

Research Triangle High School

## Board of Directors Meeting

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### Date and Time

Wednesday September 18, 2024 at 5:30 PM EDT

### Location

Join Zoom Meeting

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

Meeting ID: 935 6646 0638

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One tap mobile

+16694449171,,93566460638# US

+16699006833,,93566460638# US (San Jose)

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Dial by your location

• +1 669 444 9171 US

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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	4 m
<b>B.</b> Call the Meeting to Order		Elizabeth Cunningham	2 m
<b>II. Approve Board Minutes</b>			<b>5:36 PM</b>

	Purpose	Presenter	Time
<b>A. Board Meeting Minutes</b>	Approve Minutes	Ailette Tobien	4 m
<p>The Board will review and approve the minutes from the August 21, 2024 Board of Directors meeting.</p> <p>Approve minutes for RTHS Board of Directors Meeting on August 21, 2024</p>			
<b>III. Public Comments</b>			<b>5:40 PM</b>
<b>A. Open to all community members (students, family members, faculty and staff, community members, and others)</b>	FYI	Elizabeth Cunningham	5 m
<p><i>Welcome and thank you to everyone attending tonight's meeting. If you submitted a request to make a comment, please limit your remarks to no more than 3 minutes.</i></p>			
<b>IV. Chief School Officer Report</b>			<b>5:45 PM</b>
<b>A. Executive Overview</b>	Discuss	Akiba Griffin	15 m
<p>RTHS Chief School Officer Akiba Griffin will highlight key events and activities.</p>			
<b>V. Governance Committee Report</b>			<b>6:00 PM</b>
<b>A. Governance Committee Update</b>	Vote	Carolyn Coia	10 m
<p>Committee Chair Carolyn Coia will present the following:</p> <ul style="list-style-type: none"> <li>• Presentation of a New RTHS Board Member for Approval: Dr. Michael Dwomoh</li> <li>• Update on Development of RTHS Policies and Handbooks</li> </ul>			
<b>VI. Academic Excellence Committee Report</b>			<b>6:10 PM</b>
<b>A. Committee Update</b>	Discuss	Jeni Corn	10 m
<p>Committee Chair Jeni Corn will present the following:</p> <ul style="list-style-type: none"> <li>• Purpose of the RTHS Academic Excellence Committee</li> <li>• Academic Excellence Committee Priorities for the 2024-25 School Year</li> </ul>			

	Purpose	Presenter	Time
<ul style="list-style-type: none"> <li>◦ <b>2023-24 Priorities:</b> Increase offerings of AP courses; Increase exposure to career pathways earlier; Leverage and use NCTWC data to inform school strategic plan; Retain 80% of school staff</li> <li>◦ <b>2024-25 Priorities:</b> Implement a student survey; Explore increasing student internships; Set goals for accountability data; Revise instructional model that leverages the new LMS through staff working with their instructional coaching teams</li> </ul>			
<b>VII. Development Committee Report</b>			<b>6:20 PM</b>
<b>A. Committee Update</b>	Discuss	Dina Requena	10 m
Committee Chair Dina Requena will present the following:			
<ul style="list-style-type: none"> <li>• Committee Membership</li> <li>• 2024-25 Development Committee Goals</li> <li>• Development Committee Next Steps/Tasks</li> </ul>			
<b>VIII. Finance Committee Report</b>			<b>6:30 PM</b>
<b>A. RTHS Monthly Financials and Other Updates</b>	Discuss	Mitch Babb	10 m
Committee Chair Mitch Babb and RTHS Chief Operations Officer Alex Drake will present the following:			
<ul style="list-style-type: none"> <li>• Update on the 2024-25 Budget</li> <li>• Exploration of Interest-Earning Opportunities on Cash Reserves</li> </ul>			
<b>IX. Executive Session</b>			<b>6:40 PM</b>
<b>A. Executive Session</b>	Vote	Elizabeth Cunningham	10 m
The Board will move into Executive Session to discuss personnel matters and contracts.			
<b>X. Other Business Matters</b>			<b>6:50 PM</b>
<b>A. As needed</b>	Discuss	Elizabeth Cunningham	5 m

