	103,030	30%	
Other Expenses					
Athletics	56,650	56,650	4,142	7%	
COVID-19 Expenses					
Counseling/College Dept	5,000	5,000	790	16%	
Graduation	5,000	5,000	-	0%	
Senior Class Events	1,000	1,000	-	0%	
Safety - Off Duty Officer	20,000	20,000	1,575	8%	
Staff Snacks (Joy Room)	10,000	10,000	887	9%	
Sales Tax	25,000	25,000	2,271	9%	
Robotics	9,000	9,000	-	0%	
Transfer to Raptorium	100	100	-	0%	
Total Other Expenses	131,750	131,750	9,665	7%	
Total Expenses	6,368,747	6,314,168	1,028,142	16%	
Surplus	69,134	65,509	(335,125)		
Surplus from Previous Years	2,160,376	2,160,376	2,160,376		
Ending Cash Balance	2,229,510	2,225,885	1,825,251		

Liquidity Requirement Calculation:

Total Expenses	6,314,168
Clubs, PTSO, Boosters Expenses (projected)	450,000
Less: Capitalized Purchases	-

Debt Service Coverage Ratio Calculation:

Surplus (cash basis)	65,509
Net Income - Raptorium	100
Net Income - Clubs, PTSO, E	-

Research Triangle High School	FY 2023-2024 Approved Budget	FY 2023 -2024 Working Budget	Actuals as of 8.31.23	17%	Comments:
Less: Principal Payments	(240,000)		Net Income - US Bank	-	
Less: Repair and Replacement Fund Transfer	(85,800)		Add: Repair and Replacement	85,800	
Total Operating Expenses	6,438,368		Add: Capitalized Items	-	
Divided by 365 days	365		Add: Principal Payments	240,000	
Operating Expense per Day	17,639		Less: Amortization	(11,869)	
Multiplied by 45 days	45		Less: Depreciation	-	
Minimum balance required for unrestricted cash and cash equivalents	793,771		Change in Net Assets	379,540	
Ending Cash Balance	2,225,885		Add: Interest	532,425	
Raptorium Cash	1,290		Add: Amortization	11,869	
Clubs, PTSO, Boosters Cash	126,226		Add: Depreciation	-	
Total Unrestricted Cash and Cash Equivalents	2,353,401		Net Income Available for Debt Service	923,834	
Divided by Operating Expense per Day	17,639		Maximum Annual Debt Service	766,784	
Projected Days Cash on Hand	133		Projected Debt Service Coverage	1.20	
Liquidity Requirement for Days Cash on Hand	45		Excess of DSCR Requirements	3,693	
			Required DSCR in Covenants	1.20	

Coversheet

Non-Title IX Bullying and Harassment Policy

Section: VIII. Governance
Item: B. Non-Title IX Bullying and Harassment Policy
Purpose: Vote
Submitted by:
Related Material:
2023.Non-TitleIX Bullying and Discrimination Reporting and Grievance policy (002).pdf

Non-Title IX Discrimination, Harassment, and Bullying Complaint Process

No student or school employee shall be subjected to bullying or harassing behavior by school employees or students. Bullying or harassing behavior is a pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication, that takes place on school property, at any school-sponsored function, or on a school bus, that places a student or school employee in actual and reasonable fear of harm to their person or damage to their property or creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits.

Bullying or harassing behavior includes, but is not limited to, acts reasonably perceived as being motivated by any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental, or sensory disability.

The School takes seriously all complaints of discrimination, harassment, and bullying. The process provided in this policy is designed for those individuals who believe that they may have been discriminated against unlawfully, bullied, or harassed in violation of the School's Non-Title IX Prohibition Against Discrimination, Harassment, and Bullying Policy. Individuals who have witnessed or have reliable information that another person has been subject to unlawful discrimination, harassment, or bullying also should report such violations in the manner provided in this policy. Reports may be made anonymously. This policy does not apply where an individual seeks to assert allegations regarding or related to the identification, evaluation, educational placement, or free appropriate public education of a student under Section 504 or the IDEA, such allegations may be raised through the procedures governing such matter. This Policy also does not apply to Title IX complaints, behavior falling within Title IX or Title VII complaints. Please refer to the corresponding School's policies for Title IX and VII matters.

