

Research Triangle High School

Board Meeting

Date and Time

Wednesday May 15, 2024 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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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
II. Approve Board Minutes			5:33 PM
A. Board Meeting Minutes	Approve Minutes	Ailette Tobien	2 m
The Board will review and approve the minutes from the March 20, 2024 Board of Directors' meeting. Approve minutes for Board Meeting on April 17, 2024			
B. Special Board Meeting Minutes	Approve Minutes	Ailette Tobien	2 m
Approve minutes for Special Board Meeting - 24-25 Budget Review and Approval on April 29, 2024			
III. Public Comments			5:37 PM

	Purpose	Presenter	Time
A. Open to all community members (students, family members, faculty and staff, community members, and others)	FYI	Carolyn Coia	10 m

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.

IV. Chief School Officer Report 5:47 PM

A. Executive Overview	Discuss	Akiba Griffin	20 m
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RTHS Principal Akiba Griffin will highlight key events and activities.

V. Finance 6:07 PM

A. Updates on the FY 2023-24 Budget	Discuss	Mitch Babb	15 m
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Committee Chair Mitch Babb and RTHS Chief Operations Officer Alex Drake will provide an update on RTHS financial matters.

VI. Development 6:22 PM

A. Committee Update	Discuss	Dina Requena	10 m
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The Board will receive an update on the work of the Development committee.

VII. Governance 6:32 PM

A. Committee Updates	Discuss	Gary Rodgers	5 m
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Committee Chair Gary Rodgers will provide an update on the work of the Governance committee.

	Purpose	Presenter	Time
VIII. Other Business Matters			6:37 PM

A. As needed	Discuss	Carolyn Coia	10 m
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Board members may propose additional matters for consideration or discussion by the Board.

IX. Closing Items			6:47 PM
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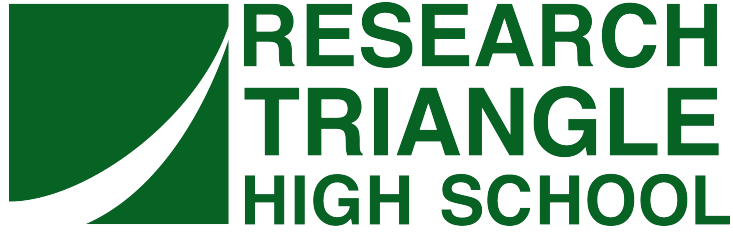
A. Adjourn Meeting	Vote	Ailette Tobien	1 m
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Coversheet

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 April 17, 2024

APPROVED



Research Triangle High School

Minutes

Board Meeting

Date and Time

Wednesday April 17, 2024 at 5:30 PM

Location

Remote only:

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

Topic: RTHS Board of Directors' Zoom Meeting

Join Zoom Meeting

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Meeting ID: 935 6646 0638

Find your local number: <https://rthighschool.zoom.us/u/ahcfClgHb>

Directors Present

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

Directors Absent

D. Requena, S. Rivers-Kobler

Guests Present

A. Drake (remote), A. Griffin (remote), Cornelius Klein-Gloria (remote), Mark Stevenson (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 Apr 17, 2024 at 5:34 PM.

II. Approve Board Minutes

A. Board Meeting Minutes

C. Coia made a motion to approve the minutes from Board Meeting on 03-20-24.

M. Babb seconded the motion.

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

Roll Call

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

III. Public Comments

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

None

IV. Chief School Officer Report

A. Executive Overview

A.Griffin provided an update as detailed in packet attached.

- Key activities and events
- Lottery Status updates
 - due to lottery tech issues - dateline for acceptance extended

Action: SET update requested for upcoming board meeting

V. Academic Excellence

A. Committee Update

A.Griffin provided an update on academic excellence, details on the slide pack.

- Additional AP courses offered
- Elective courses
- Survey Data

VI. Finance

A. Updates on the FY 2023-24 Budget

M.Babb provided an update on finance committee.

- Setting the 2024-25 budget for next school year, information pulling started since December 2024
- Special Board meeting in next 2 weeks for 2024-25 budget
 - **Action:** Add additional slots into week of 29Apr and afternoons

A.Drake provided an update on school finance.

- Routine budget for past month.
- Debt to Service ratio - 1.23, good.
- Additional positions planned for next school year 2024-25

VII. Development

A. Committee Update

A.Drake provided an update for development committee on behalf of D.Requina, details on slide pack attached to agenda.

