



Research Triangle High School

Board Meeting

Date and Time

Wednesday October 18, 2023 at 5:30 PM EDT

Location

The October monthly meeting of the Research Triangle High School (RTHS) Board of Directors is accessible remotely.

Join Zoom Meeting

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

Meeting ID: 935 6646 0638

One tap mobile

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Agenda

| | Purpose | Presenter | Time |
|-------------------------------------|---------|----------------------|----------------|
| I. Opening Items | | | 5:30 PM |
| A. Record Attendance | Vote | Ailette Tobien | 2 m |
| B. Call the Meeting to Order | | Elizabeth Cunningham | 1 m |

| | Purpose | Presenter | Time |
|--|-----------------|---------------------------------|----------------|
| II. Approve Board Minutes | | | 5:33 PM |
| A. Board Meeting Minutes | Approve Minutes | Ailette Tobien | 2 m |
| Approve minutes from the September 20, 2023 Board meeting and the October 13, 2023 Board retreat | | | |
| Approve minutes for Board Meeting on September 20, 2023 | | | |
| B. Approve Board Retreat Minutes | Approve Minutes | Ailette Tobien | 2 m |
| Approve minutes for Annual Board Retreat on October 13, 2023 | | | |
| III. Public Comments | | | 5:37 PM |
| A. Open to all community members (students, family members, faculty and staff, community members, and others) | FYI | Elizabeth Cunningham | 10 m |
| <i>Welcome and thank you to everyone attending tonight's meeting. If you submitted a request to make a comment, please limit your remarks to no more than 3 minutes.</i> | | | |
| <i>Written Comment:</i> | | | |
| A leader of the Student Transition Team shared a letter describing his work and experience with the transition process. | | | |
| IV. Chief School Officer Report | | | 5:47 PM |
| A. Executive Overview | Discuss | Akiba Griffin | 10 m |
| Interim Principal Akiba Griffin will highlight key events and activities at RTHS and provide an update on personnel changes. | | | |
| V. Finance | | | 5:57 PM |
| A. Updates on the FY 2023-24 Budget and Personnel Policy Proposal | Vote | Mitch Babb and Brandon Mitchell | 15 m |

| | Purpose | Presenter | Time |
|--|---------|-----------|------|
|--|---------|-----------|------|

Committee Chair Mitch Babb and RTHS Director of Operations Brandon Mitchell will provide an update on the 2023-24 budget and recommend an extension of the RTHS Paid Parental Leave policy.

| | | | |
|------------|----------------------------|--|----------------|
| VI. | Academic Excellence | | 6:12 PM |
|------------|----------------------------|--|----------------|

| | | | | |
|-----------|-------------------------------|---------|---------------|-----|
| A. | Committee Actions and Updates | Discuss | Steven Hunter | 5 m |
|-----------|-------------------------------|---------|---------------|-----|

Committee Chair Steven Hunter will provide an update on the work of the Academic Excellence Committee.

| | | | |
|-------------|--------------------|--|----------------|
| VII. | Development | | 6:17 PM |
|-------------|--------------------|--|----------------|

| | | | | |
|-----------|------------------|-----|--------------|-----|
| A. | Committee Update | FYI | Dina Requena | 5 m |
|-----------|------------------|-----|--------------|-----|

Committee Chair Dina Requena will provide an update on planning for the work of the committee.

| | | | |
|--------------|-------------------------------|--|----------------|
| VIII. | Other Business Matters | | 6:22 PM |
|--------------|-------------------------------|--|----------------|

| | | | | |
|-----------|-----------|---------|-------------------------|-----|
| A. | As needed | Discuss | Elizabeth Cunningham | 5 m |
|-----------|-----------|---------|-------------------------|-----|

Additional matters may be proposed for consideration by Board members.

| | | | |
|------------|----------------------|--|----------------|
| IX. | Closing Items | | 6:27 PM |
|------------|----------------------|--|----------------|

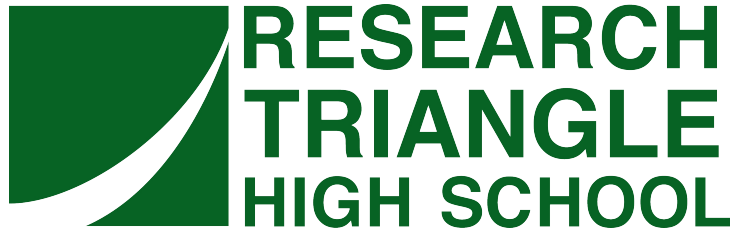
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|-----------|-----------------|------|-------------------------|-----|
| A. | Adjourn Meeting | Vote | Elizabeth Cunningham | 1 m |
|-----------|-----------------|------|-------------------------|-----|

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 September 20, 2023

APPROVED



Research Triangle High School

Minutes

Board Meeting

Date and Time

Wednesday September 20, 2023 at 5:30 PM

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

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- +1 689 278 1000 US
- +1 929 436 2866 US (New York)
- +1 301 715 8592 US (Washington DC)
- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 360 209 5623 US
- +1 386 347 5053 US
- +1 507 473 4847 US
- +1 564 217 2000 US
- +1 646 931 3860 US