A. Reporting by Employees or Other Third Parties

1. Mandatory Reporting by School Employees

Any employee who witnessed or who has reliable information or reason to believe that an individual may have been discriminated against, harassed, or bullied in violation of School Non-Title IX Prohibition Against Discrimination, Harassment, and Bullying Policy must report the offense immediately to an appropriate individual designated in subsection B.1., below. An employee who does not promptly report possible discrimination, harassment, or bullying shall be subject to disciplinary action.

2. Reporting by Other Third Parties

All members of the school community including students, parents, volunteers, and visitors are also strongly encouraged to report any act that may constitute an incident of discrimination, harassment, or bullying.

3. Anonymous Reporting

Reports of discrimination, harassment, or bullying may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

4. Investigation of Reports

Reports of discrimination, harassment, or bullying under this policy will be investigated sufficiently to determine whether further action under this policy or otherwise is necessary, and school officials shall take such action as appropriate under the circumstances. At the option of the alleged victim, the report may be treated as a complaint by the alleged victim under this policy.

B. Complaints Brought by Alleged Victims of Discrimination, Harassment, or Bullying

1. Filing a Complaint

Any individual who believes that he or she has been discriminated against, harassed, or bullied in violation of the School's Non-Title IX Prohibition Against Discrimination, Harassment, and Bullying Policy is strongly encouraged to file a complaint orally or in writing to the following individuals as applicable:

- a. the school counselor, teacher, dean of students, principal or assistant principal of the School for any claim of discrimination, harassment or bullying, including Title VI complaints;
- d. the Title IX coordinator for claims of sex discrimination or sexual harassment;
- c. the Section 504 coordinator or the ADA coordinator for claims of discrimination on the basis of a disability; or
- d. any member of the Board if the alleged perpetrator is the Head of School.

2. Time Period for Filing a Complaint

A complaint should be filed as soon as possible but no later than 30 days after disclosure or discovery of the facts giving rise to the complaint. Complaints submitted after the 30-day period may be investigated at the discretion of school officials and outside the formal process described in Section C of this policy; however, individuals should recognize that delays in reporting may significantly impair the ability of school officials to investigate and respond to such complaints.

3. Informal Resolution

The School acknowledges that many complaints may be addressed informally through such methods as conferences or mediation. The School encourages the use of informal procedures such as mediation to the extent possible; however, mediation or other informal procedures will not be used to resolve complaints alleging sexual assault or sexual violence or complaints by a student of sexual harassment perpetrated by an employee. Informal procedures may be used only if the parties involved voluntarily agree. Any informal process should be completed within a reasonable period of time, not to exceed 30 days unless special circumstances necessitate more time.

C. Process for Addressing Complaints of Alleged Incidents of Discrimination, Harassment, or Bullying

1. Initiating the Investigation

- a. Whoever receives a complaint of discrimination, harassment, or bullying pursuant to subsection B.1. shall immediately notify the Principal, who shall investigate or designate an individual to conduct an investigation and respond to the complaint. An investigator may be a school employee or outside consultant.
- b. As applicable, the investigator shall immediately notify the Title IX , or other relevant coordinator of the complaint, and, as appropriate, may designate the coordinator to conduct the investigation.
- c. The investigator shall explain the process of the investigation to the complainant and the alleged perpetrator.

d. Written documentation of all formal reports and complaints, as well as the school system's response, must be maintained in accordance with the School's Non-Title IX Prohibition Against Discrimination, Harassment, and Bullying Policy.

e. Failure to report, investigate, and/or address claims of discrimination, harassment, or bullying may result in disciplinary action.

