

## Research Triangle High School

### RTHS Board of Directors Meeting

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#### Date and Time

Wednesday November 19, 2025 at 5:30 PM EST

#### Location

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

Meeting ID: 935 6646 0638

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#### Agenda

|                                                                                                     | Purpose         | Presenter            | Time           |
|-----------------------------------------------------------------------------------------------------|-----------------|----------------------|----------------|
| <b>I. Opening Items</b>                                                                             |                 |                      | <b>5:30 PM</b> |
| <b>A.</b> Record Attendance                                                                         |                 | Ailette Tobien       | 2 m            |
| <b>B.</b> Call the Meeting to Order                                                                 |                 | Elizabeth Cunningham | 2 m            |
| Board Chair Elizabeth Cunningham will convene the meeting of the Board of Directors.                |                 |                      |                |
| <b>II. Approve Board Meeting Minutes</b>                                                            |                 |                      | <b>5:34 PM</b> |
| <b>A.</b> Board Meeting Minutes                                                                     | Approve Minutes | Ailette Tobien       | 2 m            |
| The Board will review and approve the minutes from the October 15, 2025 Board of Directors meeting. |                 |                      |                |

|           | Purpose                                                                 | Presenter       | Time           |
|-----------|-------------------------------------------------------------------------|-----------------|----------------|
|           | Approve minutes for RTHS Board of Directors Meeting on October 15, 2025 |                 |                |
| <b>B.</b> | Board Meeting Minutes                                                   | Approve Minutes | Ailette Tobien |
|           |                                                                         |                 | 2 m            |

The Board will review and approve the minutes from the October 15, 2025 Executive Session of the Board of Directors.

Approve minutes for RTHS Board of Directors Executive Session on October 15, 2025

**III. Public Comments** **5:38 PM**

|           |                                                                                                            |     |                      |     |
|-----------|------------------------------------------------------------------------------------------------------------|-----|----------------------|-----|
| <b>A.</b> | Open to all community members (students, family members, faculty and staff, community members, and others) | FYI | Elizabeth Cunningham | 5 m |
|-----------|------------------------------------------------------------------------------------------------------------|-----|----------------------|-----|

*The RTHS Board of Directors welcomes and values input from members of the public during its meetings. In compliance with Open Meetings Law, the public is invited to attend all open meetings of the RTHS Board.*

*To complete its planned agenda effectively and efficiently, the Board designates a specific time for public comment at each regular monthly meeting. Individuals seeking to address the board must:*

- 1. Sign up at least two (2) hours before the start of the meeting by contacting the Board Chair in writing.*
- 2. Each written request to comment must include the speaker's name, their contact information, and the subject of the comment.*
- 3. Each speaker will have no more than three (3) minutes to address the Board.*

*The following guidelines are observed during the public comment session:*

- 1. Comments must be directed to the Board of Directors.*
- 2. Profanity and personal attacks are not permitted.*
- 3. Board members do not engage in dialogue or respond to speakers.*
- 4. Per state law, any discussion of personnel matters or attorney-client privileged issues must occur in a closed session.*

*Thank you for your cooperation and your continued commitment to RTHS.*

**IV. Chief School Officer Report** **5:43 PM**

|                                                                                                                                                                                                                                              | Purpose | Presenter      | Time    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|----------------|---------|
| A. Executive Overview                                                                                                                                                                                                                        | Discuss | Akiba Griffin  | 10 m    |
| RTHS Chief School Officer (CSO) Akiba Griffin will share information about key school events and activities.                                                                                                                                 |         |                |         |
| V. Finance Committee Report                                                                                                                                                                                                                  |         |                | 5:53 PM |
| A. RTHS Monthly Financials and Other Business                                                                                                                                                                                                | Discuss | Carolyn Coia   | 10 m    |
| Committee Chair Carolyn Coia and Chief Operations Officer (COO) Alex Drake will present the following items for the Board's review and approval:                                                                                             |         |                |         |
| <ul style="list-style-type: none"><li>• <b>Monthly Financials:</b> October 2025 budget reports and review of unallocated funds</li><li>• <b>Exterior Building Updates</b></li><li>• <b>Final Audit Documents</b> <i>(attached)</i></li></ul> |         |                |         |
| VI. Governance Committee Report                                                                                                                                                                                                              |         |                | 6:03 PM |
| A. Governance Committee Business                                                                                                                                                                                                             | Vote    | Michael Dwomoh | 15 m    |
| Committee Chair Michael Dwomoh will present the following items for Board review and approval:                                                                                                                                               |         |                |         |
| <ul style="list-style-type: none"><li>• <b>2025-26 Board Policy and Procedures Manual</b></li><li>• <b>Officers' Slate</b> <i>(as of January 2026):</i></li></ul>                                                                            |         |                |         |
| <b>Chair:</b> Steven Hunter                                                                                                                                                                                                                  |         |                |         |
| <b>Vice Chair:</b> Michael Dwomoh                                                                                                                                                                                                            |         |                |         |
| <b>Interim Governance Chair:</b> Elizabeth Cunningham                                                                                                                                                                                        |         |                |         |
| <ul style="list-style-type: none"><li>• <b>Removal of a Board Member</b></li><li>• <b>Board Recruitment:</b> Board members and Board leadership</li></ul>                                                                                    |         |                |         |
| VII. Academic Excellence Committee Report                                                                                                                                                                                                    |         |                | 6:18 PM |
| A. Academic Excellence Business                                                                                                                                                                                                              | Discuss | Jeni Corn      | 15 m    |

|                                                                                                                                                     | Purpose | Presenter            | Time           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|---------|----------------------|----------------|
| Committee Chair Jeni Corn and CSO Griffin will present the following items for Board review:                                                        |         |                      |                |
| <ul style="list-style-type: none"><li>• <b>School Engagement Team:</b> Update</li><li>• <b>Data Review:</b> Attendance Data</li></ul>               |         |                      |                |
| <b>VIII. Development Committee Report</b>                                                                                                           |         |                      | <b>6:33 PM</b> |
| <b>A. Development Committee Business</b>                                                                                                            | Discuss | Dina Requena         | 10 m           |
| Committee Chair Dina Requena and CSO Griffin will present the following items for Board review:                                                     |         |                      |                |
| <ul style="list-style-type: none"><li>• <b>Giving Tuesday:</b> Communication, Plans, and Needs</li><li>• <b>Future Development Events</b></li></ul> |         |                      |                |
| <b>IX. Other Business Matters</b>                                                                                                                   |         |                      | <b>6:43 PM</b> |
| <b>A. As needed</b>                                                                                                                                 | Discuss | Elizabeth Cunningham | 10 m           |
| <ul style="list-style-type: none"><li>• <b>Upcoming/ongoing activities</b></li></ul>                                                                |         |                      |                |
| <b>Giving Tuesday:</b> <i>December 2, 2025</i>                                                                                                      |         |                      |                |
| <b>RTHS Holiday Party</b>                                                                                                                           |         |                      |                |
| <b>Board and Leadership Recruitment</b>                                                                                                             |         |                      |                |
| <b>No December Meetings</b> <i>(at this time)</i>                                                                                                   |         |                      |                |
| <b>Next Board Meeting:</b> <i>January 21, 2026</i>                                                                                                  |         |                      |                |
| <ul style="list-style-type: none"><li>• <b>Additional Items for Discussion?</b></li></ul>                                                           |         |                      |                |
| <b>X. Closing Items</b>                                                                                                                             |         |                      | <b>6:53 PM</b> |
| <b>A. Adjourn Meeting</b>                                                                                                                           | Vote    | Ailette Tobien       | 1 m            |

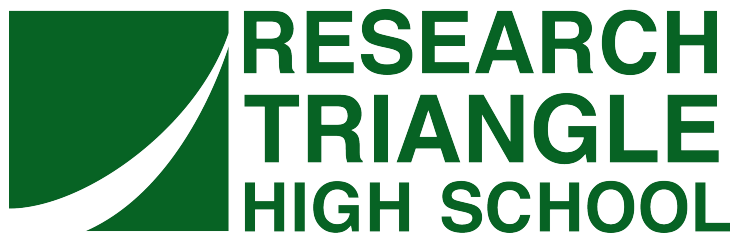


# Coversheet

## Board Meeting Minutes

|                          |                                                                 |
|--------------------------|-----------------------------------------------------------------|
| <b>Section:</b>          | II. Approve Board Meeting Minutes                               |
| <b>Item:</b>             | A. Board Meeting Minutes                                        |
| <b>Purpose:</b>          | Approve Minutes                                                 |
| <b>Submitted by:</b>     |                                                                 |
| <b>Related Material:</b> | Minutes for RTHS Board of Directors Meeting on October 15, 2025 |

APPROVED



Research Triangle High School

## Minutes

RTHS Board of Directors Meeting

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### Date and Time

Wednesday October 15, 2025 at 5:30 PM

### Location

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

Meeting ID: 935 6646 0638

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### Directors Present

A. Saviello (remote), A. Tobien (remote), C. Coia (remote), D. Requena (remote), E. Cunningham (remote), J. Berla (remote), M. Dwomoh (remote), S. Hunter (remote), S. Khaliq (remote), T. Shahi (remote)

### Directors Absent

J. Corn, P. Thermitus

### Guests Present

A Peay (remote), A. Drake (remote), A. Griffin (remote), Alexander Kinev (remote), Amanda Habich (remote), Dez Thompson (remote), Ishaan Kancharla (remote), Janet M (remote), Omega (remote), Sarah (remote)

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## I. Opening Items

### A. Record Attendance

### B.

## Call the Meeting to Order

E. Cunningham called a meeting of the board of directors of Research Triangle High School to order on Wednesday Oct 15, 2025 at 5:33 PM.

## II. Approve Board Meeting Minutes

### A. Board Meeting Minutes

S. Hunter made a motion to approve the minutes from RTHS Board of Directors Meeting on 09-17-25.

M. Dwomoh seconded the motion.

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

#### Roll Call

|               |         |
|---------------|---------|
| J. Corn       | Absent  |
| M. Dwomoh     | Aye     |
| C. Coia       | Aye     |
| S. Hunter     | Aye     |
| A. Saviello   | Abstain |
| D. Requena    | Aye     |
| E. Cunningham | Aye     |
| P. Thermitus  | Absent  |
| T. Shahi      | Aye     |
| S. Khaliq     | Aye     |
| J. Berla      | Aye     |
| A. Tobien     | Aye     |

### B. Board Meeting Minutes

C. Coia made a motion to approve the minutes from RTHS Annual Board Retreat on 09-23-25.

S. Khaliq seconded the motion.

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

#### Roll Call

|               |         |
|---------------|---------|
| M. Dwomoh     | Aye     |
| S. Hunter     | Aye     |
| A. Tobien     | Aye     |
| P. Thermitus  | Absent  |
| S. Khaliq     | Aye     |
| E. Cunningham | Aye     |
| T. Shahi      | Aye     |
| A. Saviello   | Abstain |
| C. Coia       | Aye     |
| D. Requena    | Aye     |
| J. Berla      | Aye     |
| J. Corn       | Absent  |

### 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 on the school highlights for this month, details attached to agenda.

### V. Annual Board Retreat

#### A. 2025 Annual Board Retreat

E. Cunningham provided an update on the RTHS 2025 Board of Directors Annual Retreat, the goals and action steps. The details are on the attached to the agenda.

### VI. Academic Excellence Committee Report

#### A. Academic Excellence Business

A. Griffin provided an update on the academic excellence committee, details attached to the agenda.

- SET \_ School engagement team update on the 3 goals.
- Board retreat reflections and 2 datasets
- Committee focus: course grades and failure rates data dive

### VII. Finance Committee Report

#### A. RTHS Monthly Financials and Other Business

C. Coia and A. Drake provided an update on the finance committee and school budget.

- Annual Audit Report by CPA, highlights presented by Amanda Habich for the school year ending on 30 June 2025
  - Unmodified opinions were issued \_ highest level
  - No findings this year
- Good Debt to Service Ratio, at 1.37, above required 1.2
- County funding not provided yet

- Durham and Wake are the biggest funders for the school

C. Coia made a motion to approve the audit report for school year 2024-25.

J. Berla seconded the motion.

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

#### Roll Call

|               |         |
|---------------|---------|
| P. Thermitus  | Absent  |
| S. Khaliq     | Aye     |
| S. Hunter     | Aye     |
| A. Tobien     | Aye     |
| D. Requena    | Abstain |
| T. Shahi      | Aye     |
| M. Dwomoh     | Aye     |
| J. Berla      | Aye     |
| J. Corn       | Absent  |
| E. Cunningham | Aye     |
| C. Coia       | Aye     |

### VIII. Executive Session

#### A. Executive Session

J. Berla 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.

S. Hunter made a motion to approve contract for Jade Krol for EC Teacher/Case Manager position.

A. Tobien seconded the motion.

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

#### Roll Call

|               |        |
|---------------|--------|
| D. Requena    | Aye    |
| S. Khaliq     | Aye    |
| M. Dwomoh     | Aye    |
| S. Hunter     | Aye    |
| P. Thermitus  | Absent |
| J. Corn       | Absent |
| J. Berla      | Aye    |
| T. Shahi      | Aye    |
| A. Tobien     | Aye    |
| E. Cunningham | Aye    |
| A. Saviello   | Aye    |
| C. Coia       | Aye    |

### IX. Governance Committee Report

#### A.

## Governance Committee Business

M. Dwomoh and A. Drake provided an update on Governance Committee.

- RTHS Operation and Board Policies is to be split this document with the school policies going into other existing ones and will remain as Board Policies in the near future.
- Board recruitment
- Reminder of Board Attendance

## X. Development Committee Report

### A. Development Committee Business

D. Requena and J. Berla provided an update on the development committee, details attached to agenda:

- Giving Tuesday campaign
  - video ongoing
  - going into Raptor Fund
- Gift Cards and Wood Charter (works better well)
- Communications plan
- Boomerang and Employee matching
- Where are they now? - Alumni involvement

## XI. Other Business Matters

### A. As needed

None

## XII. Closing Items

### A. Adjourn Meeting

M. Dwomoh made a motion to adjourn the meeting.

T. Shahi 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 6:59 PM.

Respectfully Submitted,

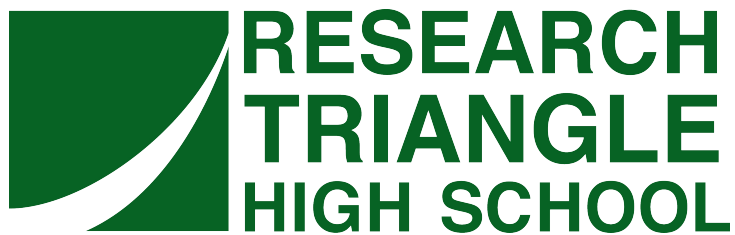
A. Tobien

# Coversheet

## Board Meeting Minutes

**Section:** II. Approve Board Meeting Minutes  
**Item:** B. Board Meeting Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:**  
Minutes for RTHS Board of Directors Executive Session on October 15, 2025

APPROVED



Research Triangle High School

## Minutes

### RTHS Board of Directors Executive Session

---

#### Date and Time

Wednesday October 15, 2025 at 6:15 PM

#### Location

Research Triangle High School  
3106 East NC Highway 54  
Durham, North Carolina 27709

or

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

Meeting ID: 935 6646 0638

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The RTHS Board of Directors meets monthly on the Third Wednesday of each month, except for December and July. Meetings are held onsite at 5:30pm until 7pm, at the school. There is frequently a virtual option posted, as well.

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#### Directors Present

A. Saviello (remote), A. Tobien (remote), C. Coia (remote), D. Requena (remote), E. Cunningham (remote), J. Berla (remote), M. Dwomoh (remote), S. Hunter (remote), S. Khaliq (remote), T. Shahi (remote)

#### Directors Absent

None

#### Guests Present

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A. Drake (remote), A. Griffin (remote)

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## I. Opening Items

### A. Record Attendance

### B. Call the Meeting to Order

E. Cunningham called a meeting of Research Triangle High School to order on Wednesday Oct 15, 2025 at 6:22 PM.

## II. Executive Session Business

### A. Executive Session Presentation

EC staff personnel discussed

## III. Closing Items

### A. Adjourn Meeting

S. Hunter made a motion to adjourn the executive session.

A. Tobien seconded the motion.

The team **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 6:32 PM.

Respectfully Submitted,

A. Tobien

# Coversheet

## Executive Overview

|                          |                                         |
|--------------------------|-----------------------------------------|
| <b>Section:</b>          | IV. Chief School Officer Report         |
| <b>Item:</b>             | A. Executive Overview                   |
| <b>Purpose:</b>          | Discuss                                 |
| <b>Submitted by:</b>     |                                         |
| <b>Related Material:</b> | CSO Report to the Board, 11-19-2025.pdf |

# **CSO Report to the RTHS Board of Directors**

November 19, 2025



# CSO Highlights

- Raptober Fest
- Senior Class Trip-Carowinds
- RTHS Tennis Team-Champions!
- Soccer Semifinals
- Whiplash! Improv Performances
- Food Pantry and FRL: Thank you!