Purpose

Presenter

Time

**REMINDER**

- Board Retreat

October 10th at 1:00-5:00 PM, 600 Park Offices Drive, RTP

**XI. Closing Items**

**6:55 PM**

**A.** Adjourn Meeting

Vote

Ailette Tobien

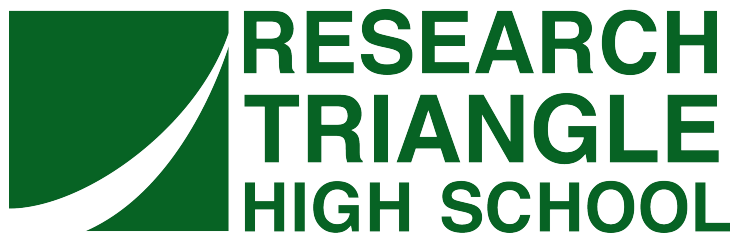
1 m

# Coversheet

## Board Meeting Minutes

**Section:** II. Approve Board Minutes  
**Item:** A. Board Meeting Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for RTHS Board of Directors Meeting on August 21, 2024

APPROVED



Research Triangle High School

## Minutes

RTHS Board of Directors Meeting

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### Date and Time

Wednesday August 21, 2024 at 5:30 PM

### Location

Research Triangle High School  
3106 East NC Highway 54  
Research Triangle Park, NC 27709

or

Via Zoom

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

Meeting ID: 935 6646 0638

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One tap mobile

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+16699006833,,93566460638# US (San Jose)

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### Directors Present

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

### Directors Absent

S. Hunter, S. Rivers-Kobler

### Guests Present

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A. Drake, A. Griffin (remote), A. Soulashinh (remote), C. Klein-Gloria, D Thompson (remote), John-Paul Schick (remote), K Cook (remote), Mark Stevenson (remote), S. Kaufman (remote), Sarah (remote), Vonetta (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 Aug 21, 2024 at 5:36 PM.

## II. Approve Board Minutes

### A. Board Meeting Minutes

G. Rodgers made a motion to approve the minutes from Board Meeting on 06-19-24.  
M. Babb seconded the motion.  
The board **VOTED** to approve the motion.

#### Roll Call

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

### B. Special Board Meeting Minutes

J. Corn made a motion to approve the minutes from Called Board Meeting on 06-27-24.  
G. Rodgers seconded the motion.  
The board **VOTED** to approve the motion.

#### Roll Call

S. Hunter	Absent
M. Walden	Aye
A. Tobien	Aye
S. Rivers-Kobler	Absent
J. Corn	Aye

**Roll Call**

C. Coia	Aye
S. Khaliq	Abstain
G. Rodgers	Aye
P. Thermitus	Abstain
D. Requena	Absent
E. Cunningham	Aye
M. Babb	Aye

**C. Special Board Meeting Minutes**

M. Babb made a motion to approve the minutes from Special Board Meeting on 08-02-24.

G. Rodgers seconded the motion.

Include Dina as present from roll call

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

**Roll Call**

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

**III. Public Comments**

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

None

**IV. Chief School Officer Report**

**A. Executive Overview**

A, Griffin provided an update about the school. Details on slides attached to board meeting.

- Strong school year start
- All positions filled and details provided
- Teacher of the year acknowledgment



- SET - school engagement team

## V. Governance Committee Report

### A. Governance Committee Update

C. Coia provided an update on governance, focusing on:

- Board membership and potential new board members (non-parent)
- Searching in LinkedIn for RTHS alumni
- Non-voting student to board committees

### B. Employee and Student/Family Handbook Amendment

M. Babb made a motion to Employee and Student/Family Handbook Amendment.

A. Tobien seconded the motion.

Amendment to Vendor Contract Section of the handbook

Legal confirmation received

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

#### Roll Call

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

## VI. Academic Excellence Committee Report

### A. Committee Update

J. Corn provided an update on the academic excellence committee.

S. Khaliq is new a board member that joined the academic excellence committee provided an introduction.

## VII. Development Committee Report

### A. Committee Update

A. Griffin provided an update on fundraising, value proposition and goals. Details on the slides attached to board meeting.

## VIII. Finance Committee Report

### A. RTHS Monthly Financials and Updates

M. Babb provided an introduction and an update on the finance committee.

- Unexpected change by Durham County to the expected payment amount by a decrease of ~\$100k due to over-payment in previous years.
- CIP - Contribution in progress line was added to 2023-24 related to the field and gym addition to the school, affects Debt to Service cover ratio. But due to Durham County underpayment and on accountant's recommendation will be requesting board vote to remove CIP line and carry the amount to 2024-25 budget.