2. Conducting the Investigation

a. The investigator is responsible for determining whether the alleged act(s) constitutes a violation of the Non-Title IX Prohibition Against Discrimination, Harassment, and Bullying Policy. In so doing, the investigator shall impartially, promptly, and thoroughly investigate the complaint. The investigator shall interview (1) the complainant; (2) the alleged perpetrator(s); (3) individuals identified as witnesses by the complainant or alleged perpetrator(s); and (4) any other individuals, including other possible victims, deemed likely to have relevant information. The alleged perpetrator shall be notified of the general nature of the allegations. The investigation will include a review of all evidence presented by the complainant or alleged perpetrator.

If the investigator, after receipt of the complaint, an interview with the complainant, and consultation with the board attorney, determines that the allegations submitted, even if factual, do not constitute discrimination, harassment, or bullying as defined in School's Non-Title IX Prohibition Against Discrimination, Harassment, and Bullying Policy, the matter will be treated outside the scope of this policy. Information regarding the investigator's determination and the process for addressing the complaint will be provided to the complainant.

b. The complaint and investigation will be kept confidential to the extent possible. Information may be shared only with individuals who need the information in order to investigate and address the complaint appropriately and those with a legal right to access the information. Any requests by the complainant for further confidentiality will be evaluated within the context of the legal responsibilities of the school system.

c. The investigator shall review the factual information gathered through the investigation to determine whether, based on a preponderance of the evidence, the alleged conduct constitutes discrimination, harassment, or bullying, giving consideration to all factual information, the context in which the alleged incidents occurred, the age, and maturity of the complainant and alleged perpetrator(s), and any other relevant circumstances.

3. Notice to Complainant and Alleged Perpetrator

a. The investigator shall provide written notification to the complainant of the results of the investigation within 15 days of receiving the complaint, unless additional time is necessary to conduct an impartial, thorough investigation. The investigator shall specify whether the complaint was substantiated and, if so, shall also specify:

- 1) reasonable, timely, age-appropriate, corrective action intended to end the discrimination, harassment, or bullying, and prevent it from recurring;
- 2) as needed, reasonable steps to address the effects of the discrimination, harassment, or bullying on the complainant; and
- 3) as needed, reasonable steps to protect the complainant from retaliation as a result of communicating the complaint.

b. Information regarding specific disciplinary action imposed on the alleged perpetrator(s) will not be given to the complainant unless the information relates directly to the complainant (e.g., an order requiring the perpetrator not to have contact with the complainant).

c. If the investigator determines that the complaint was substantiated, in whole or in part, the perpetrator(s) shall be subject to consequences and appropriate remedial action for such bullying and/or harassment, as set forth in School's code of conduct. If the corrective steps involve actions outside the scope of the investigator's authority, the Head of School or designee will be notified so that responsibility for taking the corrective steps may be delegated to the appropriate individual.

d. The alleged perpetrator will be provided with a written summary of the results of the investigation in regard to whether the complaint was substantiated, whether the alleged perpetrator violated relevant law or School policies by his or her actions, and what, if any, disciplinary actions or consequences may be imposed upon the perpetrator in accordance with School policy. The perpetrator may appeal any disciplinary action or consequence in accordance with School policy and law. However, an appeal by the perpetrator of disciplinary action does not preclude school officials from taking appropriate action to address the discrimination, harassment, or bullying.