Meeting ID: 935 6646 0638

Find your local number: <https://rthighschool.zoom.us/j/93566460638>

Directors Present

A. Tobien (remote), C. Coia (remote), E. Cunningham (remote), G. Rodgers, J. Corn (remote), M. Babb (remote), M. Walden (remote), S. Hunter (remote)

Directors Absent

D. Requena, S. Rivers-Kobler

Guests Present

A. Griffin, Angelina Soulasinh (remote), B. Mitchell (remote), C. Klein-Gloria (remote), Christina Valente (remote), Claudine Kinnaird (remote), Diane Dalton (remote), Jennifer Stancil (remote), Mark Stevenson (remote), Robin McCain (remote), Sarah Anderle (remote), Shannon Maaske (remote), Stacey Kaufman (remote), Toni Patterson (remote), Vonetta Urquhart (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 Sep 20, 2023 at 5:33 PM.

II. Approve Board Minutes

A. Board Meeting Minutes

M. Babb made a motion to approve the minutes from Board Meeting on 08-16-23.

M. Walden seconded the motion.

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

Roll Call

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

III. Public Comments

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

M.Stevenson provided comments for parent concerns and urgency of action

IV. CSO Report

A. School Update

A.Griffin provided school update, details on document attached.

B. Staffing Update

A.Griffin provided school staffing update, details on document attached.

V. Finance

A. FY 23-24 Budget

B.Mitchell provided presentation related to budget and school funding.

- ADM -Average daily membership & fist 20 days of school
- Freezing non-filled positions except for Dean of Culture

He also provided an update to the school budget.

- Service to Coverage Ratio is 1.20, as required

VI. Academic Excellence

A. Updates

S. Hunter provided an update on the academic excellence, the details are on document attached.

VII. Development

A. Updates

No updates from Development Committee.

VIII. Governance

A. Vote Governance Chair

C. Coia made a motion to approve Gary Rodgers as Governance Chair.

M. Babb seconded the motion.

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

Roll Call

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

B. Non-Title IX Bullying and Harassment Policy

C. Coia made a motion to approve Non-Title IX Bullying and Harassment Policy.

M. Babb seconded the motion.

- New state policy on bullying and non-discrimination
- It covers more categories
- Reviewed by legal
- Will be added to the Employee Handbook and likely also to the Student _ Parent Handbook

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

Roll Call

| | |
|------------------|--------|
| J. Corn | Aye |
| S. Rivers-Kobler | Absent |
| C. Coia | Aye |
| E. Cunningham | Aye |
| G. Rodgers | Aye |
| D. Requena | Absent |
| A. Tobien | Aye |
| M. Babb | Aye |

Roll Call

S. Hunter Aye
M. Walden Absent

C. Governance Update

- Reminder to do and post Committee minutes on BOT

- Board Retreat - best date from survey = 13Oct23 Morning, 9am -1pm, at RTP
Frontier Building 600

IX. Parent & Caregiver Task Force

A. Presentation

J.Stacil and S.Maaske provided a update on parent task force for RTHS over the 2023 summer, details in presentation document.

- School Improvement Plan
- Communication key

Leverage Parent Resources: like fundraising, grant writing, marketing.
List of such resources and google drive to be shared.

X. Other Business Matters

A. If Applicable

New Creation of a Charter School Review by State - governance oversight changes, what is the impact to RTHS
Office of Charter School getting a new Deputy Director

XI. Closing Items

A. Adjourn Meeting

G. Rodgers made a motion to adjourn the board 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 7:08 PM.

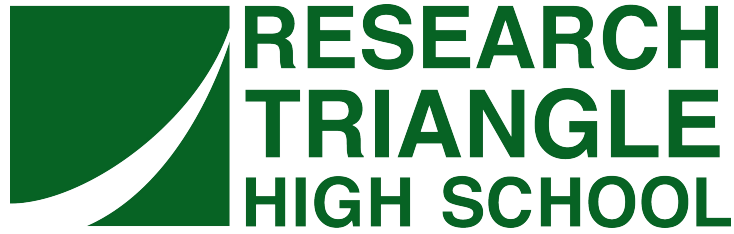
Respectfully Submitted,
A. Tobien

Coversheet

Approve Board Retreat Minutes

Section: II. Approve Board Minutes
Item: B. Approve Board Retreat Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Annual Board Retreat on October 13, 2023

APPROVED



Research Triangle High School

Minutes

Annual Board Retreat

Date and Time

Friday October 13, 2023 at 9:00 AM

Location

600 Park Offices Dr, Durham, NC 27709

As you enter the building lobby area, go left down the long hallway and the conference room will be at the end of the hall on the left

-
- What's worked, what hasn't
 - Key challenges
 - Goals – 1 year and longer

Directors Present

A. Tobien, C. Coia, D. Requena, E. Cunningham, G. Rodgers, J. Corn, M. Babb, M. Walden, S. Hunter

Directors Absent

S. Rivers-Kobler

Directors who arrived after the meeting opened

D. Requena, M. Walden

Guests Present

A. Griffin, Bryan Setser

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

C. Coia called a meeting of the board of directors of Research Triangle High School to order on Friday Oct 13, 2023 at 9:07 AM.