A. Drake provided an update on finance:

- Debt to Service good and maintained
- Good enrollment, less withdrawal this summer vs summer 2023

M. Babb made a motion to remove the CIP expense line item with associate amount of \$37,422 from 2023-24 budget.

C. Coia seconded the motion.

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

#### Roll Call

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

## IX. Closed Session

### A. Closed Session - Employment Contracts

M. Babb made a motion to executive session due to personnel matters.

A. Tobien seconded the motion.

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

**Roll Call**

S. Rivers-Kobler Absent

S. Hunter Absent

M. Babb made a motion to approve contract for assistant principal Priscilla Rodriguez position.

G. Rodgers seconded the motion.

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

**Roll Call**

C. Coia Aye

S. Hunter Absent

E. Cunningham Aye

P. Thermitus Aye

D. Requena Aye

S. Rivers-Kobler Absent

M. Walden Absent

S. Khaliq Absent

M. Babb Aye

G. Rodgers Aye

A. Tobien Aye

J. Corn Absent

**X. Other Business Matters**

**A. As needed**

E. Cunningham mentioned items:

- Robotics invited the board to the tryouts.
- Board Retreat - consensus not reached yet - most likely dates to circulate.

**XI. Closing Items**

**A. Adjourn Meeting**

M. Babb made a motion to Adjourn the meeting.

G. Rodgers 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 6:37 PM.

Respectfully Submitted,

A. Tobien

# Coversheet

## Executive Overview

**Section:** IV. Chief School Officer Report  
**Item:** A. Executive Overview  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Board Meeting Slides-CSO Highlights, 9-18-2024.pdf

# RTHS Executive Overview



# Highlights

- School year is off to a great start
- Student Council: welcome back cookie event
- PTSO: Senior Ice Cream Social
- Arts in Education Week-9/9-9/13
- The Talon Newsletter
- Club Fair-9/19
- Homecoming Dance-9/21
- Celebrating Hispanic Heritage Month-9/15-10/15
- Students are preparing for PSAT and Pre ACT which take place in October



# Staff Updates

## Staff Vacancies

- EC Teacher

## Frozen Positions:

- Instructional Coach
- College and Career Advisor





# School Engagement Team: Update

- SET Chair Introduction: Dez Thompson
- Met this month to discuss goals for SET Team
- Create value proposition correspondence for community members: focus areas were shared with team members. Team members began drafting letters to share with development committee
- Develop School Engagement Plan: sample engagement plans were shared with team members. Goal is to have SEP outline by next meeting



# Coversheet

## Governance Committee Update

**Section:** V. Governance Committee Report  
**Item:** A. Governance Committee Update  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Dr. Michael Dwomoh, Brief Bio.pdf

## **Dr. Michael Dwomoh**

Michael Dwomoh is a PhD qualified Mechanical Engineer with financial services experience. Since 1999, he has worked across three continents with two global banks. Dr. Dwomoh focuses on risk management and process improvement across the First and Third Lines of Defense.

Dr. Dwomoh is versed in business continuity and resilience practices, data analysis, strategy development, and internal auditing.

His specialties include Business Continuity Planning, Client Relationships, Team Building, CBCP, Disaster Recovery, Crisis Management, Risk Management, Risk Assessment, Operational Risk, Enterprise Risk Management, Data Analysis, and Strategy Development.

# Coversheet

## Committee Update

**Section:** VI. Academic Excellence Committee Report  
**Item:** A. Committee Update  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Role\_of\_the\_RTTHS\_AE\_Com\_2014.04\_rev9-2024.pdf  
Board Meeting Slides-CSO Academic Excellence, 9-18-2024.pdf

## Role of the RTHS Academic Excellence Committee

The purpose of the Research Triangle High School (RTHS) Academic Excellence Committee is expressed in a policy enacted by the RTHS Board of Directors, which states the following:

“To ensure the school fulfills its goals, the RTHS Board Academic Excellence Committee monitors student achievement, teacher capabilities, instructional model implementation, and technique sharing with other institutions using test data, student/staff/parent input, CSO reports; and teacher evaluations by the CSO. ”

Consistent with this policy, the main purpose of the Academic Excellence Committee is to measure the academic results of the school against the goals laid out in the charter. This document serves to describe the duties and role of the RTHS Academic Excellence Committee, and captures the relevant goals from the charter.