## Upcoming events: December

- Giving Tuesday Campaign
- Student Performances: Winter Band Performance and Winter Play: A Midsummer Night's Dream
- Holiday Party: RTHS Board Members Invited



# Coversheet

## RTHS Monthly Financials and Other Business

|                          |                                                                                                                         |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------|
| <b>Section:</b>          | V. Finance Committee Report                                                                                             |
| <b>Item:</b>             | A. RTHS Monthly Financials and Other Business                                                                           |
| <b>Purpose:</b>          | Discuss                                                                                                                 |
| <b>Submitted by:</b>     |                                                                                                                         |
| <b>Related Material:</b> | Finance Committee Report, 11-19-2025.pdf<br>RTHS Required Comm Letter FINAL 6.30.25.pdf<br>RTHS Audit FINAL 6.30.25.pdf |

# RESEARCH TRIANGLE RAPTORS

## FINANCE COMMITTEE REPORT NOVEMBER 19, 2025

# BUDGET UPDATE

- **As of 10/31/25:**

Projected surplus: \$165,554  
DSCR: 1.42

- Increase in projected surplus due to carryover IDEA funding from 2024-25
- Funding ADM: 572 (2024-25 ADM)
- Local funding still projected at FY25 levels

- **Committee Business:**

- Review of unallocated funds



# Unallocated Funds

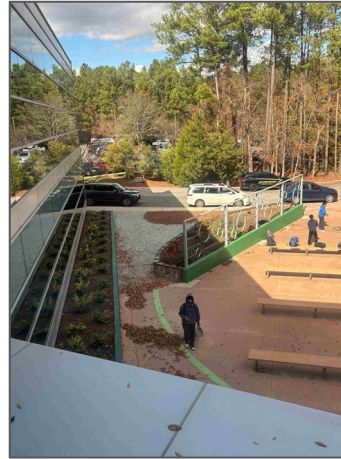
- Current status:
  - We have still not received county funding from Durham or Wake Counties, which makes projecting the surplus more difficult
  - Without a clearer picture of our revenue, making changes to the expenditure line items brings with it some degree of risk
- Proposed course of action:
  - Ask department heads and members of the administrative team (e.g. IT, athletics, student services) to come up with “wish list” expenses that they would buy with additional funds if they had them
    - This is already ongoing over the past few weeks
  - Once county funding is received and revenue is more precisely calculated, bring proposed budget amendments to the Board in January





# Exterior Building Updates

- Landscaping updates
  - New shrubbery, flowers, mulch, and grass seed were installed by A&H Lawncare in October at a cost of \$4,200
  - More warm-weather plants will be installed in spring
- Other building changes (e.g. branding on windows, wraps on the building itself) are being considered as part of the unallocated fund spending



< Flower beds in front of school with new shrubs installed

Example of window branding that RTHS could install to enhance the exterior of the building >





October 21, 2025

To the Board of Directors  
Contemporary Science Center, Inc.

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Contemporary Science Center, Inc. for the year ended June 30, 2025. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards (and, if applicable, *Government Auditing Standards* and the Uniform Guidance), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated April 17, 2025. Professional standards also require that we communicate to you the following information related to our audit.

#### Significant Audit Matters

##### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Contemporary Science Center, Inc. are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2025. We noted no transactions entered into by Contemporary Science Center, Inc. during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. There were no sensitive estimates affecting the School's financial statements.

The financial statement disclosures are neutral, consistent, and clear.

##### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

##### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. The attached schedule summarizes uncorrected misstatements of the financial statements. Management has determined that their effects are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. The uncorrected misstatements or the matters underlying them could potentially cause future period financial statements to be materially misstated, even though, in our judgment, such uncorrected misstatements are immaterial to the financial statements under audit. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

##### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

October 21, 2025  
Page 2

### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated October 21, 2025.

### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to Contemporary Science Center, Inc.'s financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as Contemporary Science Center, Inc.'s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

### Other Matters

We applied certain limited procedures to Management's Discussion and Analysis, which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the Statement of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual for all governmental funds and the schedule of expenditures of federal and State awards, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

### Restriction on Use

This information is intended solely for the information and use of the Board of Directors and management of Contemporary Science Center, Inc. and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

*Thomas, Judy & Tucker, P.A.*

Thomas Judy & Tucker, P.A.  
Raleigh, North Carolina

Client:  
Engagement:  
Period Ending:  
Trial Balance:  
Workpaper:

64000 - Contemporary Science Center, Inc.  
AUDIT - 6/30/2025  
6/30/2025  
TB  
A05.03a - Passed Journal Entries Report

| Account                                    | Description             | W/P Ref | Debit    | Credit   |
|--------------------------------------------|-------------------------|---------|----------|----------|
| Passed Journal Entries JE # 18             |                         | U02     |          |          |
| To true up Durham County revenue           |                         |         |          |          |
| 2X.41100.0000.00000.00200.000.00.000.00000 | Revenue - Durham County |         | 3,184.00 |          |
| 2X.11600.0000.00000.00000.000.00.000.00000 | Accounts Receivable     |         |          | 3,184.00 |
| Total                                      |                         |         | 3,184.00 | 3,184.00 |

**CONTEMPORARY SCIENCE CENTER, INC.**

Financial Statements  
Year Ended June 30, 2025



**CONTEMPORARY SCIENCE CENTER, INC.**  
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**As of June 30, 2025**

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## INDEPENDENT AUDITORS' REPORT

To the Board of Directors  
Contemporary Science Center, Inc.  
Research Triangle Park, North Carolina

### Report on the Audit of Financial Statements

#### ***Opinions***

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Contemporary Science Center, Inc., as of and for the year ended June 30, 2025 and the related notes to the financial statements, which collectively comprise Contemporary Science Center, Inc.'s basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of Contemporary Science Center, Inc. as of June 30, 2025, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinions***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America ("GAAS") and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Contemporary Science Center, Inc. and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### ***Responsibilities of Management for the Audit of the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Contemporary Science Center, Inc.'s ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.



### ***Auditors' Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards* we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Contemporary Science Center, Inc.'s internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Contemporary Science Center, Inc.'s ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis on pages 4 through 11 be presented to supplement the basic financial statements. Such information is the responsibility of management, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

**Supplementary Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Contemporary Science Center, Inc.'s basic financial statements. The budgetary schedules, as well as the accompanying schedule of expenditures of federal and state awards as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* and the State Single Audit Implementation Act are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the budgetary schedules and the schedule of expenditures of federal and state awards are fairly stated in all material respects in relation to the financial statements taken as a whole.

**Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated October 21, 2025 on our consideration of Contemporary Science Center, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Contemporary Science Center, Inc.'s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Contemporary Science Center, Inc.'s internal control over financial reporting and compliance.

*Thomas, Judy & Tucker, P.A.*

Raleigh, North Carolina  
October 21, 2025

**Management's Discussion and Analysis**  
**Contemporary Science Center, Inc.**  
June 30, 2025

As management of Contemporary Science Center, Inc. (the "School"), we provide these financial statements and this narrative overview and analysis of the School's financial position at June 30, 2025 and its operations for the year then ended. We encourage readers to review the discussion presented here in conjunction with additional information included in the financial statements and notes which follow this section.

**Financial Highlights**

- The assets of the Contemporary Science Center, Inc. exceeded its liabilities at the close of the fiscal year by \$2,725,461 (***net position***).
- The government's total net position increased by \$181,828.
- As of the close of the current fiscal year, the Contemporary Science Center, Inc.'s governmental funds reported combined ending fund balances of \$3,677,123, a decrease of \$17,519 in comparison with the prior year.

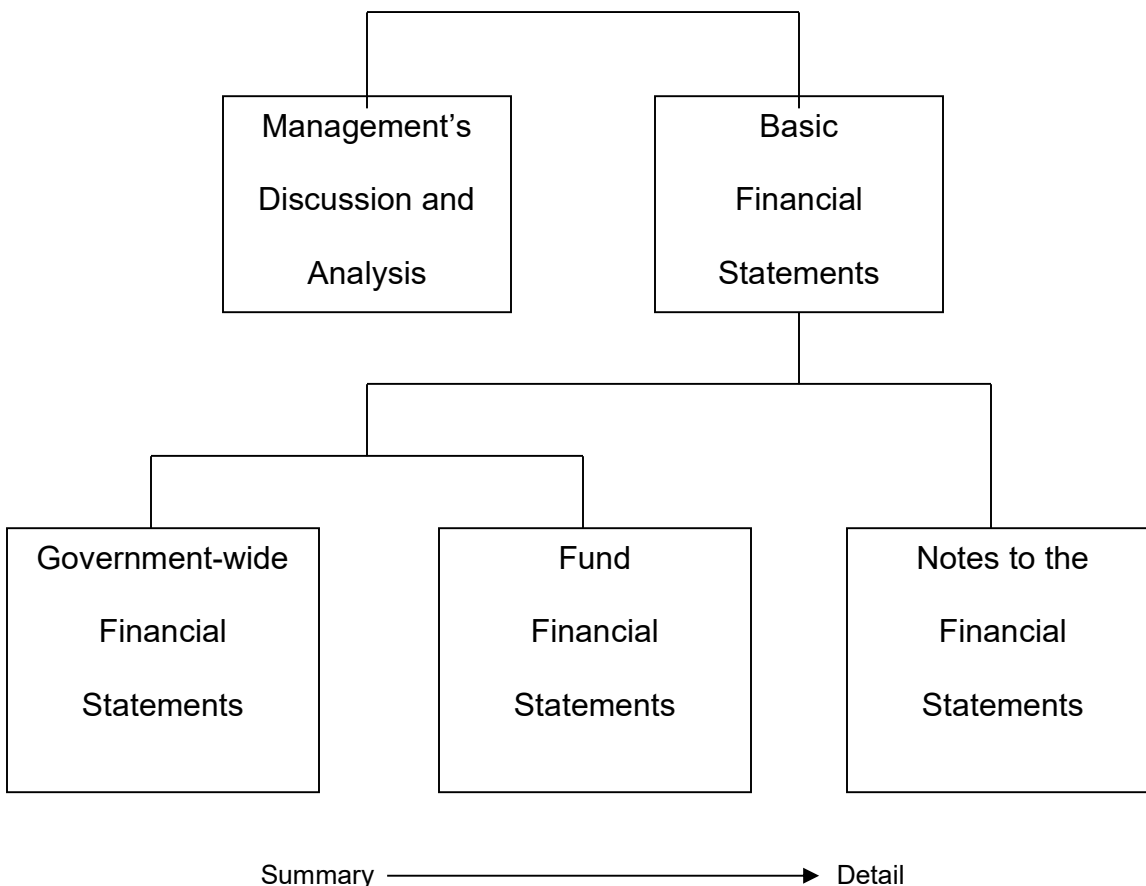
**Overview of the Financial Statements**

This discussion and analysis are intended to serve as an introduction to Contemporary Science Center, Inc.'s basic financial statements. The School's basic financial statements consist of three components: government-wide financial statements, the fund financial statements, and the notes to the financial statements. The basic financial statements present two different views of the School through the use of government-wide statements and fund financial statements. In addition to the basic financial statements, the annual financial report contains other supplemental information that will enhance the reader's understanding of the financial position and activities of the School.

**Management's Discussion and Analysis**  
**Contemporary Science Center, Inc.**  
 June 30, 2025

**Required Components of Annual Financial Report**

**Figure 1**



**Basic Financial Statements**

The first two statements (Exhibits 1 and 2) in the basic financial statements are the **Government-wide Financial Statements**. They provide both short and long-term information about the School's financial status.

The next statements (Exhibits 3 through 5) are **Fund Financial Statements**. These statements focus on the activities of the individual parts of the School's government. These statements provide more detail than the government-wide statements.

The next section of the basic financial statements is the **notes**. The notes to the financial statements explain in detail some of the data contained in those statements. After the notes, **supplemental information** is provided to show details about the School's individual funds. Budgetary information for the School also can be found in this section of the statements.

**Management's Discussion and Analysis**  
**Contemporary Science Center, Inc.**  
June 30, 2025

**Government-wide Financial Statements**

The government-wide financial statements are designed to provide the reader with a broad overview of the School's finances, similar in format to a financial statement of a private-sector business. The government-wide statements provide short and long-term information about the School's financial status as a whole.

The two government-wide statements report the School's net position and how they have changed. Net position is the difference between the School's total assets and total liabilities. Measuring net position is one way to gauge the School's financial condition.

The government-wide statements are divided into two categories: 1) governmental activities; and 2) business-type activities. The governmental activities include the School's basic functions such as instructional services and business services. State, county, and federal funds provide virtually all of the funding for these functions. The business-type activities are those services for which the School charges its students and other customers to provide. The School has no business-type activities.

The condensed government-wide financial statements are provided in Figures 2 and 3 of this report.

**Fund Financial Statements**

The fund financial statements provide a more detailed look at the School's most significant activities. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The School, like all other governmental entities in North Carolina, uses fund accounting to ensure and reflect compliance (or non-compliance) with finance-related legal requirements, such as the General Statutes or the School's budget ordinance.

**Governmental Funds** – Governmental funds are used to account for those functions reported as governmental activities in the government-wide financial statements. These funds focus on how assets can readily be converted into cash flow in and out, and what monies are left at year-end that will be available for spending in the next year. Governmental funds are reported using an accounting method called *modified accrual accounting* that provides a short-term spending focus. As a result, the governmental fund financial statements give the reader a detailed short-term view that helps him or her determine if there are more or less financial resources available to finance the School's programs. The relationship between government activities (reported in the Balance Sheet and the Statement of Revenues, Expenditures, and Changes in Fund Balance) and governmental funds is described in a reconciliation that is a part of the fund financial statements.

**Management's Discussion and Analysis**  
**Contemporary Science Center, Inc.**  
 June 30, 2025

The School adopts an annual budget for each of its funds, although it is not required to do so by the General Statutes. Because the budget is not legally required by the Statutes, the budgetary comparison statements are not included in the basic financial statements, but are part of the supplemental statements and schedules that follow the notes. The budget is a legally adopted document that incorporates input from the faculty, management, and the Board of Directors of the School in determining what activities will be pursued and what services will be provided by the School during the year. It also authorizes the School to obtain funds from identified sources to finance these current period activities. The budgetary statement provided for each of the funds demonstrates how well the School has complied with the budget ordinance and whether or not the School has succeeded in providing the services as planned when the budget was adopted.

**Notes to the Financial Statements** – The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

**Government-Wide Financial Analysis**

As noted earlier, net position may serve over time as one useful indicator of a government's financial condition. The assets of the Contemporary Science Center, Inc. exceeded liabilities by \$2,725,461 as of June 30, 2025. At, June 30, 2024, the net position of the School stood at \$2,543,633. The School's net position increased by \$181,828 for the fiscal year ended June 30, 2025, compared to an increase of \$193,155 in 2024. \$675,320 of the net position reflects the School's investment in capital assets (e.g. building, land, furnishings and equipment); less any related debt still outstanding that was issued to acquire those items. The School uses these capital assets to provide services to its students; consequently, these assets are not available for future spending. Although the School's net investment in its capital assets is reported net of the outstanding related debt, the resources needed to repay that debt must be provided by other sources, since the capital assets cannot be used to liquidate these liabilities. The remaining net position amount, \$2,050,141, is unrestricted. In 2024, the amount of net investment in capital assets was \$406,903 with unrestricted net position standing at \$2,136,730.

**Management's Discussion and Analysis**  
**Contemporary Science Center, Inc.**  
June 30, 2025

A condensed statement of net position which summarizes the assets, liabilities and net position at June 30, 2025 and 2024 is as follows:

**Figure 2**  
**Condensed Statement of Net Position**

|                                         | <b>Governmental Activities</b> |                           |
|-----------------------------------------|--------------------------------|---------------------------|
|                                         | <b><u>06/30/2025</u></b>       | <b><u>06/30/2024</u></b>  |
| <b>Cash and cash equivalents</b>        | \$3,728,184                    | \$3,837,296               |
| <b>Other current assets</b>             | 434,786                        | 121,043                   |
| <b>Capital assets</b>                   | <u>8,204,958</u>               | <u>8,233,742</u>          |
| <b>Total assets</b>                     | <u>12,367,928</u>              | <u>12,192,081</u>         |
| <b>Current and other liabilities</b>    | 735,847                        | 503,697                   |
| <b>Long-term liabilities</b>            | <u>8,906,620</u>               | <u>9,144,751</u>          |
| <b>Total liabilities</b>                | <u>9,642,467</u>               | <u>9,648,448</u>          |
| <b>Net investment in capital assets</b> | 675,320                        | 406,903                   |
| <b>Unrestricted</b>                     | <u>2,050,141</u>               | <u>2,136,730</u>          |
| <b>Total Net Position</b>               | <u><u>\$2,725,461</u></u>      | <u><u>\$2,543,633</u></u> |

Several particular aspects of the School's financial operations positively influenced the total unrestricted governmental net position:

- The School adopted an annual budget for all funds except the Clubs and Activities Fund. The School's performance was measured using these budgets on a monthly basis, allowing changes in spending as needed to stay within the budget.
- The School applied for and was awarded federal grants to assist with the expenses of meeting the education needs of extremely academically gifted children.