II. Public Comment (If Needed)

A. Comment (as needed)

None

D. Requena arrived.

M. Walden arrived.

III. Executive Session

A. Personnel Discussions

E. Cunningham made a motion to go into executive session due to personnel matters.

A. Tobien seconded the motion.

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

A. Tobien made a motion to exit executive session.

S. Hunter seconded the motion.

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

IV. Personnel Contract Approvals

A. Approval of Latest Personnel Contracts

G. Rodgers made a motion to approve of latest personnel contracts.

M. Babb seconded the motion.

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

Roll Call

S. Hunter Aye

S. Rivers-Kobler Absent

E. Cunningham Aye

A. Tobien Aye

M. Babb Aye

M. Walden Abstain

G. Rodgers Aye

C. Coia Aye

Roll Call

J. Corn Aye
D. Requena Aye

V. Transition Update

A. School leadership support/evaluation and searches

A. Griffin provided an update on school staff and budget.

B. School Improvement Plan

Bryan Setser from Setser Group presented on School Improvement Plan (SIP):

- in NC for charter schools is encouraged not mandatory
- SIT (school improvement team) - can provide the work summary come to the board committee and the board for oversight
- PTO = PTSO for RTHS

Board reviewed the draft of SIP and SIT (school improvement team) documents

C. State budget and 2023 legislation update

State Budget:

- State budget was made law midnight Oct 3rd.
- Still awaiting final budget increases from the state.

Legislative Update - Additional state guidance

- SB 49 Parents' Bill of Rights (more guidance to come)
- HB 574 Fairness in Women's Sports Act (more guidance to come)
- HB 219 Charter School Omnibus
- HB 618 Charter School Review Board
- Parental leave policy (for Board approval on 18Oct23)

D. Parent & Caregiver Task Force Recommendations Response

Board appreciated the report from Parent Task Force. The Parent Task Force 5 key recommendations were reviewed at board retreat:

- Waiting for other task group to present
- Inclusion statement - waiting for other task groups to present
- Dean of culture - position hired

- Clubs - recommendations may go to the SIT
- Marketing and Communication position - at this point there is no budget for this position. This recommendation may go to the SIT for discussion.

E. CSO Support and Evaluation

The Board discussed:

- Interim evaluation from school staff on leadership and culture target to send out next week
- Additional support to school administration

VI. Committee Updates

A. Governance Update

G. Rodgers provided an update on governance for:

- bylaws updates
- board member membership, terms and recruitment
- open meeting and closed session reminders

B. Academic Excellence Update

S. Hunter presented an update on the academic excellence committee.

Goals

- Alignment of Academics Excellence with Setser Group 5 Key Priorities
- Ensure Equal Opportunity for All Students
- Expand AP Courses
- Determine Consistent Set of Data Sources and Metrics

External RTHS Data Available:

- 2022 School Report Card
- 2022 Recovery Dashboard
- 2022 Teacher Working Conditions Survey
- 2023 School Level Accountability Dashboard
- 2023 School Level Cohort Graduation Dashboard
- Niche rankings are based on analysis of data and reviews (A recent ranking example)

C. Finance Update

M. Babb presented on the finance committee.

- 2023-24 School year ADM 562

- Adjusted budget for reduced revenues
- DSCR = 1.20, as required for Bond

Finance Committee Annual Goals:

- Bi-Monthly Financial Learning Sessions
- Annual Budget
- Interest Earning Account
- On-boarding

D. Development Update

D. Requena provided an update on development committee.

- Re-start the development committee
- Trust is key for a culture of giving
- Development committee should recruit new members from all communities at RTHS
- Centralized fundraising mechanism
- Revisit James Gray proposal

VII. Work Session

A. Develop Unified Set of Actions

Main board goals focus for the school year:

- SIP
- School leadership
- DEIB assessment response and progress
- School financials
- Re-engage on development committee

B. Review Action Item List

Gary - Mid-Oct evaluation

Carolyn - Next level Review of SIP

VIII. Closing Items

A. Adjourn Meeting

M. Walden made a motion to adjourn the retreat 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 1:34 PM.

Respectfully Submitted,
A. Tobien

Coversheet

Open to all community members (students, family members, faculty and staff, community members, and others)

Section: III. Public Comments

Item: A. Open to all community members (students, family members, faculty and staff, community members, and others)

Purpose: FYI

Submitted by:

Related Material:

Student Transition Team Leader Perspective, Arjun Fadnavis, 10-18-2023.pdf

The Setser Group's interaction with the Students Arjun Fadnavis

I am disappointed with the Setser Group's interaction with the Student Transition team for two reasons. The first reason is the lack of communication on their part after summer break, as well as the clear favoritism.