### Duties

The Academic Excellence Committee ensures that:

- The board and CSO have a clear and shared definition of “academic excellence” for the organization.
- The board and CSO have a clear and shared sense of how well the organization is currently performing in reaching that definition of excellence.
- The board and CSO agree on what the next steps the organization will take in order to reach that goal of excellence.
- All trustees understand the promises in the charter and understand how well the organization is currently performing against those promises.
- All trustees understand what standardized assessments the school administers, what each one assesses, when each one is administered, and how the data from each is used to inform teaching and programmatic changes.
- The board and CEO have a clear and structured process for updating the board on the organization’s performance on key academic outcomes on a regular basis.
- When academic-outcome data is presented to the board, it is presented in a comparative context (e.g., against comparables of how the organization has performed in the past, how other schools in the area have performed, and how other high performing schools have performed) so that trustees can assess the organization’s overall strength of performance meaningfully.
- Work with CSO to provide board training, as necessary, to understand how the organization is achieving the board approved goals.

	<b>CSO Role</b>	<b>Committee Role</b>
<b>Goal Setting</b>	<ul style="list-style-type: none"> <li>• Work with the committee to develop goals/timeline for reporting on progress towards academic goals and propose them to the committee for discussion and feedback</li> <li>• Present finalized goals/reporting timeline to the full board for approval</li> </ul>	<ul style="list-style-type: none"> <li>• Work with the CSO to develop proposed goals/reporting timeline</li> <li>• Ask questions to ensure that the goals are (1) ambitious and (2) achievable. (These judgments are made relative to the organization’s charter promises, other schools’ performances, the organization’s own past performance.)</li> <li>• Recommend finalized goals/reporting timeline to the full board for approval; ensure that all trustees understand goals</li> </ul>

	<b>CSO Role</b>	<b>Committee Role</b>
<b>Progress Monitoring</b>	<ul style="list-style-type: none"> <li>• Provide the committee with data to assess progress towards goals on the agreed upon timeline</li> <li>• Present updates on data to full board on agreed upon timeline</li> </ul>	<ul style="list-style-type: none"> <li>• Work with the CSO to review data to assess progress towards goals on agreed-upon timeline including student and parent surveys and focus groups</li> <li>• Ask probing questions to better understand the data and help the CSO to be thoughtful about the data</li> <li>• Help CSO to frame data for presentation to the full board</li> </ul>
<b>Instructional Decision Making</b>	<ul style="list-style-type: none"> <li>• Select and implement curricula, training, and materials necessary for successful instruction</li> </ul>	<ul style="list-style-type: none"> <li>• Sounding board for CSO's ideas on how to improve instructional practices and curricula based on student performance data</li> </ul>
<b>Staff Oversight</b>	<ul style="list-style-type: none"> <li>• Hire and train all staff</li> <li>• Oversee and evaluate all staff</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that CSO has created and implemented staff evaluation and feedback procedures</li> <li>• Monitor results through staff surveys and through staff retention data</li> </ul>

**What the Academic Excellence Committee Does Not Do**

The Academic Excellence Committees does not engage over *inputs*—the means by which the school pursues its mission—rather than *outcomes*—the objective data used to assess how well the school is meeting its mission. Inputs are management level issues, which should be handled by the CSO. Outcomes are what the board should be focused on and governing towards. The Academic Excellence Committees helps the CSO set clear goals for the year of outcomes that are related to the mission and then sets up checkpoints throughout the year to meet with the CEO to monitor progress towards those goals.

The Academic Excellence Committee also does not:

- Evaluate teachers
- Select, design, or review the quality of curricula
- Plan professional development for teachers
- Interact with teachers or other staff members on a regular basis (i.e., daily or weekly)
- Interact with families or students on a regular basis (i.e., daily or weekly)
- Present themselves as an outlet for staff, family, or student complaints or concerns that have not first been formally addressed to the CSO

**Committee Membership**

The Academic Excellence Committee should include at least some members with strong analytical skills who need not be educators, in order to help the CSO to define metrics that can best inform the school’s goals, and to monitor those metrics to assess progress toward those goals. It is also useful for some committee members to have a background in education in order to help the CSO and the committee to interpret the data and to serve as a sounding board for some of the CSO’s ideas regarding potential new instructional practices and curricula. However, it is not necessary to have a background in education in order to be an effective committee member.