- Spring giving campaign launching

VIII. Governance

A. Committee Updates

G. Rodgers provided an update on governance.

- Potential candidates screening and interviews to conduct during next month
 - Potential board member and parent board ratio
- Officers and Committee Chairs - expected to be solidified for next month
- Board annual calendar posted on BoT. Any updates to provide to G.Rodgers and/or A.Tobien
- Board Retreat planning starting next month

IX. Other Business Matters

A. As needed

None

X. Closing Items

A. Adjourn Meeting

G. Rodgers made a motion to adjourn the meeting.

M. Babb seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:06 PM.

Respectfully Submitted,

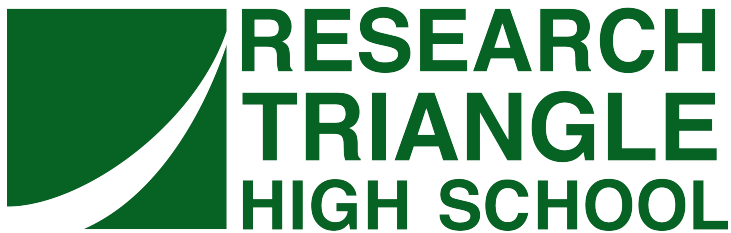
A. Tobien

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 - 24-25 Budget Review and Approval on April 29, 2024

APPROVED



Research Triangle High School

Minutes

Special Board Meeting - 24-25 Budget Review and Approval

Date and Time

Monday April 29, 2024 at 5:45 PM

Location

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

Topic: RTHS Board of Directors' Zoom Meeting

Join Zoom Meeting

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Meeting ID: 935 6646 0638

Find your local number: <https://rthighschool.zoom.us/u/ahcfClgHb>

Directors Present

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

Directors Absent

M. Walden, S. Rivers-Kobler

Guests Present

A. Drake (remote), A. Griffin (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 Monday Apr 29, 2024 at 5:46 PM.

II. Public Comments

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

None

III. 24-25 School Year Budget

A. Finance Overview

A. Drake presented the 2024-25 school year budget

B. Vote on 24-25 Budget

G. Rodgers made a motion to approve the 2024-25 school Budget.

A. Tobien seconded the motion.

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

Roll Call

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

IV. Other Business Matters

A. As needed

Action: Board Contribution for Staff appreciation week. The Board to provide breakfast for school staff on Monday May 6th at 8:15am. Elizabeth is coordinating.

Action: who does Employee match donations at school

V. Closing Items

A. Adjourn Meeting

G. Rodgers made a motion to adjourn the meeting.

M. Babb seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:30 PM.

Respectfully Submitted,

A. Tobien

Coversheet

Updates on the FY 2023-24 Budget

Section: V. Finance
Item: A. Updates on the FY 2023-24 Budget
Purpose: Discuss
Submitted by:
Related Material: FY 2023-24 Budget Update 04.30.24.pdf