First, during summer break, the Setser group was consistently on top of communication. They would tell the student leaders what we needed to discuss, and would help lead the meetings. After the start of the school year, there was only one email thread that they initiated. That thread was in regards to a meeting that was canceled, and never rescheduled. All other communication was initiated by the students. As a result, we have had numerous meetings with no input from the Group, and only one meeting with a representative from the Group.

We also got no update on how the feedback we provided was being implemented. For example, the students had raised numerous DEI concerns with the Group, and they had promised to resolve it through DEI training during the teacher work weeks. We got no update on how the training was going, whether it was effective, and what the future of the training would look like.

Secondly, there was a clear favoritism displayed by the Setser Group. One example is how he talked with the Student Leaders. When we decided on Student Leaders, it was going to be Archer, Lorelei, Elsa, and me. For the first few emails, he included all of us, but then started to drop Archer, and Lorelei, until only Elsa and I were receiving emails regarding transition team leadership. Another example is when the Dean of Culture(DOC) Interviews were going on, Archer, Elsa, Aiden, and I signed up to be student representatives. For the first round, we were all included in the interview process. With the more recent round though, neither me, nor Archer were included in the communication, with no reason being provided.

The Setser group was making a positive impact on the school during Summer Break. After break, the selective/lack of communication significantly decreased the Group's effectiveness, and the Student Transition Team was basically flying solo.

Coversheet

Executive Overview

Section: IV. Chief School Officer Report
Item: A. Executive Overview
Purpose: Discuss
Submitted by:
Related Material: CSO Executive Overview, Board Slides 10-18-2023.pdf

RTHS Executive Overview

October 18, 2023



Highlights

- First Food Truck Rodeo
- Early Decision College Applications
- Hispanic Heritage Month Celebrations
- King Lear Performances
- Pink Out-Students vs. Staff Volleyball Game
- Homecoming Game – Rescheduled for October 25th



Personnel Updates

Positions Filled / Staff Transitions

- Dez Thompson, Dean of Culture
- Alex Drake, Chief Operations Officer

Vacancies

- Student Support Interventionist
- Instructional Coach
- College Advisor



Coversheet

Updates on the FY 2023-24 Budget and Personnel Policy Proposal

Section: V. Finance
Item: A. Updates on the FY 2023-24 Budget and Personnel Policy Proposal
Purpose: Vote
Submitted by:
Related Material: FY 2023-24 Budget Update 9.30.23.pdf
FMLA.2023.lgs.pdf
RTHS Finance Committee Report Slides, v2, 10-18-23.pdf

| Research Triangle High School | | FY 2023-2024 Approved Budget | FY 2023-2024 Working Budget | Actuals as of 9.30.23 | 25% | Comments: |
|---|------------|---------------------------------|--------------------------------|--------------------------|------------|--|
| ADM | | 383 | 302 | | | Updated to ADM on PMR 1 report |
| State Funding per ADM | | 0,537.20 | 0,439.00 | | | \$/ADM DPI said Charters could use for planning purposes |
| EC ADM | | 44 | 44 | | | |
| State EC Funding per ADM | | 3,273.72 | 3,381.23 | | | |
| Revenue | | | | | | |
| State Funds - Revenue | | 3,707,262 | 3,618,718 | 1,065,344 | 29% | |
| 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 | 3,851,886 | 1,065,344 | 28% | |
| Alamance County Funds | 1 | 1,903 | 1,941 | - | 0% | |
| Chapel Hill Funds | 9 | 53,537 | 44,679 | - | 0% | |
| Chatham County Funds | 5 | 33,666 | 19,077 | - | 0% | |
| Durham County Funds | 281 | 1,216,584 | 1,303,500 | 331,800 | 25% | |
| Franklin County Funds | - | 2,167 | - | - | | |
| Granville County Funds | 2 | 6,300 | 4,284 | - | 0% | |
| Harnett County Funds | 1 | - | 1,800 | - | 0% | |
| Cumberland County Funds | 1 | 1,638 | 1,671 | - | 0% | |
| Orange County Funds | 13 | 61,425 | 62,654 | - | 0% | |
| Wake County Funds | 252 | 905,772 | 885,246 | 345 | 0% | |
| Mecklenburg County Funds | | - | - | - | | |
| Total County Funding | 565 | 2,282,991 | 2,324,851 | 332,145 | 14% | 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 | 2,273 | 2,273 | 100% | |
| Federal Funds - COVID-19 | | - | - | - | | |
| Grant Funds SRSA | | 49,471 | 49,471 | - | 0% | |
| Total Federal Funding | | 142,102 | 143,275 | 2,273 | 2% | |
| Sales & Use Tax Refund | | 25,000 | 25,000 | - | 0% | |
| Corporate/Board/Private Donations | | 50,000 | 50,000 | 2,569 | 5% | |
| Interest Income | | 2,000 | 2,000 | 510 | 25% | |
| Other | | - | - | 1,020 | | |
| Total Revenue | | 6,437,881 | 6,397,013 | 1,403,861 | 22% | |
| Expenses | | | | | | |
| Principal | | 240,000 | 240,000 | 60,000 | 25% | |
| Interest | | 532,425 | 532,425 | 124,702 | 23% | |
| Bond Costs | | 8,600 | 8,600 | - | 0% | |
| Repair and Replacement Fund Transfer | | 85,800 | 85,800 | 21,450 | 25% | |
| Capitalized Improvements/Purchases | | - | - | - | | |
| Building Expenses | | | | | | |
| Utilities - elec, water and trash | | 90,000 | 90,000 | 21,640 | 24% | |
| Telephone/Communications | | 4,011 | 4,011 | 644 | 16% | |
| Maintenance & Repair | | 52,922 | 52,922 | 17,293 | 33% | |
| Custodial - Supplies/Materials | | 24,000 | 24,000 | 4,606 | 19% | |
| Facility Contracted Services: | | | | | | |
| Custodial Services | | 88,772 | 88,772 | 14,795 | 17% | |
| Carpet - Tile Cleaning | | 12,450 | 12,450 | 6,226 | 50% | |
| HVAC | | 9,856 | 9,856 | - | 0% | |
| Grounds - Landscaping | | 12,000 | 12,000 | 2,060 | 17% | |
| Total Building Expenses | | 294,011 | 294,011 | 67,264 | 23% | |
| Personnel Costs | | | | | | |
| Salaries | | 3,601,678 | 3,602,518 | 883,811 | 25% | Based on Current Staff 9/14 + Dean of Culture |
| Substitutes | | 60,000 | 60,000 | 11,675 | 19% | |
| Personal Leave | | 5,400 | 5,400 | - | 0% | |
| Health Insurance - State Plan | | 369,637 | 369,637 | 75,443 | 20% | |
| Retirement - State 457 Plan + Match | | 70,233 | 70,249 | 11,729 | 17% | |
| Payroll Taxes - 7.65% | | 275,528 | 275,593 | 66,769 | 24% | |
| NC Flex Plan Fees | | 6,000 | 6,000 | 924 | 15% | |
| SUTA | | 10,873 | 10,873 | - | 0% | |
| Workers Comp Insurance | | 14,000 | 14,000 | - | 0% | |
| Bonus | | 70,000 | 14,500 | - | 0% | |
| Total Personnel Costs | | 4,483,349 | 4,428,770 | 1,050,351 | 24% | |
| Information Technology | | | | | | |
| Technology | | 40,000 | 40,000 | 35,726 | 89% | |
| Digital Resources & SW Licenses | | 43,434 | 43,434 | 12,722 | 29% | |
| Total Information Technology | | 83,434 | 83,434 | 48,448 | 58% | |