## RTHS Goals and Objectives as Drawn from the Charter

**Goal 1: Student Achievement.** Develop literate graduates ready for college, as independent self-learners. Accelerate learning for all students, such that they cover more years of material in their four years in high school, whether they enter behind the average or vastly ahead, as a way to prepare all students for college. Prepare students for the 21st century workforce by instilling in them the skills and habits of thinking that our global companies are seeking. This requires us to guide young people to become independent, innovative problem solvers.

**Objective 1.1: Content Mastery.** Move all students through a rigorous, college-preparatory curriculum. All students need to learn the core curriculum of math, the sciences, English, history, a language, and the arts in order to graduate as educated, college-bound young people.

**Objective 1.2: Independence and Initiative.** Move each student from being a teacher-directed dependent learner to an independent, self-guided one – making their own choices through Flipped courses about how they can best learn required ideas and concepts.

**Objective 1.3: Critical Thinking.** Develop strong critical thinking, group and collaboration skills, e.g. through Flipped learning-based teacher observation and guidance, labs, and group activities.

**Objective 1.4: Professionalism.** Advance students into RTP internships in science research, marketing and communications, or business office skills.

**Goal 2: Faculty Professional Development.** Create new professional opportunities for teachers, including the opportunities to be responsible for the learning program at the school site. Foster professional development and teacher effectiveness.

**Objective 2.1:** Maximize teacher effectiveness as it relates directly to student achievement.

**Objective 2.2:** Ensure effective instruction through a well-balanced mix of planning, execution, investment, and engagement.

**Objective 2.3:** Seek and implement teachers' general feedback, suggestions related to staff professional development, and ideas on mentoring of Residents outside RTHS.

**Goal 3: Access.** Increase access to globally competitive STEM education for students and faculty at the school, and for those beyond.

**Objective 3.1:** Make RTHS accessible to all; achieve full enrollment with socioeconomic, ethnic, and scholastic diversity in the RTHS student population.

**Objective 3.2:** Meet and exceed the majority of attributes captured in NC STEM's Collaborative Score Card (if still relevant) for STEM schools in NC.

**Objective 3.3:** Develop greater numbers of teens prepared to pursue globally competitive careers in STEM industries, from technician to scientist-level work.

**Objective 3.4:** Incubate innovative models of teaching and learning while remaining abreast of best practices, e.g. through visits to several national models of STEM schools.

**Objective 3.5:** Develop and disseminate RTHS methods so that a growing pool of rural & local district teachers learn, incorporate, adopt and spread new RTHS tools and techniques into their schools.

# Academic Excellence





# Academic Excellence

## Previous Year's Goals:

- increase/diversify AP course offerings
- increase exposure to career pathways earlier for students
- use TWC survey data to help build School Engagement Plan

## Goals for 2024-2025:

- build and implement student survey
- explore internship opportunities
- set goals for accountability data
- instructional model that aligns with new LMS



# Coversheet

## Committee Update

**Section:** VII. Development Committee Report  
**Item:** A. Committee Update  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Board Meeting Slides-CSO Development, 9-18-2024.pdf

# Development



# Development

- Value Proposition
- SET working on fundraising correspondence to send to various community members
- PTSO will continue to support with fundraising for teachers
- Committee will begin working on potential donors list



# Coversheet

## RTHS Monthly Financials and Other Updates

**Section:** VIII. Finance Committee Report  
**Item:** A. RTHS Monthly Financials and Other Updates  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Board Finance Update, 9-18-2024.pdf

# RESEARCH TRIANGLE RAPTORS

**FINANCE UPDATE  
SEPTEMBER 18, 2024**

# BUDGET UPDATE

- **As of 8/31/24:**

- DSCR: 1.44 (\$184,293 surplus)
  - Based on 2023-24 ADM of 564
    - Current enrollment: 574
    - Growth funding for higher ADM must be approved in state budget

- **Other Business:**

- County funding from 23-24
- Interest-earning opportunities on cash reserves