Research Triangle High School		FY 2023-2024 Approved Budget	FY 2023-2024 Working Budget	Variance	Actuals as of 4.30.24	% Received/ Expensed to Budget	Comments:
ADM		585	562	-4%			
State Funding per ADM		\$ 6,337.20	\$ 6,581.22	4%			
EC ADM		44	29	-34%			
State EC Funding per ADM		\$ 5,275.72	\$ 5,249.28	-1%			
Revenue							
State Funds - Revenue		3,707,262	3,698,646	0%	3,420,798	92%	
State EC Funds		232,132	157,538	-32%	135,038	86%	
State Funds - NCVPS		(10,306)	(7,639)	-26%	(7,639)	100%	
State Funds - Fines & Forfeitures		6,700	6,571	-2%	6,571	100%	
State Funds - COVID-19		-	-	-	-	-	
State Funds - Other Funds (non-recurring)		-	22,249		22,249	100%	
Total State Funding		3,935,788	3,877,365	-1%	3,577,018	92%	
Alamance County Funds	1	1,903	1,969	3%	875	44%	
Chapel Hill Funds	9	53,537	44,679	-17%	35,876	80%	
Chatham County Funds	5	33,666	22,893	-32%	18,243	80%	
Durham County Funds	281	1,216,584	1,327,200	9%	999,331	75%	
Franklin County Funds	-	2,167	-	-100%	-	-	
Granville County Funds	2	6,300	3,358	-47%	2,613	78%	
Harnett County Funds	1	-	1,323		1,034	78%	
Cumberland County Funds	1	1,638	1,671	2%	1,218	73%	
Orange County Funds	13	61,425	58,669	-4%	39,579	67%	
Wake County Funds	252	905,772	915,000	1%	761,794	83%	
Mecklenburg County Funds		-	-	-	-	-	
Total County Funding	565	2,282,991	2,376,762	4%	1,860,562	78%	
Federal Funds - PRC 060 (EC)		85,433	111,745	31%	103,569	93%	
Federal Funds - PRC 050		-	-	-	-	-	
Federal Funds - PRC 103		6,098	-	-	-	-	
Federal Funds - PRC 108		-	-	-	-	-	
Federal Funds - PRC 118		1,100	2,273	107%	2,273	100%	
Federal Funds - COVID-19		-	-	-	-	-	
Grant Funds SRSA		49,471	71,629	45%	-	0% Actual Amount	
Total Federal Funding		142,102	185,647	31%	103,569	57%	
Sales & Use Tax Refund		25,000	25,000	0%	-	0%	
Corporate/Board/Private Donations		50,000	30,000	-40%	20,160	67%	
Interest Income		2,000	2,000	0%	1,810	91%	
Other		-	1,020		1,020	100%	
Total Revenue		6,437,881	6,497,794	1%	5,566,412	86%	
Expenses							
Principal		240,000	240,000	0%	200,000	83%	
Interest		532,425	532,425	0%	432,349	81%	
Bond Costs		8,600	8,600	0%	3,865	45%	
Repair and Replacement Fund Transfer		85,800	85,800	0%	64,350	75%	
Capitalized Improvements/Purchases		-	750		750		
Building Expenses							
Utilities - elec, water and trash		90,000	99,000	10%	82,525	83%	
Telephone/Communications		4,011	4,011	0%	3,069	77%	
Maintenance & Repair		52,922	52,922	0%	44,648	84%	
Custodial - Supplies/Materials		24,000	19,000	-21%	15,478	81%	
Facility Contracted Services:							
Custodial Services		88,772	88,772	0%	66,579	75%	
Carpet - Tile Cleaning		12,450	12,450	0%	6,226	50%	
HVAC		9,856	25,136	155%	25,136	100%	
Grounds - Landscaping		12,000	17,000	42%	12,610	74%	
Total Building Expenses		294,011	318,291	8%	256,271	81%	
Personnel Costs							
Salaries		3,601,678	3,539,291	-2%	2,958,941	84%	
Substitutes		60,000	105,000	75%	91,835	87%	
Personal Leave		5,400	5,400	0%	-	0%	
Health Insurance - State Plan		369,637	374,543	1%	307,089	82%	
Retirement - State 457 Plan + Match		70,233	57,337	-18%	46,724	81%	
Payroll Taxes - 7.65%		275,528	270,756	-2%	229,471	85%	
NC Flex Plan Fees		6,000	4,500	-25%	3,632	81%	
SUTA		10,873	10,873	0%	7,879	72%	
Workers Comp Insurance		14,000	14,000	0%	827	6%	
Bonus		70,000	32,908	-53%	32,908	100%	
Total Personnel Costs		4,483,349	4,414,607	-2%	3,679,305	83%	
Information Technology							
Technology		40,000	72,000	80%	75,309	105%	
Digital Resources & SW Licenses		43,434	43,434	0%	39,261	90%	
Total Information Technology		83,434	115,434	38%	114,570	99%	
Instructional Services							
Staff Development		19,000	15,000	-21%	10,523	70%	