| Research Triangle High School | | FY 2023-2024 Approved Budget | FY 2023-2024 Working Budget | Actuals as of 9.30.23 | 25% | Comments: |
|--|--|---------------------------------|--------------------------------|--------------------------|------------|-------------------|
| Instructional Services | | | | | | |
| Staff Development | | 19,000 | 19,000 | 1,833 | 10% | |
| Counseling - Staff Dev | | 1,500 | 1,500 | - | 0% | |
| Travel & Mileage Reimbursement | | 5,000 | 5,000 | - | 0% | |
| Staff Dev - PD Meals | | 10,000 | 10,000 | 2,873 | 29% | |
| Staff Development - EC | | 2,000 | 2,000 | - | 0% | |
| Educational Programs | | 29,000 | 29,000 | 6,670 | 23% | |
| Edu Materials - Science Dept | | 5,000 | 5,000 | 1,968 | 39% | |
| Edu Materials - Languages Dept | | 3,000 | 3,000 | 5,211 | 174% | |
| Edu Materials - History Dept | | 2,000 | 2,000 | 4,714 | 236% | |
| Edu Materials - Arts Dept | | 5,000 | 5,000 | 1,964 | 39% | |
| Edu Materials - Math Dept | | 2,000 | 2,000 | 619 | 31% | |
| Edu Materials - PE Dept | | 2,000 | 2,000 | 6,018 | 301% | |
| Education Materials - EC Dept | | 2,000 | 2,000 | 2,277 | 114% | |
| Testing (AP/PSAT) | | 7,566 | 7,566 | 5,087 | 67% | |
| Textbooks/Assessment | | 10,000 | 10,000 | 909 | 9% | |
| Social Service Fund | | 500 | 500 | - | 0% | |
| Furniture & Fixtures | | 5,000 | 5,000 | 2,435 | 49% | |
| Administrative Expenses | | 9,000 | 9,000 | 6,016 | 67% | |
| EC Contracted Services: (\$50,000 FY23) | | | | | | |
| Visually Impaired & Orientation | | 8,500 | 8,500 | 110 | 1% | |
| Speech-Language Therapy | | 20,000 | 20,000 | 1,044 | 5% | |
| 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 | 5,700 | 90% | |
| Total Instructional Services | | 168,691 | 168,691 | 55,448 | 33% | |
| Support Services | | | | | | |
| Administration Contracted Services: | | | | | | |
| Legal & Consulting | | 50,000 | 50,000 | 21,960 | 44% | |
| Contracted Financial Services | | 47,355 | 47,355 | 13,714 | 29% | |
| LINQ Software Support | | 4,995 | 5,495 | 5,495 | 100% | Updated to actual |
| Contracted HR Services | | 26,880 | 26,880 | 6,770 | 25% | |
| Student Information Management Services | | 20,475 | 20,475 | 5,005 | 24% | |
| Contracted Printing Services | | 35,183 | 35,183 | 6,729 | 19% | |
| Contracted Audit Services | | 23,300 | 23,300 | 10,500 | 45% | |
| Schoolmint | | - | - | - | - | |
| Background Checks | | 1,000 | 1,000 | 984 | 98% | |
| 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 | 1,844 | 23% | |
| 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 | 479 | 7% | |
| Transportation Maintenance | | 2,000 | 2,000 | 253 | 13% | |
| Food Services | | 22,000 | 22,000 | 3,556 | 16% | |
| Total Support Services | | 340,688 | 341,187 | 121,829 | 36% | |
| Other Expenses | | | | | | |
| Athletics | | 56,650 | 56,650 | 7,511 | 13% | |
| COVID-19 Expenses | | - | - | - | - | |
| Counseling/College Dept | | 5,000 | 5,000 | 865 | 17% | |
| Graduation | | 5,000 | 5,000 | 13 | 0% | |
| Senior Class Events | | 1,000 | 1,000 | - | 0% | |
| Safety - Off Duty Officer | | 20,000 | 20,000 | 6,863 | 34% | |
| Staff Snacks (Joy Room) | | 10,000 | 10,000 | 1,450 | 14% | |
| Sales Tax | | 25,000 | 25,000 | 5,189 | 21% | |
| Robotics | | 9,000 | 9,000 | - | 0% | |
| Transfer to Raptorium | | 100 | 100 | - | 0% | |
| Total Other Expenses | | 131,750 | 131,750 | 21,891 | 17% | |
| Total Expenses | | 6,368,747 | 6,314,668 | 1,571,383 | 25% | |
| Surplus | | 69,134 | 82,345 | (167,522) | | |
| Surplus from Previous Years | | 2,160,376 | 2,160,376 | 2,160,376 | | |
| Ending Cash Balance | | 2,229,510 | 2,242,721 | 1,992,854 | | |