**Management's Discussion and Analysis**  
**Contemporary Science Center, Inc.**  
June 30, 2025

Revenues, expenses and the change in net position is summarized in the following condensed statement of activities for the years ended June 30, 2025 and 2024:

**Figure 3**  
**Condensed Statement of Activities**

|                                    | <b>Governmental Activities</b> |                         |
|------------------------------------|--------------------------------|-------------------------|
|                                    | <b><u>06/30/255</u></b>        | <b><u>06/30/254</u></b> |
| <b>Revenues</b>                    |                                |                         |
| <b>Program Revenues</b>            |                                |                         |
| Operating grants and contributions | \$164,502                      | \$189,857               |
| <b>General Revenues</b>            |                                |                         |
| County and State funds             | 6,780,543                      | 6,280,516               |
| Unrestricted investment earnings   | 21,073                         | 2,175                   |
| Other                              | 270,634                        | 259,065                 |
| <b>Total Revenues</b>              | <u>7,236,752</u>               | <u>6,731,613</u>        |
| <b>Expenses</b>                    |                                |                         |
| Instructional Programs             | 5,413,993                      | 4,977,659               |
| Support Services                   | 865,193                        | 795,256                 |
| Clubs and Activities               | 246,975                        | 226,280                 |
| Interest on long-term liabilities  | 528,763                        | 539,263                 |
| <b>Total Expenses</b>              | <u>7,054,924</u>               | <u>6,538,458</u>        |
| <b>Change in Net Position</b>      | 181,828                        | 193,155                 |
| <b>Net Position, beginning</b>     | <u>2,543,633</u>               | <u>2,350,478</u>        |
| <b>Net Position, ending</b>        | <u>\$2,725,461</u>             | <u>\$2,543,633</u>      |

**Governmental activities.** Governmental activities increased the School's net position by \$181,828. County and State funds of \$6,780,543 increased by 8.0% and make up 93.7% of total revenues. Instructional programs and support services expenses of \$6,279,186 account for 89.0% of total expenses and increased by 8.8%.

**Financial Analysis of the School's Funds**

As previously noted, the School uses fund accounting to ensure and demonstrate compliance with finance related legal requirements.



**Management's Discussion and Analysis**  
**Contemporary Science Center, Inc.**  
June 30, 2025

**Governmental Funds.** The focus of the Contemporary Science Center, Inc.'s governmental funds is to provide information on near-term inflows, outflows, and balances of usable resources. Such information is useful in assessing the School's financing requirements. Specifically, unassigned fund balance can be a useful measure of a government's net resources available for spending at the end of the fiscal year.

The general fund is the chief operating fund of the School. At the end of the current fiscal year, the assets in the General Fund consisted primarily of cash and cash equivalents which equaled 89.3% of General Fund assets. Accrued interest accounted for 53.2% of General Fund liabilities. The unassigned fund balance of the General Fund was \$1,945,208. The primary source, 97.4%, of General Fund revenue was \$2,669,843 in reimbursements by various counties for their students attending the School. Debt service totaled \$756,894, or 27.7% of General Fund expenditures. Additional instructional programs expenditures of \$1,016,546 and support services expenditures of \$700,810 accounted for 37.2% and 25.7%, respectively, of General Fund expenditures.

At June 30, 2025, the governmental funds of Contemporary Science Center, Inc. reported a combined fund balance of \$3,677,123.

**Capital Asset and Debt Administration**

**Capital assets.** The School's investment in capital assets for its governmental activities as of June 30, 2025, totals \$8,204,958 (net of accumulated depreciation). These assets include a building, land, and school equipment.

The following schedule summarizes the School's capital assets as of June 30, 2025 and 2024:

**Figure 4**  
**Capital Assets, Net of Depreciation**

|                                 | <b>Governmental Activities</b> |                           |
|---------------------------------|--------------------------------|---------------------------|
|                                 | <b><u>06/30/25</u></b>         | <b><u>06/30/25</u></b>    |
| <b>Land</b>                     | \$1,450,000                    | \$1,450,000               |
| <b>Construction in progress</b> | 37,422                         | 37,422                    |
| <b>Building</b>                 | 3,611,310                      | 3,733,040                 |
| <b>Building Improvement</b>     | 2,902,517                      | 2,840,986                 |
| <b>School Equipment</b>         | 203,709                        | 172,294                   |
| <b>Capital assets, net</b>      | <b><u>\$8,204,958</u></b>      | <b><u>\$8,233,742</u></b> |

Additional information on the School's capital assets can be found in Note 2.A.2. of the Basic Financial Statements.

**Management's Discussion and Analysis**  
**Contemporary Science Center, Inc.**  
 June 30, 2025

**Long-term Debt.** At June 30, 2025, the School had total debt outstanding of \$9,156,620.

The School's outstanding debt at June 30, 2025 and 2024 is summarized in the following schedule:

**Figure 5**  
**Long-term Obligations**

|                                    | <b>Governmental Activities</b> |                        |
|------------------------------------|--------------------------------|------------------------|
|                                    | <b><u>06/30/25</u></b>         | <b><u>06/30/25</u></b> |
| <b>Bond Agreement</b>              | \$9,395,000                    | \$9,635,000            |
| <b>Discounts on Debt Issuance</b>  | <u>(238,380)</u>               | <u>(250,249)</u>       |
| <b>Total long-term obligations</b> | <u>\$9,156,620</u>             | <u>\$9,384,751</u>     |

**Economic Factors**

The following key economic indicators reflect the growth and prosperity of the School:

- Enrollment at Contemporary Science Center, Inc. increased to 564 students for the 2024-2025 school year. Although per-pupil funding from the state did not increase, we saw a significant increase in local funding, including an 8% increase in funding from Durham County, the source of a majority of our students. The higher enrollment and higher local funding led to an increase in revenue for the school, allowing us to maintain our existing robust staffing levels and make additional investments in safety and security as well as facility upkeep. We also continue to develop our curriculum to challenge our students and maximize their learning potential.
- In terms of the competitive landscape, one new charter high school opened in Durham County during the 2024-2025 school year, but this did not have a material impact on our number of applications received or our enrollment. Contemporary Science Center, Inc. is upholding its strong academic performance, as evidenced by our most recent School Performance Grades, which resulted in an overall score of a "B." Our N.C. End of Course exam scores continue to show *improvement* in our Math courses, and *U.S. News & World Report* ranks the school as the 26th highest-performing school in North Carolina.
- Furthermore, the school remains dedicated to enrolling students from economically disadvantaged backgrounds and has established articulation agreements with neighboring charter schools to facilitate this enrollment process.

**Requests for Information**

This report is designed to provide an overview of the School's finances for those with an interest in this area. Questions concerning any of the information found in this report or requests for additional information should be directed to the Board of Directors, Contemporary Science Center, Inc., 3106 NC Hwy. 54 East, Durham, NC 27713, telephone (919) 998-6757.

**CONTEMPORARY SCIENCE CENTER, INC.**  
**Statement of Net Position**  
**June 30, 2025**

**Exhibit 1**

|                                           | Primary<br>Governmental<br>Activities |
|-------------------------------------------|---------------------------------------|
| <b>ASSETS</b>                             |                                       |
| Cash and cash equivalents                 | \$ 2,101,202                          |
| Cash and cash equivalents - restricted    | 1,626,982                             |
| Accounts receivable                       | 409,070                               |
| Prepaid expenses                          | 25,716                                |
| Capital assets (Note 1):                  |                                       |
| Land                                      | 1,450,000                             |
| Construction in progress                  | 37,422                                |
| Other capital assets, net of depreciation | 6,717,536                             |
| <br>Total capital assets                  | <br>8,204,958                         |
| <br>Total assets                          | <br>12,367,928                        |
| <br><b>LIABILITIES</b>                    |                                       |
| Accounts payable                          | 223,355                               |
| Accrued interest                          | 258,447                               |
| Accrued payroll                           | 1,400                                 |
| Deferred revenues                         | 2,645                                 |
| Long-term liabilities:                    |                                       |
| Due within one year                       | 250,000                               |
| Due in more than one year                 | 8,906,620                             |
| <br>Total liabilities                     | <br>9,642,467                         |
| <br><b>NET POSITION</b>                   |                                       |
| Net investment in capital assets          | 675,320                               |
| Unrestricted                              | 2,050,141                             |
| <br>Total net position                    | <br>\$ 2,725,461                      |

The notes to the financial statements are an integral part of this statement.

**CONTEMPORARY SCIENCE CENTER, INC.**  
**Statement of Activities**  
**For the Year Ended June 30, 2025**

**Exhibit 2**

| Functions/Programs                   | Expenses     | Program Revenues        |                                          | Net (Expense) Revenue and<br>Changes in Net Position |                |
|--------------------------------------|--------------|-------------------------|------------------------------------------|------------------------------------------------------|----------------|
|                                      |              | Charges for<br>Services | Operating<br>Grants and<br>Contributions | Governmental<br>Activities                           | Total          |
| <b>Primary government:</b>           |              |                         |                                          |                                                      |                |
| Governmental activities:             |              |                         |                                          |                                                      |                |
| Instructional programs               | \$ 5,413,993 | \$ -                    | \$ 143,433                               | \$ (5,270,560)                                       | \$ (5,270,560) |
| Support services                     | 865,193      | -                       | 21,069                                   | (844,124)                                            | (844,124)      |
| Interest on long-term debt           | 528,763      | -                       | -                                        | (528,763)                                            | (528,763)      |
| Clubs and activities                 | 246,975      | -                       | -                                        | (246,975)                                            | (246,975)      |
| Total governmental activities        | 7,054,924    | -                       | 164,502                                  | (6,890,422)                                          | (6,890,422)    |
| Total primary government             | \$ 7,054,924 | \$ -                    | \$ 164,502                               | (6,890,422)                                          | (6,890,422)    |
|                                      |              |                         |                                          |                                                      |                |
| General revenues:                    |              |                         |                                          |                                                      |                |
| Unrestricted county appropriations   |              |                         |                                          | 2,669,843                                            | 2,669,843      |
| Unrestricted State appropriations    |              |                         |                                          | 4,110,700                                            | 4,110,700      |
| Clubs and activities                 |              |                         |                                          | 219,432                                              | 219,432        |
| Sales tax                            |              |                         |                                          | 25,623                                               | 25,623         |
| Donations - general                  |              |                         |                                          | 18,206                                               | 18,206         |
| Miscellaneous                        |              |                         |                                          | 7,373                                                | 7,373          |
| Unrestricted investment earnings     |              |                         |                                          | 21,073                                               | 21,073         |
| Total general revenues and transfers |              |                         |                                          | 7,072,250                                            | 7,072,250      |
| Change in net position               |              |                         |                                          | 181,828                                              | 181,828        |
| Net position-beginning               |              |                         |                                          | 2,543,633                                            | 2,543,633      |
| Net position-ending                  |              |                         |                                          | \$ 2,725,461                                         | \$ 2,725,461   |

The notes to the financial statements are an integral part of this statement.

**CONTEMPORARY SCIENCE CENTER, INC.**  
**Balance Sheet**  
**Governmental Funds**  
**June 30, 2025**

Exhibit 3

|                                                         | Major Funds         |                     | Non-major Funds    |                         | Total Governmental Funds |
|---------------------------------------------------------|---------------------|---------------------|--------------------|-------------------------|--------------------------|
|                                                         | General             | State Public School | Federal Grant Fund | Clubs and Activity Fund |                          |
| <b>ASSETS</b>                                           |                     |                     |                    |                         |                          |
| Cash and cash equivalents                               | \$ 1,996,269        | \$ -                | \$ -               | \$ 104,933              | \$ 2,101,202             |
| Cash and cash equivalents - restricted                  | 1,626,982           | -                   | -                  | -                       | 1,626,982                |
| Accounts receivable                                     | 409,070             | -                   | -                  | -                       | 409,070                  |
| Prepaid expenses                                        | 25,716              | -                   | -                  | -                       | 25,716                   |
| <b>Total assets</b>                                     | <b>\$ 4,058,037</b> | <b>\$ -</b>         | <b>\$ -</b>        | <b>\$ 104,933</b>       | <b>\$ 4,162,970</b>      |
| <b>LIABILITIES AND FUND BALANCES</b>                    |                     |                     |                    |                         |                          |
| Liabilities:                                            |                     |                     |                    |                         |                          |
| Accounts payable                                        | \$ 223,355          | \$ -                | \$ -               | \$ -                    | \$ 223,355               |
| Accrued interest                                        | 258,447             | -                   | -                  | -                       | 258,447                  |
| Accrued payroll                                         | 1,400               | -                   | -                  | -                       | 1,400                    |
| Deferred revenues                                       | 2,645               | -                   | -                  | -                       | 2,645                    |
| <b>Total liabilities</b>                                | <b>485,847</b>      | <b>-</b>            | <b>-</b>           | <b>-</b>                | <b>485,847</b>           |
| Fund balances:                                          |                     |                     |                    |                         |                          |
| Restricted for debt service and repairs and maintenance | 1,626,982           | -                   | -                  | -                       | 1,626,982                |
| Assigned:                                               |                     |                     |                    |                         |                          |
| Clubs and activities                                    | -                   | -                   | -                  | 104,933                 | 104,933                  |
| Unassigned                                              | 1,945,208           | -                   | -                  | -                       | 1,945,208                |
| <b>Total fund balances</b>                              | <b>3,572,190</b>    | <b>-</b>            | <b>-</b>           | <b>104,933</b>          | <b>3,677,123</b>         |
| <b>Total liabilities and fund balances</b>              | <b>\$ 4,058,037</b> | <b>\$ -</b>         | <b>\$ -</b>        | <b>\$ 104,933</b>       |                          |

Amounts reported for governmental activities in the statement of net position (Exhibit 1) are different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.

8,204,958

Some liabilities, including notes payable, are not due and payable in the current period and therefore are not reported in the funds (Note 2).

(9,156,620)

Net position of governmental activities

\$ 2,725,461

The notes to the financial statements are an integral part of this statement.

**CONTEMPORARY SCIENCE CENTER, INC.**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**Governmental Funds**  
**For the Year Ended June 30, 2025**

Exhibit 4

|                                                           | Major Funds      |                     | Non-major Funds    |                         | Total Governmental Funds |
|-----------------------------------------------------------|------------------|---------------------|--------------------|-------------------------|--------------------------|
|                                                           | General          | State Public School | Federal Grant Fund | Clubs and Activity Fund |                          |
| <b>REVENUES</b>                                           |                  |                     |                    |                         |                          |
| State of North Carolina                                   | \$ -             | \$ 4,110,700        | \$ -               | \$ -                    | \$ 4,110,700             |
| Boards of Education                                       | 2,669,843        | -                   | -                  | -                       | 2,669,843                |
| U.S. Government                                           | -                | -                   | 164,502            | -                       | 164,502                  |
| Contributions and donations                               | 18,206           | -                   | -                  | -                       | 18,206                   |
| Clubs and activities                                      | -                | -                   | -                  | 219,432                 | 219,432                  |
| Sales tax                                                 | 25,623           | -                   | -                  | -                       | 25,623                   |
| Miscellaneous                                             | 7,373            | -                   | -                  | -                       | 7,373                    |
| Investment earnings                                       | 21,073           | -                   | -                  | -                       | 21,073                   |
| <b>Total revenues</b>                                     | <b>2,742,118</b> | <b>4,110,700</b>    | <b>164,502</b>     | <b>219,432</b>          | <b>7,236,752</b>         |
| <b>EXPENDITURES</b>                                       |                  |                     |                    |                         |                          |
| <b>Current:</b>                                           |                  |                     |                    |                         |                          |
| Instructional programs                                    | 1,016,546        | 4,110,700           | 143,433            | -                       | 5,270,679                |
| Support services                                          | 700,810          | -                   | 21,069             | -                       | 721,879                  |
| Clubs and activities                                      | -                | -                   | -                  | 246,975                 | 246,975                  |
| <b>Capital outlay:</b>                                    | <b>257,844</b>   | <b>-</b>            | <b>-</b>           | <b>-</b>                | <b>257,844</b>           |
| <b>Debt service:</b>                                      |                  |                     |                    |                         |                          |
| Interest                                                  | 516,894          | -                   | -                  | -                       | 516,894                  |
| Principal                                                 | 240,000          | -                   | -                  | -                       | 240,000                  |
| <b>Total expenditures</b>                                 | <b>2,732,094</b> | <b>4,110,700</b>    | <b>164,502</b>     | <b>246,975</b>          | <b>7,254,271</b>         |
| Excess (deficiency) of revenues over (under) expenditures | 10,024           | -                   | -                  | (27,543)                | (17,519)                 |
| Net change in fund balance                                | 10,024           | -                   | -                  | (27,543)                | (17,519)                 |
| Fund balances-beginning                                   | 3,562,166        | -                   | -                  | 132,476                 | 3,694,642                |
| Fund balances-ending                                      | \$ 3,572,190     | \$ -                | \$ -               | \$ 104,933              | \$ 3,677,123             |

The notes to the financial statements are an integral part of this statement.