Research Triangle High School	FY 2023-24 Approved Budget	FY 2023-24 Working Budget	Variance	Actuals as of 4.30.24	% Received/ Expensed to Budget	Comments:
Counseling - Staff Dev	1,500	1,500	0%	-	0%	
Travel & Mileage Reimbursement	5,000	3,000	-40%	370	12%	
Staff Dev - PD Meals	10,000	10,000	0%	9,095	91%	
Staff Development - EC	2,000	500	-75%	-	0%	
Educational Programs	29,000	13,314	-54%	12,497	94%	
Edu Materials - Science Dept	5,000	5,686	14%	5,686	100%	
Edu Materials - Languages Dept	3,000	8,000	167%	7,214	90%	
Edu Materials - History Dept	2,000	5,200	160%	5,132	99%	
Edu Materials - Arts Dept	5,000	5,500	10%	5,352	97%	
Edu Materials - Math Dept	2,000	2,500	25%	2,336	93%	
Edu Materials - PE Dept	2,000	7,500	275%	7,402	99%	
Education Materials - EC Dept	2,000	2,300	15%	2,277	99%	
Testing (AP/PSAT)	7,566	7,566	0%	4,624	61%	
Textbooks/Assessment	10,000	4,500	-55%	2,523	56%	
Social Service Fund	500	500	0%	-	0%	
Furniture & Fixtures	5,000	5,000	0%	2,823	56%	
Administrative Expenses	9,000	12,000	33%	10,891	91%	
EC Contracted Services: (\$50,000 FY23)				-		
Visually Impaired & Orientation	8,500	8,500	0%	5,121	60%	
Speech-Language Therapy	20,000	20,000	0%	15,207	76%	
Mental Health Service	10,000	-	-100%	-		
Web-based IEP Service	3,825	3,825	0%	3,825	100%	
Occupational Therapy	500	2,000	300%	1,733	87%	
Interpreting and Written Translation Service				-		
Psychoeducational Assessments	6,300	6,900	10%	6,900	100%	
Total Instructional Services	168,691	150,791	-11%	121,531	81%	
Support Services						
Administration Contracted Services:				-		
Legal & Consulting	50,000	60,000	20%	56,097	93%	
Contracted Financial Services	47,355	54,855	16%	45,713	83%	
LINQ Software Support	4,995	5,495	10%	5,495	100%	
Contracted HR Services	26,880	26,880	0%	20,090	75%	
Student Information Management Services	20,475	27,475	34%	14,456	53%	
Contracted Printing Services	35,183	35,183	0%	29,968	85%	
Contracted Audit Services	23,300	27,763	19%	27,763	100%	
Schoolmint				-		
Background Checks	1,000	1,500	50%	1,113	74%	
General Insurance	38,000	39,790	5%	39,790	100%	
Board of Director Materials	11,500	11,500	0%	11,495	100%	
Fundraising/Development	5,000	1,000	-80%	392	39%	
Marketing/Advertising	8,000	5,000	-38%	3,192	64%	
Transportation Contracted Services:				-		
Daily Bus Services	35,000	42,845	22%	35,355	83%	
Special Event Transportation Services	3,000	3,000	0%	2,923	97%	
Transportation - Fuel	7,000	7,000	0%	5,091	73%	
Transportation Maintenance	2,000	4,000	100%	3,776	94%	
Food Services	22,000	35,000	59%	31,143	89%	
Total Support Services	340,688	388,285	14%	333,852	86%	
Other Expenses						
Athletics	56,650	66,650	18%	50,985	76%	
COVID-19 Expenses				-		
Counseling/College Dept	5,000	3,000	-40%	2,451	82%	
Graduation	5,000	10,000	100%	6,258	63%	
Senior Class Events	1,000	1,000	0%	-	0%	
Safety - Off Duty Officer	20,000	35,000	75%	31,050	89%	
Staff Snacks (Joy Room)	10,000	3,000	-70%	1,934	64%	
Sales Tax	25,000	25,000	0%	12,744	51%	
Robotics	9,000	9,000	0%	9,000	100%	
Transfer to Raptorium	100	100	0%	-	0%	
Total Other Expenses	131,750	152,750	16%	114,422	75%	
Total Expenses	6,368,747	6,407,733	1%	5,321,265	83%	
Surplus	69,134	90,061		245,147		
Surplus from Previous Years	2,133,100	2,133,100		2,133,100		
Ending Cash Balance	2,202,234	2,223,161		2,378,247		

Liquidity Requirement Calculation:

Total Expenses	6,407,733
Clubs, PTSO, Boosters Expenses (projected)	450,000
Less: Capitalized Purchases	(750)
Less: Principal Payments	(240,000)
Less: Repair and Replacement Fund Transfer	(85,800)
Total Operating Expenses	6,531,183

Debt Service Coverage Ratio Calculation:

Surplus (cash basis)	90,061
Net Income - Raptorium	100
Net Income - Clubs, PTSO, Boosters	-
Net Income - US Bank	-
Add: Repair and Replacement Fund Transfer	85,800
Add: Capitalized Items	750

Research Triangle High School	FY 2023-2024 Approved Budget	FY 2023-2024 Working Budget	Variance	Actuals as of 4.30.24	% Received/ Expensed to Budget	Comments:
Divided by 365 days	365	Add: Principal Payments				240,000
Operating Expense per Day	17,894	Less: Amortization				(11,869)
Multiplied by 45 days	45	Less: Depreciation				-
Minimum balance required for unrestricted cash and cash equivalents	805,214	Change in Net Assets				404,842
		Add: Interest				532,425
		Add: Amortization				11,869
Ending Cash Balance	2,223,161	Add: Depreciation				-
Raptorium Cash	1,290	Net Income Available for Debt Service				949,136
Clubs, PTSO, Boosters Cash	126,226	Maximum Annual Debt Service				762,425
Total Unrestricted Cash and Cash Equivalents	2,350,677	Projected Debt Service Coverage Ratio				1.24
Divided by Operating Expense per Day	17,894	Excess of DSCR Requirement				34,226
Projected Days Cash on Hand	131	Required DSCR in Covenants				1.20
Liquidity Requirement for Days Cash on Hand	45					