Liquidity Requirement Calculation:

| | |
|--|-----------|
| Total Expenses | 6,314,668 |
| Clubs, PTSO, Boosters Expenses (projected) | 450,000 |
| Less: Capitalized Purchases | - |

Debt Service Coverage Ratio Calculation:

| | |
|------------------------------|--------|
| Surplus (cash basis) | 82,345 |
| Net Income - Raptorium | 100 |
| Net Income - Clubs, PTSO, Bo | - |

| Research Triangle High School | FY 2023-2024 Approved Budget | FY 2023-2024 Working Budget | Actuals as of 9.30.23 | 25% | 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 | 6,438,868 | | Add: Capitalized Items | - | |
| Divided by 365 days | 365 | | Add: Principal Payments | 240,000 | |
| Operating Expense per Day | 17,641 | | Less: Amortization | (11,869) | |
| Multiplied by 45 days | 45 | | Less: Depreciation | - | |
| Minimum balance required for unrestricted cash and cash equivalents | 793,833 | | Change in Net Assets | 396,376 | |
| Ending Cash Balance | 2,242,721 | | 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 | 2,370,237 | | Net Income Available for Det | 940,670 | |
| Divided by Operating Expense per Day | 17,641 | | Maximum Annual Debt Service | 766,784 | |
| Projected Days Cash on Hand | 134 | | Projected Debt Service Cover | 1.23 | |
| Liquidity Requirement for Days Cash on Hand | 45 | | Excess of DSCR Requirement | 20,530 | |
| | | | Required DSCR in Covenants | 1.20 | |

Family Medical Leave Act (FMLA)

Research Triangle High School complies with all applicable provisions of the Family and Medical Leave Act (FMLA) and it is the intent of this and any other School policy to comply with such law. In accordance with the FMLA, Research Triangle High School provides eligible employees up to twelve weeks of leave for family and medical reasons.

Guidelines

Eligibility

Employees are eligible to take up to 12 weeks of family/medical leave within a 12- month period and be restored to the same or an equivalent position upon their return from leave provided they:

- a) have worked for Research Triangle for at least 12 months, and for at least 1250 hours in the last 12 months; and
- b) are employed at a worksite that has 50 or more employees within a 75-mile radius. 12-month period measured backward from the date an employee uses any FMLA leave.

Under the “rolling” 12-month period, each time an employee takes FMLA leave, the remaining leave entitlement would be the balance of the 12 weeks which has not been used during the immediately preceding 12 months.

Reasons for Leave

Eligible employees may take family/medical leave for any of the following reasons:

- a) the birth of a son or daughter and in order to care for such son or daughter;
- b) the placement of a son or daughter with the employee for adoption or foster care;
- c) to care for a spouse, son, daughter, or parent with a serious health condition;
- d) because of their own serious health condition which renders the employee unable to perform the essential functions of the position,
- e) In accordance with the National Defense Authorization Act, eligible employees may take up to 12 weeks family medical leave for a qualifying exigency related to a covered service member on active duty or who has been notified of an impending call or order to active duty. Covered family members include spouse, parent, and child. Or an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of **26 work weeks** for military related medical treatment to care for the service member.