**CONTEMPORARY SCIENCE CENTER, INC.**  
**Reconciliation of the Statement of Revenues,**  
**Expenditures, and Changes in Fund Balance of Governmental Funds**  
**to the Statement of Activities**  
**For the Year Ended June 30, 2025**

Exhibit 5

Amounts reported for governmental activities in the statement of activities are different because:

|                                                         |             |
|---------------------------------------------------------|-------------|
| Net changes in fund balances - total governmental funds | \$ (17,519) |
|---------------------------------------------------------|-------------|

|                                                                                                                                                                                                                                                                                                           |          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which depreciation exceeded capital outlays in the current period. | (28,784) |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| The issuance of long-term debt provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction has any effect on net position. Also, governmental funds report the effect of issuance costs, premiums, discounts, and similar items when debt is first issued, whereas these amounts are deferred and amortized in the statement of activities. This amount is the net effect of these differences in the treatment of long-term debt and related items. | <u>228,131</u> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|

|                                                          |                          |
|----------------------------------------------------------|--------------------------|
| Total changes in net position of governmental activities | <u><u>\$ 181,828</u></u> |
|----------------------------------------------------------|--------------------------|

The notes to the financial statements are an integral part of this statement.

**CONTEMPORARY SCIENCE CENTER, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
For the Year Ended June 30, 2025

1. Summary of Significant Accounting Policies

The accounting policies of Contemporary Science Center, Inc. (the "School") conform to generally accepted accounting principles ("GAAP") as applicable to governments. Charter schools are established by non-profit entities, such as the School. Because of the authority of the State Board of Education (the "SBE") to terminate, not renew or seek applicants to assume a charter on grounds set out in the North Carolina General Statutes at G.S. 115C-218.95 with all net assets purchased with public funds reverting to a local education agency (G.S. 115C-218.100), the charter schools in North Carolina follow the governmental reporting model as used by local education agencies. The following is a summary of the more significant accounting policies:

A. Reporting Entity

The School is a North Carolina non-profit corporation incorporated in 2002. Pursuant to the provisions of the Charter School Act of 1996 as amended (the "Act"), Contemporary Science Center, Inc. has been approved to operate Research Triangle High School, a public school serving approximately 564 students. The School operates under an approved charter received from the SBE and applied for under the provisions of G.S. 115C-218.1. G.S. 115C-218.6(b)(1) provides that a charter school shall be subject to the audit requirements adopted by the SBE, which includes the audit requirements established by G.S. 115C-447 of the School Budget and Fiscal Control Act ("SBFCA"), and requires the financial statements to be prepared in accordance with GAAP. The current charter is effective until June 30, 2032, and may be renewed for subsequent periods of ten (10) years unless one of the conditions in G.S. 115C-218.6(b) applies in which case the SBE may renew the charter for a shorter period or not renew the charter. Management believes that the charter will be renewed in the ordinary course of business.

The School has been recognized by the Internal Revenue Service as exempt from Federal income taxation under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

*Blended Component Unit:* Raptorium, LLC ("LLC") was formed in March 2015 as a North Carolina non-profit corporation. The LLC was created primarily as a vehicle to finance and own real estate and school facilities utilized by the School. GASB Statement No. 14 as amended, The Financial Reporting Entity, requires blending when 1) a component unit's governing body is substantively the same as the governing body of the primary government, 2) a component unit provides services entirely, or almost entirely, to the primary government, 3) a component unit's total debt outstanding, including leases, is expected to be repaid entirely, or almost entirely, with resources of the primary government, or 4) the primary government is the sole corporate member of the component unit. The LLC provides services almost entirely to the School, including owning real property to be leased to the School. Additionally, the School is the sole member of the LLC. Therefore, the LLC is reported as blended component unit included in the general fund in the School's financial statements. The LLC did not issue separate financial statements.



**CONTEMPORARY SCIENCE CENTER, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
For the Year Ended June 30, 2025

1. Summary of Significant Accounting Policies (Continued)

B. Basis of Presentation

In accordance with GASB Statement No. 34, Basic Financial Statements – and Management Discussion and Analysis – for State and Local Governments (“GASB 34”), the School is a special-purpose government that is engaged in governmental activities and is not a component unit of another government. Therefore, the financial statements are prepared in the same manner as general purpose governments.

*Government-wide Statements:* The statement of net position and the statement of activities display information about the School. These statements include the financial activities of the overall entity. Eliminations have been made to minimize the double counting of internal activities. These statements distinguish between the *governmental* and *business-type activities* of the School. Governmental activities generally are financed through intergovernmental revenues and other non-exchange transactions. Business-type activities are financed in whole or in part by fees charged to external parties. The School has no business-type activities.

The statement of activities presents a comparison between direct expenses and program revenues for the different business-type activities of the School and for each function of the School's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Indirect expense allocations that have been made in the funds have been reversed for the statement of activities. Program revenues include (a) fees and charges paid by the recipients of goods or services offered by the programs and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues are presented as general revenues.

*Fund Financial Statements:* The fund financial statements provide information about the School's funds. The emphasis of fund financial statements is on major governmental funds, each displayed in a separate column. All remaining governmental funds are aggregated and reported as non-major funds.

Proprietary fund operating revenues, such as charges for services, result from exchange transactions associated with the principal activity of the fund. Exchange transactions are those in which each party receives and gives up essentially equal values. Nonoperating revenues, such as subsidies and investment earnings, result from nonexchange transactions or ancillary activities.

The School reports the following major governmental funds:

*General Fund.* The General Fund is the general operating fund of the School. The General Fund accounts for all financial resources except those that are required to be accounted for in another fund.

*State Public School Fund.* The State Public School Fund includes appropriations from the Department of Public Instruction for specific operating needs of the School and is reported as a special revenue fund.

**CONTEMPORARY SCIENCE CENTER, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
For the Year Ended June 30, 2025

1. Summary of Significant Accounting Policies (Continued)

B. Basis of Presentation (Continued)

The School reports two non-major funds, the Federal Grant Fund and the Clubs and Activity Fund.

The School reports no proprietary funds.

C. Measurement Focus and Basis of Accounting

*Government-wide and Proprietary Fund Financial Statements.* The government-wide and proprietary fund financial statements are reported using the economic resources measurement focus. The government-wide and proprietary fund financial statements are reported using the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. Non-exchange transactions, in which the School gives (or receives) value without directly receiving (or giving) equal value in exchange, include grants and donations. Revenue from grants and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied.

*Governmental Fund Financial Statements.* Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. The School considers all revenues reported in the governmental funds to be available if the revenues are collected within sixty days after year-end. These could include federal, State, and county grants, and some charges for services. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, claims and judgments, and compensated absences, which are recognized as expenditures to the extent they have matured. General capital asset acquisitions are reported as expenditures in governmental funds. Proceeds of general long-term debt and acquisitions under capital leases are reported as other financing sources.

Under the terms of grant agreements, the School funds certain programs by a combination of specific cost-reimbursement grants and general revenues. Thus, when program expenses are incurred, there is both restricted and unrestricted net position available to finance the program. It is the School's policy to first apply cost-reimbursement grant resources to such programs and then general revenues.

D. Budgetary Data

Annual budgets are adopted for all funds, except for the activity within the clubs and activities, on a school-wide basis. All budgets are prepared using the modified accrual basis of accounting.

The governing board has voluntarily established the policy, as a sound business practice, that expenditures may not exceed appropriations, for all the School's funds, based on the adopted budget and subsequent amendments. During the year, several amendments to the original budget were necessary, the effects of which were not material. The budget presented in the supplemental data represents the budget of the School at June 30, 2025. All appropriations lapse at year end.

**CONTEMPORARY SCIENCE CENTER, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
For the Year Ended June 30, 2025

1. Summary of Significant Accounting Policies (Continued)

E. Assets, Liabilities, Deferred Outflows and Inflows of Resources, and Fund Equity

1. Deposits and Investments

All deposits of the School are made in a local bank, whose accounts are FDIC insured. Also, the School may establish time deposit accounts such as NOW and SuperNOW accounts, money market accounts, and certificates of deposit.

2. Cash and Cash Equivalents

The School pools money from several funds to facilitate disbursement and investment and to maximize investment income. All cash held with original maturities of three months or less are considered cash and cash equivalents. The School has \$3,646,344 of cash equivalents as of June 30, 2025.

3. Restricted Cash and Cash Equivalents

The unexpended loan proceeds of the School's loan agreement and amounts restricted for repairs and replacements are classified as restricted cash and cash equivalents within the School's general fund because its use is completely restricted to the purpose for which the bonds were originally issued, and for future repairs and replacements as authorized by the loan agreement.

4. Accounts Receivable

Accounts receivable consists of amounts owed to the School from sales tax and local school administrative units. The School has reviewed the receivable balances and determined the amounts to be fully collectible.

5. Capital Assets

The School's donated capital assets received prior to June 15, 2015 are recorded at their estimated fair value at the date of donation. Donated capital assets received after June 15, 2015 are recorded at acquisition value. All other capital assets are recorded at original cost. The total of these estimates is not considered large enough that any errors would be material when capital assets are considered as a whole.

It is the policy of the School to capitalize all capital assets costing more than \$2,500 with an estimated useful life of two or more years. In addition, other items which are purchased and used in large quantities such as student desks and office furniture are capitalized. Improvements are capitalized and depreciated over the remaining useful lives of the related capital assets. All depreciable assets are depreciated using the straight-line method of depreciation. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Capital assets are depreciated over their useful lives on a straight-line basis as follows:

|                       | <u>Years</u> |
|-----------------------|--------------|
| School equipment      | 5            |
| Building improvements | 15-40        |
| Building              | 40           |

**CONTEMPORARY SCIENCE CENTER, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
For the Year Ended June 30, 2025

1. Summary of Significant Accounting Policies (Continued)

E. Assets, Liabilities, Deferred Outflows and Inflows of Resources, and Fund Equity (Continued)

6. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *Deferred Outflows of Resources*, represents a consumption of net position that applies to a future period and so will not be recognized as an expense or expenditure until then. The School has no items that meet this criterion. In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *Deferred Inflows of Resources*, represents an acquisition of net position that applies to a future period and so will not be recognized as revenue until then. The School has one item that meets the criterion for this category: deferred revenues.

7. Long-Term Obligations

In the government-wide financial statements, and proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund-type statement of net position. Bond premiums and discounts are deferred and amortized over the life of the bonds using the straight-line method that approximates the effective interest method. Bonds payable are reported net of the applicable bond premiums or discount. Bond issuance costs, except for prepaid insurance costs, are expensed in the reporting period in which they are incurred. Prepaid insurance costs are expensed over the life of the debt.

In fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

8. Compensated Absences

Employees are granted ten personal leave days each year, which include vacation and sick days. An unlimited amount of personal leave days may be carried over to the following year or employees may be paid out up to 10 days. Employees who leave or are terminated do not have the right to be paid unused leave, thus no accrual is provided for compensated absences.

9. Net Position and Fund Balances

Net Position

Net position in the government-wide and proprietary fund financial statements are classified as net investment in capital assets, restricted, and unrestricted. Restricted net position represents constraints on resources that are either externally imposed by creditors, grantors, contributors, or laws or regulations of other governments or imposed by law through State statute.

**CONTEMPORARY SCIENCE CENTER, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
For the Year Ended June 30, 2025

1. Summary of Significant Accounting Policies (Continued)

E. Assets, Liabilities, Deferred Outflows and Inflows of Resources, and Fund Equity (Continued)

9. Net Position and Fund Balances (Continued)

Fund Balance

In the governmental fund financial statements, fund balance is composed of three classifications (out of five possible classifications) designed to disclose the hierarchy of constraints placed on how fund balance can be spent.

The governmental fund types classify fund balances as follows:

Restricted – This classification includes amounts that are restricted to specific purposes externally imposed by creditors or imposed by law.

Assigned – The amount of fund balance that the School intends to use for specific purposes.

Assigned for Clubs and Activities fund – Revenue sources restricted for expenditures for the various clubs and organizations, athletic events, and various fund-raising activities, for which they were collected.

Unassigned – The portion of fund balance that has not been assigned to another fund or restricted, committed or assigned to specific purposes within the General Fund.

The School has a revenue spending policy that provides guidance for programs with multiple revenue sources. The finance officer of the School will use resources in the following hierarchy: federal funds, State funds, local non-board of education funds, board of education funds. For purposes of fund balance classification, expenditures are to be spent from restricted fund balance first, followed in-order by committed fund balance, assigned fund balance, and lastly, unassigned fund balance. The finance officer of the School has the authority to deviate from this policy if it is in the best interest of the School.

**CONTEMPORARY SCIENCE CENTER, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
For the Year Ended June 30, 2025

1. Summary of Significant Accounting Policies (Continued)

E. Assets, Liabilities, Deferred Outflows and Inflows of Resources, and Fund Equity (Continued)

10. Reconciliation of Government-Wide and Fund Statements

The governmental fund balance sheet includes a reconciliation between governmental funds' total fund balance and governmental activities' net position as reported in the government-wide statement of net position. The net adjustment of (\$951,662) represents the amount that the total fund balances of governmental funds exceeds the net position of governmental activities and consists of several elements as follows:

|                                                                                                                                                                                                          |                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Capital assets used in governmental activities are not financial resources and therefore not reported in the fund (total capital assets on government-wide statement in governmental activities column). | \$10,750,524        |
| Less accumulated depreciation                                                                                                                                                                            | (2,545,566)         |
| Liabilities that, because they are not due and payable in the current period, do not require current resources to pay and are therefore not reported in the fund statements:                             |                     |
| Bond payable                                                                                                                                                                                             | (9,395,000)         |
| Discounts on bond issuance                                                                                                                                                                               | 355,093             |
| Accumulated amortization of discounts on bond issuance                                                                                                                                                   | <u>(116,713)</u>    |
| Total adjustment                                                                                                                                                                                         | <u>\$ (951,662)</u> |

F. Revenues, Expenditures, and Expenses

1. Funding

The School is funded by the SBE receiving (i) an amount equal to the average per pupil allocation for the average daily membership ("ADM") from the local school administrative unit allotments in which the School is located (i.e. Wake County Board of Education) for each child attending the School except for the allocation for children with special needs and (ii) an additional amount for each child attending the School who is a child with special needs (G.S. 115C-218.105(a)).

Subject to certain limitations, funds allocated by the SBE may be used to enter into operational and financing leases for real property or mobile classroom units for use as school facilities for charter schools and may be used for payments on loans made to charter schools for facilities, equipment, or operations (G.S. 115C-218.105(b)).

**CONTEMPORARY SCIENCE CENTER, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
For the Year Ended June 30, 2025

1. Summary of Significant Accounting Policies (Continued)

F. Revenues, Expenditures, and Expenses (Continued)

1. Funding (Continued)

Additionally, the School receives for each student an amount equal to the per pupil share of the local current expense fund of the local school administrative unit in which the child resides (G.S. 115C-218.105(c)). Amounts transferred that consist of revenue from supplemental taxes shall be transferred only to a charter school located in the district where the taxes are levied and the child resides.

For the fiscal year ended June 30, 2025, the School received funding from the Boards of Education for Wake County (\$939,989), Granville County (\$2,378), Town of Chapel Hill (\$49,546), Durham County (\$1,567,274), Chatham County (\$47,619), Harnett County (\$2,264), Orange County (\$56,793), Cumberland County (\$1,815), and Alamance County (\$2,165).

Furthermore, the School has received donations of cash and/or equipment from private organizations. The cash is available to be used throughout the year for the School's various programs and activities.

2. Reconciliation Between Government-Wide and Fund Statements

The governmental fund statement of revenues, expenditures, and changes in fund balance is followed by a reconciliation between the change in the fund balance of the governmental funds and the change in the net position of governmental activities as reported on the government-wide statement of activities.

The net difference of \$199,347 between the two amounts represents the amount that the change in fund balances of governmental funds exceed the change in net position of governmental activities and consists of the following elements:

|                                                                                                                                                                              |            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| Capital outlay expenditures recorded in the fund statements but capitalized as assets on the statement of activities.                                                        | \$ 257,844 |
| Depreciation expense that is recorded on the statement of activities but not in the fund statements.                                                                         | (286,628)  |
| Principal payments on debt owed are recorded as a use of funds on the fund statements but again affect only the statement of net position in the government-wide statements. | 240,000    |

**CONTEMPORARY SCIENCE CENTER, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
For the Year Ended June 30, 2025

1. Summary of Significant Accounting Policies (Continued)

F. Revenues, Expenditures, and Expenses (Continued)

2. Reconciliation Between Government Wide and Fund Statements (Continued)

Expenses reported on the statement of activities that do not require the use of current resources to pay are not recorded as expenditures in the fund statements.

|                                                         |                   |
|---------------------------------------------------------|-------------------|
| Amortization of bond issuance costs to interest expense | (11,869)          |
|                                                         | <b>\$ 199,347</b> |

G. Use of Estimates and Assumptions

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenues and expenditures.

