



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

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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: \_\_\_\_\_