Under the caregiver leave the twelve-month period will be calculated rolling forward from the first day of leave. Leave because of reasons "a" or "b" must be completed within the 12-month period beginning on the date of birth or placement.

Notice of Leave

If the need for family/medical leave is foreseeable, the employee must give the Chief School Officer and ALT HR at least 30 days prior written notice. If this is not possible, the employee must at least give notice as soon as is practicable (within 1 to 2 business days of learning of their need for leave). Failure to provide such notice may be grounds for delay of leave. Where the need for leave is not foreseeable, the employee is expected to notify the School within 1 to 2 business days of learning of their need for leave, except in extraordinary circumstances. Family Medical Leave forms are

available from ALT HR, the Chief School Officer or the Chief School Officer's designee. These forms must be used when employees request leave.

Medical Certification

If employees are requesting leave because of their own or a covered relation's serious health condition, the employee and the relevant health care provider must supply appropriate medical certification. The School has the right to request second or third medical opinions, at its expense. Medical Certification Forms are available from ALT HR, the Chief School Officer or the Director's designee. When an employee requests leave, the School will notify them of the requirement for medical certification and when it is due (at least 15 calendar days after the employee requests leave). Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided. The School may require subsequent medical recertification on a reasonable basis.

Partially Paid Medical Leave

Medical leave under (c), (d) and (e) is a paid leave for only the first six weeks of the leave. Once paid leave is exhausted, the employee must use PTO/vacation/sick time or may be eligible for short or long-term disability payments and/or workers' compensation benefits under those insurance/benefit plans. Paid and unpaid leave run concurrently and the substitution of paid leave time for unpaid leave time does not extend the 12-week leave period.

Partially Paid Parental Leave

Parental leave under (a) and (b) is partially paid leave. For employees that give birth, they will receive eight (8) weeks of paid maternity leave. For employees that do not give birth, they will receive eight (8) weeks of paid parental leave. Once paid leave is exhausted, the employee must use PTO/vacation/sick time or may be eligible for short or long-term disability payments under those insurance/benefit plans. Paid and unpaid leave run concurrently and the substitution of paid leave time for unpaid leave time does not extend the 12-week leave period. Partially Paid Parental Leave must be completed within the 12-month period beginning on the date of birth or placement.

Medical and Other Benefits

During an approved family/medical leave, RTHS will maintain the employee's health benefits, as if they had continued to be actively employed. If paid leave is substituted for unpaid family/medical leave, Research Triangle High School will deduct the employee's portion of the health plan premium as a regular payroll deduction. If the employee's leave is unpaid, the employee must pay their portion of the premium by the 1st of the month directly to the school. The employee's health care coverage will cease if the premium payment is more than 30 days late. An employee that is out on FMLA will continue to receive all of their other benefits while they are out on FMLA leave.

Intermittent and Reduced Schedule Leave

Intermittent or reduced schedule leave may be taken when a serious health condition, either the employee's or that of a child, spouse, or parent or covered service member, or for qualifying exigencies, makes this schedule necessary. When medically necessary, an employee may take "intermittent" leave (two or more separate leave periods) or "reduced" leave (where an employee continues to work, but for fewer hours per day or per week). In such cases, the total number of hours or days of leave by the employee is limited to the equivalent of twelve (12) workweeks. RTHS

may transfer the employee temporarily to an available alternative position if that position better accommodates recurring periods of leave. Employees must make reasonable efforts to schedule intermittent absences for planned medical treatment so as not to unduly disrupt RTHS's operations. RTHS may make deduction from an exempt employee's salary for any hours/time taken as intermittent or reduced FMLA leave within a pay period without affecting the employee's exempt status.

Reporting While on Leave.

If an employee takes FMLA leave because of their own serious health condition or to care for a covered relation, the employee must contact ALT HR with updates regarding the status of the condition, and their intent to return to work.

Returning from Leave

A certification from a health care provider may be required at the conclusion of any leave for the employee's own serious health condition that the employee is able to resume his or her duties.

At the conclusion of leave covered by FMLA, employees will be reinstated to their former or an equivalent position with the same rights, benefits, pay, and other terms and conditions of employment to the extent that they would be entitled to such continued employment without the FMLA leave. Benefits established on an accrual basis such as PTO will not accrue during unpaid FMLA leave. Benefits, which accrued prior to the leave, however, will not be lost.

RTHS reserves the right to deny leave reinstatement to key employees, defined as salaried employees among the highest-paid 10 percent of all RTHS employees, where such denial is necessary to prevent substantial and grievous injury to the organization's operation. These employees will be notified of this decision as soon as it is determined such injury would occur, and will be given a reasonable opportunity to choose to return to work at that point. In the event the employee decides not to return to work when there is no guarantee of the same or equivalent position, s/he may remain on leave for the balance of the FMLA period and then may be terminated.

RTHS reserves the right to update and amend this policy consistent with state and federal law at any time. This policy should be construed to comply with the most current FMLA rules, regulations and statutes in effect.

Other Leave Required by Law

The School provides employees with any other leave as required by state or federal law, including leave to exercise voting privileges, attend school conferences, or for jury duty.

Jury Duty

Research Triangle High School encourages employees to accept and fulfill their civic duty in their community. Employees should notify the principal upon receiving a notice of jury duty so that staffing provisions can be made. Employee should provide a copy of the summons to the principal. Employees are encouraged to try to reschedule jury duty for months when school is not in session. Court leave for jury duty shall be granted to an eligible employee for absence during the employee's regularly scheduled hours including regularly scheduled overtime, to perform jury duty. An eligible

employee who is under proper summons from a court to serve on a jury shall be granted court leave for the entire period of such service. The period of court leave extends from the date on which the employee is required to report to the court until the time they are discharged by the court. The employee must return to work for any reasonable time the court is closed during normal work hours. No adverse employment action will be taken against employees or applicants due to their service as a juror in state or federal courts. The School will pay the employee's regular salary for a maximum of 5 days of jury duty.

Military Leave

RTHS employees who serve in the National Guard or the Reserves will be granted flexibility to drill on the weekends. When mobilized on active duty with the military, they are afforded all rights and privileges pursuant to USERRA 38 USC 4301-4335, The Uniformed Services Employment and Reemployment Rights Act of 1994. The employee will be given credit for the period of military service towards their employment with the school.

Witness Duty

An employee may be required by law to appear in court as a witness. The employee may be allowed to take unpaid time off for this purpose, but is expected to give RTHS reasonable advance notice of the absence and to provide evidence of the required appearance. Witness duty leave is available to all employees.

Parental School Leave

In accordance with the North Carolina Parental Leave Law, the School will grant up to four (4) hours of unpaid leave per year to any employee who is a parent, guardian, or person standing in loco parentis of any school age child so that the employee may attend or otherwise be involved in activities at the child's school, preschool or child care facility as defined by G.S. 110-86(3). This leave must be scheduled in advance at a mutually convenient time. The School reserves the right to request written verification from the school of the employee's attendance.

Other Leave Required by Law

RTHS complies with any other leave required by law.

Benefits During FMLA or Other Approved Leave

Group medical, dental, vision, short term disability, and long term disability benefits as well as retirement plan contributions will continue for all qualifying employees during authorized leave on the same terms as if the employee continued to work. Employees whose group medical and/or dental insurance deductions are made through payroll on a pre-tax basis will continue to be responsible for payment of their premiums while on FMLA or unpaid leave, and employees must contact the Office Manager or her/his designee to make arrangements for premium payments.

RTHS may discontinue the employee's benefits if and when an employee informs RTHS of an intent not to return to work at the end of the leave period, or if the employee fails to return to work when the authorized leave is exhausted. RTHS's obligation to maintain benefits will also stop if the

employee's premium payment is more than 30 days late. RTHS shall require reimbursement of the employer-paid

share of any premiums if the employee fails to return to work at the expiration of approved leave. In the event that an employee provides at least 30 days' notice of his/her intent not to return to work at the end of FMLA leave, RTHS may waive this repayment obligation in its sole discretion.

Accrual of paid time off during leave

During any period of leave, accrual of paid time off will discontinue during such leave period unless otherwise required by law.

Other Leaves of Absence:

All other requests for leaves of absence for personal reasons will be considered on a case-by-case basis, and the granting of such leave and its terms will be entirely within the discretion of the Chief School Officer. Requests for other leaves of absence should be limited to unusual circumstances requiring an absence of longer than two (2) weeks. Requests for other leaves of absence should be made in writing and include an explanation of why the time is needed and the dates requested. An employee granted a leave of absence under this policy may not work for another employer without RTHS's written permission. An employee who accepts such employment without RTHS's permission will be deemed to have resigned from employment at RTHS.

Finance Update

- State budget was made law midnight Oct 3rd.
- Still awaiting final budget increases from the state.
- 2023-24 School year ADM 562
- Adjusted budget for reduced revenues.
- Excess of DSCR Requirement \$20,530
- DSCR 1.20

- Additional \$95,376.62 in lapsed salaries.



Policy Update

Paid Parental Leave

The Finance Committee recommends an increase in the paid parental leave benefits provided to RTHS employees.

The RTHS paid parental leave policy is compliant with NC Paid Parental Leave policies for charter schools. Charter schools that elect to offer paid parental leave may now receive reimbursement from the State at a rate of \$115 per day for substitute teachers. This reimbursement will cover eight (8) weeks for birthing parents and four (4) weeks for non-birthing parents.

The Finance Committee recommends that RTHS provide 8 weeks of paid parental leave to both birthing and non-Birthing *(currently 6 weeks)*.

Cost Analysis between current and proposed policy based on \$50,000 salary

Birthing Parent: \$24.42

Non-Birthing: **\$2,451.53**