2. Detail Notes on All Funds

A. Assets

1. Deposits

At June 30, 2025, the School had deposits with banks and savings and loans with a carrying amount of \$3,728,184. The bank balance with the financial institutions was \$3,871,682, of which \$1,626,981 was uninsured. The School does not have a deposit policy for custodial credit risk.



**CONTEMPORARY SCIENCE CENTER, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
For the Year Ended June 30, 2025

2. Detail Notes on All Funds (Continued)

A. Assets (Continued)

2. Capital Assets

Capital asset activity related to governmental activities for the year ended June 30, 2025, was as follows:

|                                                   | Beginning<br>Balances | Increases  | Decreases | Ending<br>Balances |
|---------------------------------------------------|-----------------------|------------|-----------|--------------------|
| Governmental activities:                          |                       |            |           |                    |
| Capital assets not being depreciated:             |                       |            |           |                    |
| Land                                              | \$ 1,450,000          | \$ -       | \$ -      | \$ 1,450,000       |
| Construction in progress                          | 37,422                | -          | -         | 37,422             |
| Total capital assets not being depreciated        | 1,487,422             | -          | -         | 1,487,422          |
| Capital assets being depreciated:                 |                       |            |           |                    |
| Building                                          | 4,869,183             | -          | -         | 4,869,183          |
| Building improvements                             | 3,488,986             | 150,245    | -         | 3,639,231          |
| School equipment                                  | 647,089               | 107,599    | -         | 754,688            |
| Total capital assets being depreciated            | 9,005,258             | 257,844    | -         | 9,263,102          |
| Less accumulated depreciation:                    |                       |            |           |                    |
| Building                                          | 1,136,143             | 121,730    | -         | 1,257,873          |
| Building improvements                             | 648,000               | 88,714     | -         | 736,714            |
| School equipment                                  | 474,795               | 76,184     | -         | 550,979            |
| Total accumulated depreciation                    | 2,258,938             | \$ 286,628 | \$ -      | 2,545,566          |
| Total capital assets being depreciated, net       | 6,746,320             |            |           | 6,717,536          |
| Total governmental activities capital assets, net | \$ 8,233,742          |            |           | \$ 8,204,958       |

Depreciation expense charged to governmental functions for the year ended June 30, 2025 is summarized as follows:

|                        |                   |
|------------------------|-------------------|
| Instructional programs | \$ 143,314        |
| Supporting services    | 143,314           |
|                        | <u>\$ 286,628</u> |

**CONTEMPORARY SCIENCE CENTER, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
For the Year Ended June 30, 2025

2. Detail Notes on All Funds (Continued)

B. Liabilities

1. Retirement Plan

The School does not participate in the North Carolina Teachers' and State Employees' Retirement System.

The School offers a 457(b) retirement plan to its employees. Under the plan, the School contributes an amount equal to the employees' contributions up to a limit of 3% of the employees' compensation for the calendar year. The employee may make voluntary contributions, pursuant to a salary reduction agreement of a percentage of annual compensation not to exceed the limits set by the Internal Revenue Code.

During the fiscal years ended June 30, 2025, 2024, and 2023, the School contributed a total of \$71,842, \$56,792, and \$52,864, respectively, under the 457(b) retirement plan.

2. Risk Management

The School is exposed to various risks of losses related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The School maintains general liability and errors and omissions insurance coverage of \$1 million per occurrence with a commercial carrier.

As authorized by G.S. 115C-218.90(a)(4), the School also participates in the Teachers' and State Employees' Comprehensive Major Medical Plan (the "Medical Plan"), a self-funded risk financing pool of the State administered by Blue Cross and Blue Shield of North Carolina. Through this plan, permanent full-time employees of the School are eligible to receive health care benefits. The School pays the full cost of coverage for employees enrolled in the medical plan.

The School carries commercial coverage for all other risks of loss. There have been no significant reductions in insurance coverage in the prior year and claims have not exceeded coverage in any of the past two fiscal years.

The School has elected not to carry flood insurance because the School is not in an area of the State that has been mapped and designated an "A" area (an area close to a river, lake or stream) by the Federal Emergency Management Agency.

**CONTEMPORARY SCIENCE CENTER, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
For the Year Ended June 30, 2025

2. Detail Notes on All Funds (Continued)

B. Liabilities (Continued)

3. Long-Term Obligations

a. Bonds Payable

In August 2015, the School entered into a loan agreement associated with the issuance of revenue bonds in the aggregate of \$11,060,000. The bonds were issued at an aggregate discount of \$355,093. Proceeds of the bonds were used to repay the bridge loan used to originally finance the purchase of a building, as well as to provide renovations to the building. Additional proceeds were used to fund reserve funds as required by the agreement. Interest during the term ranges from 4.375% - 6.125%. Principal payments began in July 2017 and continue through maturity in July 2045. The real estate has been pledged as collateral for the debt. In the event of a default as defined in the loan agreement, the lender may declare any remaining principal and interest payments due to be immediately payable by the School. The balance outstanding net of discounts at June 30, 2025 totaled \$9,156,620.

Future minimum payments are as follows:

|                                 | <u>Cash Paid</u><br><u>Interest</u> | <u>Amortization</u><br><u>Bond Discount</u> | <u>Total</u><br><u>Interest</u> | <u>Principal</u>    |
|---------------------------------|-------------------------------------|---------------------------------------------|---------------------------------|---------------------|
| Year Ending June 30, 2026       | \$ 511,425                          | \$ 11,869                                   | \$ 523,294                      | \$ 250,000          |
| Year Ending June 30, 2027       | 498,834                             | 11,869                                      | 510,703                         | 265,000             |
| Year Ending June 30, 2028       | 484,188                             | 11,869                                      | 496,057                         | 280,000             |
| Year Ending June 30, 2029       | 468,734                             | 11,869                                      | 480,603                         | 295,000             |
| Year Ending June 30, 2030       | 452,475                             | 11,869                                      | 464,344                         | 310,000             |
| Years Ending June 30, 2031-2035 | 1,987,444                           | 59,347                                      | 2,046,791                       | 1,810,000           |
| Years Ending June 30, 2036-2040 | 1,422,459                           | 59,347                                      | 1,481,806                       | 2,355,000           |
| Years Ending June 30, 2041-2045 | 660,094                             | 59,347                                      | 719,441                         | 3,100,000           |
| Year Ending June 30, 2046       | <u>20,531</u>                       | <u>994</u>                                  | <u>21,525</u>                   | <u>730,000</u>      |
|                                 | <u>\$ 6,506,184</u>                 | <u>\$ 238,380</u>                           | <u>\$ 6,744,564</u>             | <u>\$ 9,395,000</u> |

**CONTEMPORARY SCIENCE CENTER, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
For the Year Ended June 30, 2025

2. Detail Notes on All Funds (Continued)

B. Liabilities (Continued)

3. Long-Term Obligations (Continued)

a. Bonds Payable (Continued)

Under the terms of the bond agreement, the School is obligated under certain debt covenants to maintain days cash on hand of 45 days for the year ending June 30, 2025. The calculation of this covenant for the year ended June 30, 2025 is as follows:

|                                                                   |                     |
|-------------------------------------------------------------------|---------------------|
| Total operating expenses                                          | \$ 6,756,427        |
| Divided by 365 days                                               | <u>365</u>          |
| Operating expense per day                                         | 18,511              |
| Multiplied by 45 days                                             | <u>45</u>           |
| Minimum balance required for<br>Unrestricted cash and investments | <u>\$ 832,995</u>   |
| Total unrestricted cash and cash equivalents                      | <u>\$ 2,101,202</u> |

Under the terms of the bond agreement, the School is obligated under certain debt covenants to maintain debt service coverage ratio at or above 1.00 to 1 for the year ended June 30, 2017 and 1.20 to 1 for each subsequent year. The calculation of this covenant for the year ended June 30, 2025 is as follows:

|                                                      |                   |
|------------------------------------------------------|-------------------|
| Change in net assets for<br>year ended June 30, 2025 | \$ 181,828        |
| Add: interest expense                                | 528,763           |
| Add: depreciation and amortization expense           | <u>298,497</u>    |
| Net income available for debt service                | 1,009,088         |
| Maximum annual debt service                          | <u>\$ 761,425</u> |
| Cash flow coverage ratio                             | <u>1.33</u>       |

Additionally, the School must maintain minimum enrollment of 490. The School's actual enrollment was 566 as of June 30, 2025.

**CONTEMPORARY SCIENCE CENTER, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
For the Year Ended June 30, 2025

2. Detail Notes on All Funds (Continued)

B. Liabilities (Continued)

3. Long-Term Obligations (Continued)

b. Changes in General Long-Term Obligations

The following is a summary of changes in the School's long-term obligations for the fiscal year ended June 30, 2025:

|                                | <u>Balance</u><br><u>June 30, 2024</u> | <u>Increases</u> | <u>Decreases</u>    | <u>Balance</u><br><u>June 30, 2025</u> | <u>Current</u><br><u>Portion</u> |
|--------------------------------|----------------------------------------|------------------|---------------------|----------------------------------------|----------------------------------|
| Bond Payable                   | \$ 9,635,000                           | \$ -             | \$ (240,000)        | \$ 9,395,000                           | \$ 250,000                       |
| Discounts on<br>Debt Issuance  | <u>(250,249)</u>                       | <u>-</u>         | <u>11,869</u>       | <u>(238,380)</u>                       | <u>-</u>                         |
| Total Long-Term<br>Liabilities | <u>\$ 9,384,751</u>                    | <u>\$ -</u>      | <u>\$ (228,131)</u> | <u>\$ 9,156,620</u>                    | <u>\$ 250,000</u>                |

C. Fund Balance

The School has a revenue spending policy that provides policy for programs with multiple revenue sources. The finance officer of the School will use resources in the following hierarchy; federal funds, State funds, local non-School funds, and School funds. For purposes of fund balance classification, expenditures are to be spent from restricted fund balance first, followed in order by committed fund balance, assigned fund balance, and lastly, unassigned fund balance. The finance officer may deviate from this policy if it is in the best interest of the School.

The following schedule provides management and the School with information on the portion of general fund balance that is available for appropriation as of June 30, 2025:

|                             |                     |
|-----------------------------|---------------------|
| Total fund balance          | \$ 3,572,190        |
| Less:                       |                     |
| Restricted for debt service | <u>(1,626,982)</u>  |
| Remaining fund balance      | <u>\$ 1,945,208</u> |

**CONTEMPORARY SCIENCE CENTER, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
For the Year Ended June 30, 2025

3. Summary Disclosure of Significant Contingencies

Federal and State Assisted Programs

The School has received proceeds from several federal and State grants. Periodic audits of these grants are required, and certain costs may be questioned as not being appropriate expenditures under the grant agreements. Such audits could result in the refund of grant monies to the grantor agencies. Management believes that any required refunds will be immaterial. No provision has been made in the accompanying financial statements for the refund of grant monies.

4. Significant Effects of Subsequent Events

Management evaluates events occurring subsequent to the date of the financial statements in determining the accounting for and disclosure of transactions and events that affect the financial statements. Subsequent events have been evaluated through October 21, 2025 which is the date the financial statements were available to be issued.

**CONTEMPORARY SCIENCE CENTER, INC.**  
**Statement of Revenues, Expenditures, and**  
**Changes in Fund Balances - Budget and Actual**  
**General, State Public School, and Federal Grant Funds**  
**For the Year Ended June 30, 2025**

Statement 1

|                              | 2025            |              |                                        |
|------------------------------|-----------------|--------------|----------------------------------------|
|                              | Final<br>Budget | Actual       | Favorable<br>(Unfavorable)<br>Variance |
| Revenues:                    |                 |              |                                        |
| State of North Carolina      | \$ 4,110,700    | \$ 4,110,700 | \$ -                                   |
| Boards of education:         |                 |              |                                        |
| Durham County                | 1,555,848       | 1,567,274    | 11,426                                 |
| Wake County                  | 936,000         | 939,989      | 3,989                                  |
| Orange County                | 55,530          | 56,793       | 1,263                                  |
| Town of Chapel Hill          | 50,049          | 49,546       | (503)                                  |
| Chatham County               | 45,000          | 47,619       | 2,619                                  |
| Granville County             | 2,313           | 2,378        | 65                                     |
| Alamance County              | 2,160           | 2,165        | 5                                      |
| Cumberland County            | 1,800           | 1,815        | 15                                     |
| Harnett County               | 1,927           | 2,264        | 337                                    |
| U.S. Government              | 164,502         | 164,502      | -                                      |
| Miscellaneous                | 6,541           | 7,373        | 832                                    |
| Contributions and donations  | 20,000          | 18,206       | (1,794)                                |
| Sales tax                    | 25,000          | 25,623       | 623                                    |
| Investment earnings          | 21,250          | 21,073       | (177)                                  |
| Total revenues               | 6,998,620       | 7,017,320    | 18,700                                 |
| Expenditures:                |                 |              |                                        |
| Current:                     |                 |              |                                        |
| Instructional programs:      |                 |              |                                        |
| Regular programs             | 5,061,399       | 3,594,236    | 1,467,163                              |
| Special programs             | 320,560         | 336,615      | (16,055)                               |
| Other                        | 79,645          | 1,339,828    | (1,260,183)                            |
| Total instructional programs | 5,461,604       | 5,270,679    | 190,925                                |
| Support services:            |                 |              |                                        |
| Administrative services      | -               | 21,069       | (21,069)                               |
| Business support             | 59,195          | 566,447      | (507,252)                              |
| Other support                | 460,238         | 134,363      | 325,875                                |
| Total support services       | 519,433         | 721,879      | (202,446)                              |
| Capital outlay               | 257,844         | 257,844      | -                                      |

**CONTEMPORARY SCIENCE CENTER, INC.**  
**Statement of Revenues, Expenditures, and**  
**Changes in Fund Balances - Budget and Actual (Continued)**  
**General, State Public School, and Federal Grant Funds**  
**For the Year Ended June 30, 2025**

**Statement 1**

|                                         | 2025            |            |                                        |
|-----------------------------------------|-----------------|------------|----------------------------------------|
|                                         | Final<br>Budget | Actual     | Favorable<br>(Unfavorable)<br>Variance |
| Debt service:                           |                 |            |                                        |
| Interest                                | \$ 522,144      | \$ 516,894 | \$ 5,250                               |
| Principal                               | 250,000         | 240,000    | 10,000                                 |
| Total debt service                      | 772,144         | 756,894    | 15,250                                 |
| Total expenditures                      | 7,011,025       | 7,007,296  | 3,729                                  |
| Other financing sources (uses):         |                 |            |                                        |
| Fund balance appropriated               | 12,405          | -          | (12,405)                               |
| Total other financing<br>sources (uses) | 12,405          | -          | (12,405)                               |
| Excess of revenues over<br>expenditures | \$ -            | \$ 10,024  | \$ 10,024                              |





**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING  
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL  
STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Board of Directors  
Contemporary Science Center, Inc.  
Research Triangle Park, North Carolina

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Contemporary Science Center, Inc. (the "School"), as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise Contemporary Science Center, Inc.'s basic financial statements, and have issued our report thereon dated October 21, 2025.

***Report on Internal Control Over Financial Reporting***

In planning and performing our audit of the financial statements, we considered Contemporary Science Center, Inc.'s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Contemporary Science Center, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of Contemporary Science Center, Inc.'s internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider material weaknesses. However, material weaknesses may exist that have not been identified.

### ***Report on Compliance and Other Matters***

As part of obtaining reasonable assurance about whether the Contemporary Science Center, Inc.'s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### ***Purpose of this Report***

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Thomas, Judy & Tucker, P.A.*

Raleigh, North Carolina  
October 21, 2025



**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR  
STATE PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE  
UNIFORM GUIDANCE AND THE STATE SINGLE AUDIT IMPLEMENTATION ACT**

To the Board of Directors  
Contemporary Science Center, Inc.  
Research Triangle Park, North Carolina

**Report on Compliance for Each Major State Program**

***Opinion on Each Major State Program***

We have audited Contemporary Science Center, Inc.'s (the "School") compliance with the types of compliance requirements described in the OMB *Compliance Supplement* and the *Audit Manual for Governmental Auditors in North Carolina*, issued by the Local Government Commission, that could have a direct and material effect on each of Contemporary Science Center, Inc.'s major State programs for the year ended June 30, 2025. Contemporary Science Center, Inc.'s major State programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, Contemporary Science Center, Inc. complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major State programs for the year ended June 30, 2025.

***Basis for Opinion on Each Major State Program***

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the State Single Audit Implementation Act. Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Contemporary Science Center, Inc. and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a reasonable basis for our opinion on compliance for each major State program. Our audit does not provide a legal determination of Contemporary Science Center, Inc.'s compliance with the compliance requirements referred to above.

### ***Responsibilities of Management for Compliance***

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to Contemporary Science Center, Inc.'s programs.

### ***Auditors' Responsibility for the Audit of Compliance***

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Contemporary Science Center, Inc.'s compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about Contemporary Science Center, Inc.'s compliance with the requirements of each major State program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Contemporary Science Center, Inc.'s compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of Contemporary Science Center, Inc.'s internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of Contemporary Science Center, Inc.'s internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

### ***Report on Internal Control Over Compliance***

A deficiency *in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a State program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a State program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance with a type

of compliance requirement of a State program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in The Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies or material weaknesses in internal control over compliance. Given these limitations, during our audit, we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

*Thomas, Judy & Tucker, P.A.*

Raleigh, North Carolina  
October 21, 2025

**CONTEMPORARY SCIENCE CENTER, INC.**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
 For the Year Ended June 30, 2025

SECTION I – SUMMARY OF AUDITORS' RESULTS

Financial Statements

Type of auditors' report issued on whether the financial statements audited were prepared in accordance with GAAP: Unmodified

Internal control over financial reporting:

- Material weakness (es) identified? \_\_\_\_\_Yes        X  No
- Significant Deficiency(s) identified? \_\_\_\_\_Yes        X  None Reported
- Noncompliance material to financial statements noted? \_\_\_\_\_Yes        X  No

State Awards

Internal control over major State programs:

- Material weakness identified? \_\_\_\_\_Yes        X  No
- Significant Deficiency(s) identified? \_\_\_\_\_Yes        X  None Reported

Type of auditors' report issued on compliance for major State programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with the State Single Audit Implementation Act? \_\_\_\_\_Yes        X  No

Identification of major State programs:

Program Name  
 State Public School Fund

SECTION II – FINANCIAL STATEMENT FINDINGS

None.

SECTION III – STATE AWARD FINDINGS AND QUESTIONED COSTS

None.

**CONTEMPORARY SCIENCE CENTER, INC.**  
**SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS**  
For the Year Ended June 30, 2025

None.

**CONTEMPORARY SCIENCE CENTER, INC.**  
**SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS**  
For the Year Ended June 30, 2025

| <u>Grantor/Pass-through<br/>Grantor/Program Title</u>     | <u>Federal<br/>ALN<br/>Number</u> | <u>State/<br/>Pass-through<br/>Grantor's<br/>Number</u> | <u>Expendi-<br/>tures</u>  |
|-----------------------------------------------------------|-----------------------------------|---------------------------------------------------------|----------------------------|
| <b>Federal Grants:</b>                                    |                                   |                                                         |                            |
| <b>Cash Assistance:</b>                                   |                                   |                                                         |                            |
| <u>U.S. Department of Education</u>                       |                                   |                                                         |                            |
| Direct Grant:                                             |                                   |                                                         |                            |
| Rural Education Achievement Program                       | 84.358A                           | XXXX                                                    | \$ 73,551                  |
| Passed-through the N.C. Department of Public Instruction: |                                   |                                                         |                            |
| IDEA Title VI, Part B: Special Education Grants to States | 84.027A                           | PRC 060                                                 | 69,882                     |
| ESEA Title II, Part A: Supporting Effective Instruction   | 84.367                            | PRC 103                                                 | <u>21,069</u>              |
| Total U.S. Department of Education                        |                                   |                                                         | <u>164,502</u>             |
| Total Federal Assistance                                  |                                   |                                                         | <u>164,502</u>             |
| <b>State Grants:</b>                                      |                                   |                                                         |                            |
| <b>Cash Assistance:</b>                                   |                                   |                                                         |                            |
| <u>N.C. Department of Public Instruction:</u>             |                                   |                                                         |                            |
| State Public School Fund                                  | xxxxx                             | PRC 036                                                 | 4,084,095                  |
| Principal and Teacher Performance Bonuses                 | xxxxx                             | PRC 048                                                 | 26,105                     |
| Feminine Hygiene Grant Program                            | xxxxx                             | PRC 088                                                 | <u>500</u>                 |
| Total State Assistance                                    |                                   |                                                         | <u>4,110,700</u>           |
| Total Federal and State Assistance                        |                                   |                                                         | <u><u>\$ 4,275,202</u></u> |

Notes to the Schedule of Expenditures of Federal and State Awards:

Note 1: Basis of Presentation

The accompanying schedule of expenditures of federal and State awards (SEFSA) includes the federal and State grant activity of the School under the programs of the federal government and the State of North Carolina for the year ended June 30, 2025. The information in this SEFSA is presented in accordance with the requirements of Title 2 of US Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* and the State Single Audit Implementation Act. Because the Schedule presents only a selected portion of the operations of the School, it is not intended to and does not present the financial

Note 2: Summary of Significant Accounting Policies

Expenditures reported in the SEFSA are reported on the modified accrual basis of accounting. Such expenditures are recognized following the cost principles contained in Uniform Guidance, wherein certain types of expenditures are not allowable or are limited.

Note 3: Indirect Cost Rate

The School has elected not to use the 10-percent de minimis indirect cost rate as allowed under the Uniform Guidance.



# Coversheet

## Governance Committee Business

**Section:** VI. Governance Committee Report  
**Item:** A. Governance Committee Business  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
RTHS Board of Directors Policy and Procedures Manual, November 19, 2025.pdf



# Research Triangle High School 2025-26 Board of Directors Policy and Procedures Manual

3106 NC Hwy 54 East  
Durham, NC 27713  
(919) 998-6757  
[researchtrianglehighschool.org](http://researchtrianglehighschool.org)

Approved: \_\_\_\_\_

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## Introduction

The Board of Directors of Research Triangle High School is committed to providing ethical and effective governance in support of the school's mission and vision. This Policy and Procedures Manual serves as a guide to the policies and procedures that govern the work of the Board and its committees.

The purpose of this Manual is to ensure that the Board operates with transparency, consistency, and accountability. It outlines the Board's responsibilities, meeting procedures, decision-making processes, and relationships with the school's leadership, staff, students, family members, and community. By adhering to the policies and practices described herein, Board members affirm their commitment to responsible stewardship of the school's resources and to fostering an educational environment that promotes academic growth, equity, and innovation.

This Manual supersedes all prior versions. It is intended to comply with applicable local, state, and federal laws and should be construed accordingly. The Board will review its contents annually to ensure alignment with best practices, applicable laws and regulations, and the evolving needs of the school.

## Board Membership

The RTHS Board of Directors consists of five to fifteen members, each elected by the Board to a four-year term, renewable for one additional four-year term.

Per the RTHS Corporate Bylaws and the NC Office of Charter Schools, no more than three members—or 25 percent of the Board, whichever is less—may be parents of current RTHS students. A majority of Board members must be North Carolina residents.

Board members, officers, and committee members serve without compensation.

Any member, officer, or committee member elected to the Board of Directors may be removed by the Board with or without cause.

## Requirement for Board Membership

### Background Check Policy

In accordance with N.C.G.S. 115C-218.115, all members of the Board of Directors must undergo a criminal background check and a Social Security Search prior to being approved for Board membership.

Once a potential Board member has been identified and interviewed by the Board, the checks will be completed. If a background check identifies issues that may preclude a person from serving on the Board, the matter will be referred to the Board Chair. The Chair will notify the applicant of the results, and the applicant will be given the opportunity to respond with any relevant information. If the potential Board member's background check is successfully completed, they may be presented to the Board of Directors for approval.

RTHS completes the background checks through an external company. Reasonable efforts are made to ensure that the results are kept as confidential as possible, with only the CSO, COO, and Board Chair authorized to review results.

## Board Officers

The officers of the Board shall include a Chair, Vice Chair, Secretary, Treasurer, and other officers as the Board of Directors may see necessary. Any two or more offices, other than those of the Chair and Secretary, may be held by the same person.

The Board of Directors shall elect officers to a renewable one-year term.

Board Officers shall fulfill the duties prescribed by the RTHS Bylaws, including:

### Chair

The Chair shall be the Board's executive officer and, subject to the control of the Board of Directors, shall manage the Board, including signing instruments that must be lawfully executed on behalf of RTHS, and shall perform all duties incident to the office of Chair and other duties prescribed by the Board of Directors.

### Vice Chair

The Vice Chair, unless otherwise determined by the Board of Directors, shall, in the absence of the Chair, perform the duties and exercise the powers of that office.

### Secretary

The Secretary shall keep accurate records of the acts and proceedings of all meetings of members, directors, and committees. They shall give all notices required by law. They shall have general charge of the books of the Corporation and shall keep, at the principal office, a record of members showing the name and address of each member. They shall perform all duties of the office of Secretary and other duties assigned by the Chair or the Board of Directors.

### Treasurer

The Treasurer shall have custody of all funds belonging to RTHS and shall receive, deposit, or disburse the same under the direction of the Board of Directors. They shall keep and report on complete and accurate financial accounts. The Treasurer shall perform all duties of their office and other duties assigned to them by the Chair or the Board of Directors.

## Board of Directors Roles and Responsibilities

The responsibilities of the Board of Directors, as they relate to those of the RTHS leadership team, include, but are not limited to, the following:

### Advance the School's Mission

- Work collaboratively to establish, update, and implement the mission and vision.
- Set annual goals for the Board and each Board committee.
- Set annual and multi-year goals and metrics for tracking progress.
- Complete an annual review of the work of the Board, including a review of the alignment of the Board's work to the established mission, goals, and metrics.
- Assess compliance in achieving commitments outlined in the school's charter, as well as in the School Engagement Plan.

## **Support Student Success**

- Establish and monitor specific and measurable academic growth and performance goals.
- Understand and respond to the school's successes, barriers to reaching academic goals, needs, and strategies to overcome these barriers.

## **Ensure Strong, Effective Leadership**

- Hire, support, evaluate, and terminate the Chief School Officer.
- Establish the appropriate compensation for the Chief School Officer.
- Approve the hiring of all RTHS staff members.
- Identify, recruit, and train Board members.
- Identify, recruit, and train effective Board officers.

## **Effectively Manage Financial Resources**

- Develop, monitor, and amend the annual school budget aligned with the school's mission and Strategic Engagement Plan.
- Review monthly financial reports.
- Approve contracts and expenditures in accordance with the [RTHS Financial Controls Policy](#).
- Review and approve the annual fiscal audit.
- Review, approve, and update [RTHS Financial Policies and Procedures](#).
- Review and approve all grant proposals in excess of \$50,000.

## **Develop Strategic Partnerships**

- Share information about the school with the community and potential partners.
- Development plan – fundraising and partnerships
- Approve and support the implementation of annual and multi-year development plans that generate the funds and partnerships necessary to meet school needs and goals.

## **Implement Exemplary Governance Practices**

- Review, develop, monitor, edit, and adopt all written Board and school policies and procedures.
- Review the roles and responsibilities of the Board and all committees.
- Plan and approve the Board's meeting and committee structure.
- Meet in accordance with the publicly noticed meeting schedule.
- Plan agendas and approve minutes for all meetings.
- Maintain full legal and regulatory compliance.
- Hear grievances as required by the school's Grievance Policies
- Engage in student discipline hearings in accordance with North Carolina law per RTHS policy.

## **Board Member Roles and Responsibilities**

Per RTHS Bylaws and policies and state and federal law, members of the RTHS Board of Directors must adhere to the requirements:

### **Board of Directors Attendance Policy**

All members of the Board of Directors are elected to a four-year term of service. Board members commit to attend monthly Board and committee meetings and all required Board training. By making this commitment, the Board ensures consistency and commitment to its students, staff, and mission.

All Board members are required to attend at least 75 percent of the regularly scheduled monthly Board meetings. If a Board member has an unusual circumstance surrounding their absence, the member should contact the Chair at least 48 hours in advance. If a Board member attends fewer than 75 percent of meetings in any given year, the Board Secretary shall bring the issue of attendance to the Board of Directors. A discussion and vote will occur on whether that Board member should retain their position or be asked to step down.

If the Board member is asked to step down, the Board shall follow its Bylaws and recruitment policies to elect a new Board member.

### **Board of Directors Member Recruitment Policy**

The Governance Committee leads the Board member recruitment and development process. All Board members are asked to assist in recruiting Board members by providing the names, contact information, and qualifications of potential Board members to the Governance Committee Chair.

When a seat on the Board of Directors is available, the Governance Committee will seek a nominee who meets the needs identified in the committee's board recruitment strategy. The Committee Chair or their designee will contact the potential Board member to discuss the role of a Board member. The Chair or their designee will be transparent and explain the time commitment and expectations of Board membership. If the person is interested, they will be asked to provide a resume and schedule an interview with at least two Board officers and members. Following the interview, the participating Board members will make a recommendation regarding the nominee to the Governance Committee. If their nomination is approved, it will be presented to the Board for final approval.

### **Board of Directors Training and Professional Development Policy**

When new Board members are elected, they shall attend a New Board Member Orientation and receive access to Board on Track and Board policies and materials.

Board members are encouraged to participate in trainings offered by Board on Track and during the Board's retreats.



## **Conflict of Interest Policy**

A person shall not be disqualified from serving as a member of the Board of Directors because of the existence of a conflict of interest, so long as the person's actions comply with the school's Conflict of Interest Policy as provided in G.S. 115C-218.15(b)(3) and applicable law.

No voting member of the Board shall be an employee of a for-profit company that provides substantial services to the school for a fee.

### **Definitions for the purposes of this policy:**

#### Interested Person

Any director, principal officer, or member of a committee with governing Board-delegated powers who has a direct or indirect financial interest, as defined below, is an interested person.

#### Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- An ownership or investment interest in any entity with which the school has a transaction or arrangement.
- A compensation arrangement with the school or with any entity or individual with which the school has a transaction or arrangement.
- A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the school is negotiating a transaction or arrangement.
- Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.
- A financial interest is not necessarily a conflict of interest. Under this policy, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

### **Procedures**

#### Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be allowed to disclose all material facts to the directors and members of committees with governing board-delegated powers considering the proposed transaction or arrangement.

#### Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, they shall leave the Board or committee meeting. In contrast, the determination of a conflict of interest is discussed and voted upon. The remaining Board or committee members shall decide if a conflict of interest exists.

### Procedures for Addressing the Conflict of Interest

An interested person may make a presentation at the Board or committee meeting, but after the presentation, they shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

After exercising due diligence, the Board or committee shall determine whether the school can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the school's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

### Violations of the Conflicts of Interest Policy

If the Board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board or committee determines whether the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

### **Records of Proceedings**

The minutes of the Board and all committees with board-delegated powers shall contain:

- The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest,
- The nature of the financial interest, any action taken to determine whether a conflict of interest was present,
- The Board or committee's decision as to whether a conflict of interest in fact existed, and
- The names of the persons who were present for discussions and votes related to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

## **Compensation**

A voting member of the Board who receives compensation, directly or indirectly, from the school for services is precluded from voting on matters pertaining to that member's compensation.

A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the school for services is precluded from voting on matters pertaining to that member's compensation.

No voting member of the Board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the school, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

## **Acknowledgment**

Each Board member shall sign a statement which affirms such person:

- Has read and understands the Conflict of Interest Policy,
- Agrees to comply with the Policy, and
- Understands that the school is charitable and, to maintain its federal tax exemption, it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

## **Periodic Reviews**

To ensure the school operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining,
- Whether partnerships, joint ventures, and arrangements with management organizations conform to the school's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes, and do not result in inurement, impermissible private benefit, or in an excess benefit transaction.

## **Use of Outside Experts**

When conducting the periodic reviews required by this policy, the school may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

## **Nepotism Policy**

The employment of immediate family, as defined below, can cause various problems, including but not limited to charges of favoritism, conflicts of interest, family discord, and scheduling conflicts that may work to the disadvantage of both RTHS and its employees. It is the school's goal to avoid creating or maintaining circumstances in which the appearance or possibility of favoritism, conflicts, or management disruptions exists. RTHS may allow existing personal relationships to be maintained or employ individuals with personal relationships to current employees under the following circumstances:

- No voting members of the Board shall be an employee of the school that provides substantial services to RTHS for a fee;

- No employee of the school shall be an immediate family member of any member of the Board of Directors;
- No employee of the school shall be a voting member of the Board of Directors;
- No employee who is an immediate family member of the Chief School Officer shall be hired without the Board of Directors evaluating their credentials, establishing a structure to prevent conflicts of interest, and, where required, notifying the NC Department of Public Instruction, with evidence, that this process has occurred;
- No supervisor/subordinate relationship may be created with an immediate family member;
- No Board member may vote on an action regarding an immediate family member;
- No school employee or Board member may supervise or evaluate a family member;
- The relationship may not create an adverse impact on work productivity or performance;
- The relationship may not create an actual or perceived conflict of interest;
- They may not audit or review in any manner the individual's work.
- Employment is not permitted if a member of the employee's immediate family (*spouse, children, parents, grandparents, brothers, sisters, step family members, in-law family members*) serves on the school's Board or any Board committee, which has the authority to review or order personnel actions, determine wage and salary adjustments, or take any actions which could affect their job.
- No personal employee relationship covered by this policy will be allowed to be maintained, regardless of the positions involved, if it creates a disruption or potential disruption in the work environment, creates an actual or perceived conflict of interest, or is prohibited by any legal or regulatory mandate.

This policy must be considered when electing, hiring, promoting, or transferring any employee. Should relationships addressed within this policy be identified with either candidates for employment or current employees, the matter should be immediately reported to the CSO and Board Chair, and the following policies and procedures must be followed:

1. A determination will be made whether the relationship is subject to RTHS's Nepotism Policy based on the conditions described above.
2. If the relationship is determined to fall within one or more of the conditions described in this policy, the Chief School Officer, in consultation with the affected employees and the Board of Directors, will attempt to resolve the situation through the transfer of one employee to a new position or other actions that will correct the conflict or issue.
3. If accommodations are not feasible, the Chief School Officer, in consultation with the Board of Directors and the affected employee, shall determine which employee must resign to resolve the situation.
4. The school reserves the right to exercise appropriate managerial judgment to take such actions as are necessary to achieve the intent of this policy. The school reserves the right to vary from the guidelines outlined in this policy to address unusual circumstances on a case-by-case basis.

Every employee is responsible for identifying and communicating to the Chief School Officer or the Board of Directors any potential or existing personal relationship that falls under the definitions provided in this policy. Employees who fail to disclose personal relationships covered by this policy will be subject to disciplinary action up to and including the termination of employment.

For the purposes of this policy, the term "immediate family member" is defined as a spouse, parent, child, brother, sister, grandparent, or grandchild. The term includes step, half, and in-law relationships. The term also includes domestic partners (*a person with whom the employee's life is interdependent and who shares a common residence*) and a child of an employee's domestic partner.

## Prohibition Against Harassment and Discrimination

RTHS is committed to having a community in which every individual is treated with sensitivity and respect, and in which each student and staff member has an equal opportunity to work, learn, and develop to his or her full potential in an atmosphere free from all forms of unlawful discrimination and harassment, including sexual harassment.

The RTHS policy defines prohibited harassment, discrimination, and retaliation, and outlines procedures for filing complaints under Title VI and Title VII. A complaint may be filed with the Chair of the Board of Directors or other Board members.

## Financial Controls Policy

The RTHS Board of Directors has adopted a [Financial Controls Policy](#) governing the financial and fiscal management of the school, the use of state and federal funds, and compliance with state and federal financial requirements.

These policies, and the Board members' roles and responsibilities as they pertain to them, can be found in the [RTHS Financial Policies and Procedures Manual](#).

## Required School Recordkeeping and Legal Notices/ Requirements

### Record Retention Litigation

Members of the Board have a responsibility to preserve information relating to litigation, audits, and investigations. Additional information is outlined in the [RTHS Employee Handbook](#).

### School Records and Public Records Requests

Charter schools are required to comply with public records law. This means that all communications and documents, including electronic records of any kind, are public records and may be provided to anyone at any time upon a public record request. Further, all school records and communications are the property of the School.

The public records of RTHS shall be defined as any document that satisfies the general definition of "public record" as set forth in North Carolina General Statute, Section 132 *et. seq.* and any other applicable laws, which does not fall within any of the exceptions set forth therein, as the definition and exceptions are amended from time to time and as the definition and exceptions are interpreted by state, federal, and/or local courts.

Requests for public records shall be made in writing (electronic or paper) to the COO or Board Secretary. The Open Records Act outlines the specifications for the contents of a written request. The request shall include the requester's name and the address to which RTHS should provide its response. The request shall identify or describe the records sought with sufficient specificity to enable the school to ascertain the records being requested. RTHS will not respond to anonymous requests for the review of public records.

The COO or Board Secretary shall act upon every defined written request (whether made in person, by mail, fax, or electronic mail) within a reasonable time.

If a written request for access to a record is denied or deemed denied, the requester may file an appeal to the RTHS Board within fifteen business days of the mailing date of the denial or of the

date the request is deemed denied. The appeal should state the grounds upon which the requester asserts that the record is a public record and shall address any grounds stated by RTHS for delaying or denying the request.

Unless the requester agrees otherwise, the Board shall make a final determination and mail it to the requester within thirty days of receipt of the appeal. If the Board fails to issue a final determination within thirty days, the appeal is deemed denied.

RTHS shall establish reasonable fees for duplication of records in accordance with North Carolina law.

### **Mandatory Reporters**

Any person, including a member of the Board of Directors, who has reasonable cause to suspect child abuse, neglect, or dependency is a mandatory reporter and must report their suspicion to Child Protective Services or local law enforcement. Additional information is outlined in the [RTHS Employee Handbook](#).

### **Sexual Abuse and Molestation Policy**

RTHS prohibits and does not tolerate sexual abuse. RTHS provides procedures for employees, volunteers, family members, victims of sexual abuse, or others to report sexual abuse and disciplinary penalties for those who commit such acts.

The School has a zero-tolerance policy for any sexual abuse committed by an employee, volunteer, or third party. Following any report of potential sexual abuse, the school will initiate an appropriate investigation.

Board members are required to adhere to the policies outlined in the [RTHS Employee Handbook](#).

### **Registered Sex Offenders Policy**

Pursuant to Session Law 2008-117, The Jessica Lunsford Act for North Carolina (the "Act"), the General Assembly of North Carolina has recognized that sex offenders often pose a high risk of engaging in sex offenses after being released from incarceration or commitment and that the protection of students from sex offenders while on School property and at School-sponsored activities serves an important governmental interest.

Board members are required to adhere to the policies outlined in the [RTHS Employee Handbook](#). The CSO shall immediately notify the Board Chair of any violations of the policy or state law, including any known or suspected Prohibited Person who is a student, or a parent or legal guardian of a student, at their School. Additional information is outlined in the [RTHS Employee Handbook](#).

### **Admissions and Enrollment Policy**

The RTHS Admissions and Enrollment Policy outlines the process for handling admissions at the school. The goal of the policy is to specify the process and methods for admitting students fairly and consistently, without offering priority to any student except those specifically noted and required by North Carolina law.

## **Use of Social Media and Electronic Resources**

Per the [RTHS Social Media and Electronic Resources Policy](#), all Board members are asked to conduct themselves in their online interactions with students, families, and the community in accordance with the highest professional standard of behavior demanded in in-person interactions. Board members are reminded of their responsibility to maintain the confidentiality of information about the school, students, and families. Additional policy requirements and guidelines are outlined in the [RTHS Employee Handbook](#).

## **Grievance Policy for Employees**

A grievance is defined as a formal written complaint by an employee or volunteer stating that a specific action has violated a school policy, Board policy, law, or regulation. The RTHS policy, as outlined in the [RTHS Employee Handbook](#), provides procedures for filing, reviewing, responding to, and appealing a grievance. A grievance may be filed with the Board Chair or a member of the Board of Directors. The Board is also involved in the appeal of grievances.

## **Board Meeting Schedule**

### **Regular Meetings**

Regular meetings of the Board of Directors, including annual Board retreats, shall be held at least ten times per year at such time and place as designated by the Board Chair. Regular meetings of the Board of Directors are held monthly except in July and December unless a meeting is deemed necessary.

### **Special-Called or Emergency Meetings**

Special-Called or Emergency meetings of the Board of Directors may be called by the Board Chair, any Officer, or any two Directors. The meetings shall be held at such time and place as designated by the Board.

### **Open Meetings**

All Board meetings are open to the public. The Board shall inform the public about meetings using any feasible means of communication permitted by law and consistent with North Carolina's Open Meeting laws. Schedules, agendas, and materials for Board meetings are available on the [RTHS website](#).



## Board Meeting Policies and Procedures

The following policies and procedures will be followed at all Board of Directors meetings.

### General Policies and Procedures

1. Prior to each Board meeting, the Board Chair or their designee will provide proper notice of the time and location of the meeting in accordance with North Carolina's Open Meeting law.
2. Before each scheduled meeting, the Board Chair or their designee will distribute the agenda and all meeting materials through RTHS' Board on Track site.
3. If a Board member wishes to add an agenda item, the Board member must submit the addition to the Board Chair pursuant to the timeline established by the Board Chair.
4. All Board meetings are open to the public, as required by North Carolina's Open Meetings Law, § 143-318.10, with the exception of closed sessions permitted under N.C.G.S. § 143-318.11.
5. The Board shall conduct its business in accordance with Robert's Rules of Order, including the making, seconding, and voting on motions.
6. Meeting minutes shall be recorded at all meetings. The Board shall approve the minutes from all meetings. The approved minutes shall be posted and made available to the Board and members of the public.
7. In accordance with the RTHS Bylaws, the majority of voting members of the Board must be present to transact business at any meeting.
8. Committee Chairs or their designees shall provide a report on committee activities at each regular Board meeting.
9. No Board member shall introduce, participate in the discussion of, or vote on any motion in which they have a direct or indirect personal interest. All dissenting and abstaining votes shall be duly recorded in the meeting minutes.

### Open Meetings Policy

It is the public policy of North Carolina that the hearings, deliberations, and actions of public bodies be conducted publicly. An official meeting is a meeting, assembly, or gathering of a majority of the members of the Board for the purpose of conducting hearings, participating in deliberations, voting upon public business, or otherwise transacting public business.

As a public body, RTHS is subject to North Carolina's Open Meeting laws, N.C.G.S. Section 143. It is the Board's policy to comply with those laws. To that end, except for closed sessions, Board meetings are open to the public. Notice of Board meetings will be publicly posted at the school and on its [website](#) in accordance with State law. The timing for the meeting notice will be consistent with North Carolina law. Notice of the meeting will identify the date, time, and location, including the type of meeting to be held. If members of the Board deliberate, vote, or take other action on a matter at an official meeting, they must do so in a way that allows the public in attendance to understand what subject is being considered.

The Board may hold a closed session if it begins an open official meeting after proper public notice. During the open part of the official meeting, the Board shall make and adopt a motion to hold a closed session. In making the motion to hold a closed session, the Board shall state which of the legally acceptable purposes it is relying upon to justify the closed session. As such, the Board may hold a closed session during one of its official meetings to prevent public disclosure of the following types of information: legally confidential information, honorary degrees, scholarships, prizes and awards, attorney-client discussions, location or expansion of business, contract negotiations, certain personnel matters, and criminal investigations (N.C.G.S. Section 143-318.11. Closed sessions)



The Board shall keep full and accurate minutes of all official meetings, including closed sessions. Such minutes may be in written form or, at the Board's option, may be in the form of sound or video and sound recordings. When the Board meets in closed session, it shall keep a general account of the closed session so that a person not in attendance would have a reasonable understanding of what transpired. Minutes of legitimate closed sessions are public records, but they may be withheld from public inspection so long as public inspection would frustrate the purpose of the closed session. The minutes of open sessions and accounts of closed sessions may be in written form or video and/or audio recordings.

### **Public Comment Policy**

The Board recognizes the value of public comment on educational issues and the importance of hearing from members of the public during the session designated for public comment at its meetings. In compliance with NC Open Meetings laws, the public may attend all open meetings of the RTHS Board of Directors.

In order for the Board to complete its planned agenda in an effective and efficient manner, a Public Comment period will be scheduled at each regular monthly meeting of the Board. Individuals seeking to address the board must:

- Sign up to participate at least two hours before the start of the meeting by contacting the Board Chair in writing.
- The request must include the name and contact information of the speaker and the subject of their public comment.
- Each speaker will have no more than two to three minutes to address the Board.

Public Comments must follow the following guidelines:

- All public comments must be directed to the Board.
- No profanity or personal attacks will be permitted.
- Board interaction with the speakers during the time for public comment is left to the discretion of the Board Chair.
- Employee complaints are best addressed through the procedures set forth in the RTHS Employee Grievance Policy and Procedures.
- As required by law, the Board will discuss personnel matters and attorney-client privileged issues in closed session.

Other than during the designated public comment session on the agenda, audience discussion will not be permitted. The Board may, at the discretion of the Board Chair, recognize individuals to speak or ask questions. The Chair may choose to answer or refer questions to the Chief School Officer for consideration and response during the meeting or within a reasonable time after the meeting, as deemed appropriate and necessary.

## Committees

The RTHS Bylaws permit the establishment of committees.

The Board of Directors has five standing committees. The standing committees are:

1. Academic Excellence Committee
2. CSO Support and Evaluation Committee
3. Development Committee
4. Finance Committee
5. Governance Committee

### Academic Excellence Committee

The Academic Excellence Committee may be composed of Board members, non-Board members, and school representatives.

### CSO Support and Evaluation Committee

The CSO Support and Evaluation Committee shall be composed solely of the Chairperson of the Board of Directors, the Vice Chair of the Board of Directors, and the former Chairperson of the Board of Directors. The former Chairperson of the Board shall serve as Chair of the CSO Support and Evaluation Committee.

### Development Committee

The Development Committee may be composed of Board members, non-Board members, and school representatives.

### Finance Committee

The Finance Committee shall be composed solely of current Board members, the Chief School Officer, and the Chief Operations Officer. The Treasurer shall serve as the Chair of the Finance Committee.

### Governance Committee

The Governance Committee shall be composed solely of current Board members, the Chief School Officer, or their designee, and the Chief Operations Officer. The Board Vice Chair, or their designee, shall serve as the Chair of the Governance Committee.

In addition to the standing committees, the Board has an **Executive Committee** composed solely of its officers.

The Board may create additional standing and ad hoc committees at its discretion.

The Board shall nominate and elect a Chair for each committee. The Chair of each standing committee must be a Board member. Committee Chairs or their designees shall provide a report on committee activities at each regular Board meeting.

Minutes must be taken at all committee meetings and approved by a majority of the committee members.

## Committee Roles and Responsibilities

The responsibilities of the Board committees include, but are not limited to, the following:

### Academic Excellence Committee

- Create specific and measurable annual Board-level goals for the committee.
- Help to define and refine what academic excellence means for RTHS.
- Ensure Board members understand the key charter promises made to our community and the State of North Carolina.
- Review data and assess compliance in achieving goals outlined in the school's charter, as well as in the School Engagement Plan.
- Work with the CSO to set annual academic achievement goals, to be presented to and approved by the committee and Board.
- Work with the Chief School Officer (CSO) to identify clear, consistent ways to measure and report progress toward the school's academic goals.
- Work with the CSO to share the school's successes, barriers to reaching academic excellence, needs, and strategies to overcome these barriers.
- Arrange for Board training on issues related to academic oversight and academic achievement, as needed.

### CSO Support and Evaluation Committee

- Review the job description of the CSO and recommend any modifications to the Board.
- Prepare and annually review the contract of the CSO and recommend any modifications to the Board.
- Prepare and review the Annual Plan of the CSO and recommend any modifications to the Board.
- Conduct evaluations and provide support to the CSO as outlined in the Annual Plan.
- Annually implement a comprehensive CSO evaluation that includes a self-evaluation, input from the full board, and anonymous input from RTHS faculty and staff.
- Makes annual recommendations to the Board regarding CSO contract renewal, terms, and compensation.
- Meet at least quarterly, unless deemed unnecessary by the Committee Chair.

### Development Committee

- Create specific and measurable annual Board-level goals for the committee.
- Design annual and multi-year development plans that will generate the funds necessary to meet identified school needs and goals.
- Collaborate with the Board, RTHS staff members, students, family members, and other community volunteers on the design and implementation of development plans and activities.
- Identify the personnel, infrastructure, protocols, and systems required to implement the development plan successfully.
- Engage Board members in development activities.
- Arrange for Board training on development issues, as needed.

## Finance Committee

- Create specific and measurable annual Board-level goals for the committee.
- In collaboration with the CSO and Chief Operations Officer (COO), prepare the annual budget.
- Review monthly financial statements and requests for variances from the approved budget. Recommend action to the Board, as appropriate.
- In collaboration with the CSO and COO, develop and annually revise a five-year financial forecast and long-range financial plans based on the estimates.
- Review and approve the hiring of all school personnel.
- Review and approve the annual audit and ensure the audit is presented to the Board.
- In coordination with the COO, ensure the completion of all required state, federal, and contractual requirements.
- Provide oversight and approval of procurement processes in accordance with RTHS Financial Controls Policies, see [RTHS Financial Controls Policy](#), [RTHS Financial Policies and Procedures Manual](#).
- Annually review and recommend amendments to the [RTHS Financial Policies and Procedures Manual](#).
- Collaborate with the Development Committee regarding the financial needs of the organization and development planning.
- Explore and propose opportunities to most effectively utilize RTHS funding and assets to achieve our charter commitments, mission, and goals.
- Arrange for Board training to ensure all trustees can be effective stewards of the school's financial resources.

## Governance Committee

- Create specific and measurable annual Board-level goals for the committee.
- Annually review all RTHS and Board policies and procedures, including the *Research Triangle High School Board of Directors Policy and Procedures Manual*, to ensure they are being followed, and propose amendments, as necessary.
- In collaboration with the Board Chair, CSO, and COO, develop any new policies and procedures required by the Board and school.
- Ensure that updated and new policy manuals are made available to the Board, staff, and RTHS community.
- Create a short- and long-term board recruitment strategy by tracking Board membership and term lengths, analyzing the skills and experience needed on the Board, and engaging Board members in recruiting potential members to fill current and future vacancies, as outlined in the Board of Directors Member Recruitment Policy.
- Interview and recommend Board members for approval by the Board.
- Develop and update recruitment and orientation materials and provide an orientation for all new Board members.
- In collaboration with the Board Chair, develop a succession plan for Board officers, committee chairs, and committee vice chairs.
- Assist the Board Chair in planning Board retreats and other strategy sessions, as needed.
- Evaluate the effectiveness of Board and committee meetings and make recommendations for improvement to the Board Chair and the Board, as needed.
- Coordinate the annual year-end evaluation of the Board of Directors.
- Arrange for Board training on Board and governance issues.

## Committee Meeting Schedule

Committees shall meet monthly between Board meetings. Committees typically do not meet in December and July.

All committee meetings are open to the public. The Board shall inform the public about meetings using any feasible means of communication permitted by law and consistent with North Carolina's Open Meeting laws. Schedules, agendas, and materials for committee meetings are available on the [RTHS website](#).

## Board of Directors Agreement

As a new member of the Research Triangle High School Board of Directors, I agree to:

- Demonstrate belief in and actively advocate for the values, mission, and vision of Research Triangle High School.
- Represent Research Triangle High School in a positive, professional manner.
- Work cooperatively with my fellow Board members to fulfill the roles and responsibilities outlined above.
- Act in ways that contribute to the effective operation of the school and the Board of Directors, including but not limited to, focusing on what is best for the school, not personal opinions or agendas, and supporting Board decisions once made.
- Prepare for, attend, and participate in at least 75 percent of Board meetings.
- Serve on a committee, prepare for, regularly attend, and participate in committee meetings.
- Participate in school activities such as special programs and development events.
- Reach out to diverse constituencies and help identify and cultivate relationships to support the school as donors, volunteers, and advocates.
- Use your personal and professional contacts and expertise for the benefit of the school.
- Help raise charitable contributions to support the school.
- Inform the Board of any potential conflicts of interest that you may have, whether real or perceived, and abide by the decision of the Board related to the situation.
- Participate in the evaluation processes of the Board of Directors.
- Comply with all applicable Board and school policies and local, state, and federal laws, regulations, and policies.

I acknowledge that I have reviewed the *Research Triangle High School Board of Directors Policy and Procedures Manual* and agree to comply with all policies contained therein.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Coversheet

## Academic Excellence Business

|                          |                                                      |
|--------------------------|------------------------------------------------------|
| <b>Section:</b>          | VII. Academic Excellence Committee Report            |
| <b>Item:</b>             | A. Academic Excellence Business                      |
| <b>Purpose:</b>          | Discuss                                              |
| <b>Submitted by:</b>     |                                                      |
| <b>Related Material:</b> | Academic Excellence Committee Report, 11-19-2025.pdf |

# Academic Excellence





# Academic Excellence Committee

**School Engagement Team Update:** The SET is focused on **three goals** as we begin the academic year:

## Domain 1: Turnaround Leadership:

1. **Annual learning goals:** Set annual learning goals utilizing student learning data and communicate the urgency of improvement.
2. **School Culture:** Cultivate a supportive school culture addressing physical, social, emotional, and behavioral health for all personnel.
  - ★ Launch initiatives to support staff well-being.

## Domain 3: Instructional Transformation:

1. **Progress Monitoring:** Use student data to identify instructional needs, implement a tiered system of support, and monitor progress through reliable, system-wide screenings.



# School Engagement Team

## For Staff: Feedback from Teachers

- Food Trucks for Teachers
- Book Club/Book Swap
- Little Free Library
- Gym Memberships
- PD Time to Grade/Plan

## For Students: Feedback from Students

- Study day for students: Thursday during long lunch
- Test taking strategies, study habits



# Academic Excellence: Monthly Data Set



# Research Triangle High School Academic Committee Data Calendar

This calendar is designed to guide monthly academic committee meetings by focusing on one key dataset at a time.

| Month     | Focus Dataset                             | Purpose                                                                    | Key Questions                                                             |
|-----------|-------------------------------------------|----------------------------------------------------------------------------|---------------------------------------------------------------------------|
| August    | Student Demographics & Enrollment Trends  | Understand student population, shifts, and subgroup composition            | Who are our students this year? What trends are emerging in enrollment?   |
| September | EOC State Assessment Results (Prior Year) | Analyze standardized test outcomes to inform instruction and interventions | Where did students struggle? Which subgroups need more support?           |
| October   | Course Grades & Failure Rates (Q1)        | Identify academic risk early in the year                                   | Which students are failing courses? What subjects are most impacted?      |
| November  | Attendance Data                           | Explore attendance trends and correlations with performance                | Are there chronic absenteeism patterns by group or grade?                 |
| December  | Discipline Data                           | Review behavior trends and equity in disciplinary actions                  | Are certain groups overrepresented in suspensions or referrals?           |
| January   | Mid-Year Benchmark Assessments            | Evaluate student growth and instructional effectiveness                    | Are students on track for end-of-year goals? Where are the gaps widening? |

# Monthly Data Set: Attendance

## ABSENCES

Chronic absenteeism (Federal definition)—  
a student is chronically absent if they miss ten  
percent or more of school days in a year.

Excused and Unexcused Absences Combined



# Monthly Data Set: Attendance

## ATTENDANCE AND ACADEMICS

Student Population  
570

Chronic Absentees  
73

Chronic list/ Failing 1+ classes  
36

Chronic list/Not currently failing  
37

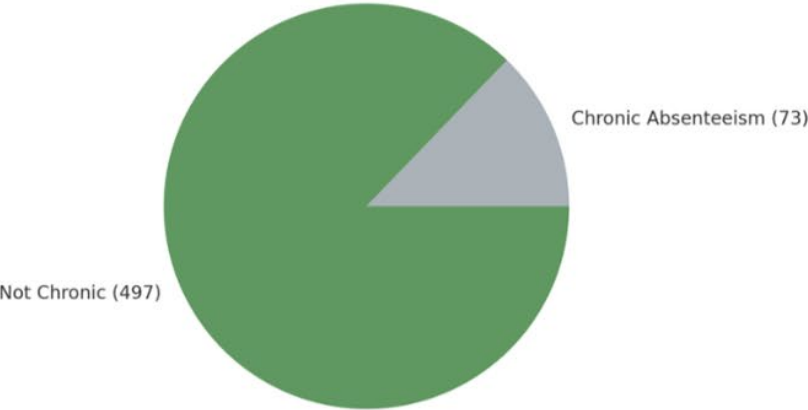
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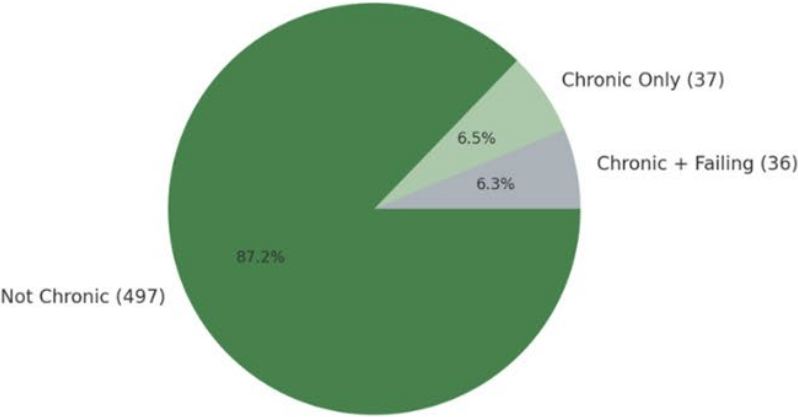
# Monthly Data Set: Attendance

DATA

Chronic Absenteeism as Part of School Population



Chronic Absenteeism vs Total School Population





# Monthly Data Set: Attendance

## DATA COMPARISON

| System / Area                 | School Year (data)               | Chronic absenteeism rate                                          | How we compare                                    |
|-------------------------------|----------------------------------|-------------------------------------------------------------------|---------------------------------------------------|
| RTHS                          | 2024-25                          | RTHS had 20.8% absenteeism                                        | —Currently 13%                                    |
| Durham County / Durham Public | 2024 (myFutureNC county profile) | 37% of students chronically absent                                | RTHS rate is roughly <b>one-third</b> of Durham's |
| Wake County / WCPSS area      | 2024 (Wake County profile)       | 20.6% of students chronically absent                              | RTHS rate is <b>about 7–8 points lower</b>        |
| North Carolina (statewide)    | 2023–24 and 2024–25              | Around <b>25%</b> of K–12 students chronically absent (1 in 4) () | RTHS rate is <b>about half</b> the statewide rate |

Based on our current internal data, approximately 13% of RTHS students meet the definition of chronic absenteeism.

In comparison, recent public data show chronic absenteeism at about 37% in Durham County, 20.6% in Wake County, and around 25% statewide in North Carolina.

This means RTHS is performing significantly better than our local districts and the state overall, although about 1 in 8 of our students are still missing enough school to be at increased academic risk.





# Monthly Data Set: Attendance

## CHRONIC LIST/ FAILING 1+ CLASSES

36 STUDENTS

|            |             |
|------------|-------------|
| 9th Grade  | 7 students  |
| 10th Grade | 11 students |
| 11th Grade | 11 students |
| 12th Grade | 6 students  |



# Monthly Data Set: Attendance

## BREAKDOWN BY GRADE LEVEL

| Grade Level | Absence % | Days Absent | Days Scheduled | # Failing Courses | Risk Level             |
|-------------|-----------|-------------|----------------|-------------------|------------------------|
| 9           | 51.06     | 24          | 47             | 4                 | RED - High Risk        |
| 9           | 33.9      | 20          | 59             | 5                 | RED - High Risk        |
| 9           | 10.17     | 6           | 59             | 1                 | YELLOW - Moderate Risk |
| 9           | 11.86     | 7           | 59             | 2                 | RED - High Risk        |
| 9           | 10.17     | 6           | 59             | 1                 | YELLOW - Moderate Risk |
| 9           | 10.17     | 6           | 59             | 4                 | RED - High Risk        |
| 9           | 20.34     | 12          | 59             | 1                 | RED - High Risk        |

| Grade Level | Absence % | Days Absent | Days Scheduled | # Failing Courses | Risk Level             |
|-------------|-----------|-------------|----------------|-------------------|------------------------|
| 10          | 10.17     | 6           | 59             | 1                 | YELLOW - Moderate Risk |
| 10          | 13.56     | 8           | 59             | 1                 | YELLOW - Moderate Risk |
| 10          | 13.56     | 8           | 59             | 4                 | RED - High Risk        |
| 10          | 20.37     | 11          | 54             | 5                 | RED - High Risk        |
| 10          | 16.95     | 10          | 59             | 5                 | RED - High Risk        |
| 10          | 25.42     | 15          | 59             | 1                 | RED - High Risk        |
| 10          | 18.64     | 11          | 59             | 3                 | RED - High Risk        |
| 10          | 20.34     | 12          | 59             | 1                 | RED - High Risk        |
| 10          | 10.2      | 5           | 49             | 3                 | RED - High Risk        |
| 10          | 11.86     | 7           | 59             | 3                 | RED - High Risk        |
| 10          | 13.56     | 8           | 59             | 1                 | YELLOW - Moderate Risk |

| Grade Level | Absence % | Days Absent | Days Scheduled | # Failing Courses | Risk Level             |
|-------------|-----------|-------------|----------------|-------------------|------------------------|
| 11          | 11.86     | 7           | 59             | 1                 | YELLOW - Moderate Risk |
| 11          | 13.56     | 8           | 59             | 2                 | RED - High Risk        |
| 11          | 61.02     | 36          | 59             | 3                 | RED - High Risk        |
| 11          | 16.95     | 10          | 59             | 4                 | RED - High Risk        |
| 11          | 23.73     | 14          | 59             | 1                 | RED - High Risk        |
| 11          | 10.17     | 6           | 59             | 4                 | RED - High Risk        |
| 11          | 16.95     | 10          | 59             | 2                 | RED - High Risk        |
| 11          | 11.86     | 7           | 59             | 1                 | YELLOW - Moderate Risk |
| 11          | 10.17     | 6           | 59             | 5                 | RED - High Risk        |
| 11          | 13.56     | 8           | 59             | 4                 | RED - High Risk        |
| 11          | 13.56     | 8           | 59             | 2                 | RED - High Risk        |

| Grade Level | Absence % | Days Absent | Days Scheduled | # Failing Courses | Risk Level      |
|-------------|-----------|-------------|----------------|-------------------|-----------------|
| 12          | 12.82     | 5           | 39             | 5                 | RED - High Risk |
| 12          | 13.56     | 8           | 59             | 3                 | RED - High Risk |
| 12          | 15.25     | 9           | 59             | 1                 | RED - High Risk |
| 12          | 44.07     | 26          | 59             | 6                 | RED - High Risk |
| 12          | 12.07     | 7           | 58             | 5                 | RED - High Risk |
| 12          | 16.95     | 10          | 59             | 1                 | RED - High Risk |



# Monthly Data Set: Attendance

## ATTENDANCE INTERVENTION

- Attendance Letters Sent via ParentSquare
  - Sent at 3-, 6-, and 10-day unexcused absence thresholds
  - Communicates expectations and documentation requirements
- Parent/Guardian Meeting Requests
  - Conferences scheduled to identify barriers and reinforce attendance expectations
- Counselor Check-Ins
  - Outreach for students with Q1 failing grades, prioritizing seniors
- Re-Entry Meetings for Excessive Consecutive Absences
  - Required before students return to class schedule
  - Review academic standing and discuss plan to improve attendance
- Social Worker Contact / Referral (Where Applicable)
  - Concerns around negligence (under 16)
- Administrative Withdrawal (When Applicable)
  - Initiated when prolonged absences remain unaddressed
  - Support in exploring alternative educational settings that better meet family needs

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# Monthly Data Set: Attendance

## RTHS POST ATTENDANCE AWARENESS MONTH



### <Important> Attendance Matters

Dezra Thompson • 2 months ago • Monday, Sep 22 at 4:26 PM • Research Triangle High School



Dear RTHS Students and Families,

Punctuality is an important part of academic success at Research Triangle High School. School begins each day at **8:45 a.m.**, and students are provided five (5) minutes to transition between classes. Arriving after 8:45 a.m. is considered tardy. Missing more than half of a class period is recorded as an unexcused absence, not a tardy.

Students who accumulate **10 or more** tardies in a single quarter will lose the privilege of participating in the Food Truck Rodeo or other school events and may be assigned lunch detention during in-school events. Excessive tardies may also result in additional disciplinary action, including In-School Suspension (ISS) or Out-of-School Suspension (OSS). Furthermore, unexcused absences may require students to complete make-up assignments to demonstrate their understanding of missed instruction.

Families are encouraged to explore all available transportation options, including RTHS bus routes, public transportation, or carpooling.

We ask for your partnership in encouraging punctuality and attendance. Regular school attendance ensures that students have the best opportunities for learning and social interaction. Consistent attendance supports steady progress, strengthens understanding by building on prior learning, and maximizes opportunities for academic growth and success.

In Partnership,  
RTHS Administration



# Coversheet

## Development Committee Business

|                          |                                              |
|--------------------------|----------------------------------------------|
| <b>Section:</b>          | VIII. Development Committee Report           |
| <b>Item:</b>             | A. Development Committee Business            |
| <b>Purpose:</b>          | Discuss                                      |
| <b>Submitted by:</b>     |                                              |
| <b>Related Material:</b> | Development Committee Report, 11-19-2025.pdf |

# Development



# Development Committee

- **Giving Tuesday Campaign:** video filmed this morning. Overall fundraising goal is \$30,000

## Communications Plan: Giving Tuesday

- Email about the Giving Tuesday campaign to go out one week before with a graphic
- Email for the day of with a graphic
- Graphics for the day of social media - three posts during the day: giving is live, mid-day update, end of the day push)
- Email for the automated thank you email (no graphic)
- Email to convert the Giving Tuesday to a recurring donor (maybe graphic)



# Development Committee

- Clarify Contemporary Science Center is RTHS
- Board Member participation is critical

## Other discussions:

- Gift Card Fundraiser
- Development staffing needs. Conversation needs to be had with Finance Committee
- Fundraising Toolkit for Grant Opportunities
- Non-fundraising development needs
- Field Trips/Internships