4. Appeal

a. If the complainant is dissatisfied with the results of the investigation, he or she may appeal the decision to the Head of School. The appeal must be submitted in writing within ten (10) days of receiving the notice of the results of the investigation. The appeal must state with particularity whether the complainant is appealing (1) the investigator's determination of whether the alleged conduct constitutes discrimination, harassment, or bullying in violation of the School's Non-Title IX Prohibition Against Discrimination, Harassment, and Bullying Policy, or (2) the School's response to any violation, including the appropriateness of any remedial measures taken by the school. If the complainant is appealing pursuant to option (2), he or she must state what additional measures the complainant believes should have been taken by the district. The Head of School or designee may review the documents, conduct any further investigation necessary, or take any other steps the Head of School or designee determines to be appropriate in order to respond to the complaint. The Head of School or designee shall provide a written response within 10 days after receiving the appeal, unless further investigation is needed. The Head of School's decision is final and there is no appeal to the Board of Directors.

b. If the alleged perpetrator is the Head of School or the Head of School declines to hear the appeal and refers it to the Board of Directors, the complainant may appeal the decision in writing within ten days of receipt directly to the Board of Directors. The appeal must state with particularity whether the complainant is appealing the Head of School's decision with regard to (1) the investigator's determination of whether the alleged conduct constitutes discrimination, harassment, or bullying in violation of School's Non-Title IX Prohibition Against Discrimination, Harassment, and Bullying Policy, or (2) the School's response to any violation, including the appropriateness of any remedial measures taken by the School. If the complainant is appealing pursuant to option (2), he or she must state what additional measures the complainant believes the School should have taken. Upon receipt of the appeal, the Board Chair shall appoint a panel of not less than two members of the Board to decide the appeal. The panel shall make reasonable efforts to meet and consider the appeal within twenty (20) days after the chairperson refers the grievance to the panel. The panel shall review the complaint on the record unless it determines that additional information may be presented. No new evidence, written or verbal, may be presented without the prior knowledge and consent of both parties. At the Board Panel's discretion, they may hold a hearing and ask each party may make a brief oral presentation of no more than twenty minutes to summarize his or her position. The panel has the authority to ask questions, extend time limits, exclude extraneous or duplicative information, and otherwise maintain an efficient and fair appeal hearing. If a hearing is held, it will be recorded and shall be held in closed session. The Board panel may affirm, reverse or modify the

decision. The Board panel shall use the preponderance of the evidence standard in reaching its decision. The Board panel will provide a final written decision within twenty (20) days after the Board hearing unless the panel determines that additional time is needed for further review. The decision of the Board panel shall be final.

D. Timeliness of Process

If any school official charged with investigating the complaint or reviewing the investigation fails at any step in the process to communicate a decision within the specified time limit, the complainant will be entitled to appeal the complaint to the next step unless the official has notified the complainant of the delay and the reason for the delay. The school official shall make reasonable efforts to keep the complainant apprised of progress being made during any period of delay. Delays that interfere with the exercise of any legal rights are not permitted.

Failure by the complainant at any step in the process to appeal to the next step within the specified time or to attend a scheduled meeting or hearing under this policy will be considered acceptance of the results of the investigation and the School's response to the complaint, unless the complainant provided notice of the delay and the reason for the delay and the district consented in writing to the delay.

E. General Requirements

1. No person shall engage in any act of reprisal or retaliation against a victim, witness, or a person with reliable information about an act of bullying or harassing behavior. Any student who engages in such conduct will be disciplined in accordance with the School's Code of Conduct. Any employee who engages in such conduct will be disciplined up to and including termination. Any parent/guardian who engages in such conduct may be permanently banned from the School's campus and events.
2. Disciplinary or other action may be taken against the complainant or other individual if the person knew or had reason to believe that the complaint or report was false or knowingly provided false information.
3. All meetings and hearings conducted pursuant to this policy will be private.
4. The complainant may be represented by an advocate, such as an attorney, at any meeting with the School under this policy. Should the complainant choose to be represented by an attorney, an attorney for the School may also be present.
5. Nothing in this policy shall prevent the Head of School or Board from suspending the alleged perpetrator without pay during the course of the investigation or taking any other action deemed appropriate.
6. Nothing in this policy prevents the Head of School from taking steps to protect students and/or the school community, as well as providing supportive measures to the complainant or other students.

F. Records

Records will be maintained as required by School's Non-Title IX Prohibition Against Discrimination, Harassment, and Bullying Policy.

Adopted:

Revised: