RESEARCH TRIANGLE HIGH SCHOOL

Research Triangle High School

Governance Committee Meeting

Date and Time

Friday February 14, 2025 at 12:00 PM EST

Location

https://rtp-org.zoom.us/j/85230571593?pwd=KS3gaSaAcdi4b2yuRt4TDPf40sEzrH.1

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, upstairs in the Conference Room (Room 200).

Agenda

		Purpose	Presenter	Time
I.	**Opening Items**			**12:00 PM**
A.	Record Attendance		Ailette Tobien	3 m
B.	Call the Meeting to Order		Carolyn Coia	1 m
C.	Approve Minutes	Approve Minutes	Carolyn Coia	1 m

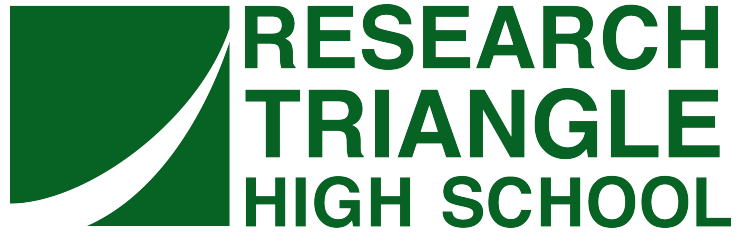Approve minutes for Governance Committee Meeting on January 10, 2025

		Purpose	Presenter	Time
II.	**Governance**			**12:05 PM**

		Purpose	Presenter	Time
A.	Review New Board Candidate Progress + Openings	Discuss	Carolyn Coia	10 m

• Discuss Board Member Interest Form

		Purpose	Presenter	Time
B.	Policy + Other Reviews	Discuss	Carolyn Coia	20 m

Board Policy and Operations Handbook Review for recommendation for Board meeting and upcoming SOPs and deadlines

III.	**Other Business**			**12:35 PM**
A.	Admin Items (as needed)	Discuss	Carolyn Coia	10 m

• Clean up BoT Officers and New Members
• Onboarding for New Members
• Plan for Upcoming Meetings
• Any additional policy needs at this time? MVV?

IV.	**Closing Items**			**12:45 PM**
A.	Adjourn Meeting	Vote	Ailette Tobien	5 m

Coversheet

Approve Minutes

Section: I. Opening Items
Item: C. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Governance Committee Meeting on January 10, 2025

Research Triangle High School

Minutes

Governance Committee Meeting

Date and Time
Friday January 10, 2025 at 12:00 PM

Location
https://rthighschool.zoom.us/j/95710812514

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, upstairs in the Conference Room (Room 200).

Committee Members Present
A. Tobien (remote), C. Coia (remote), M. Dwomoh (remote), P. Thermitus (remote)

Committee Members Absent
E. Cunningham

Committee Members who arrived after the meeting opened
P. Thermitus

Guests Present
A. Griffin (remote)

I. Opening Items

    A. Record Attendance

    B.

Call the Meeting to Order

C. Coia called a meeting of the Governance Committee of Research Triangle High School to order on Friday Jan 10, 2025 at 12:11 PM.

C. Approve Minutes

deferred to next governance meeting

II. Governance

A. Review New Board Candidate Progress + Openings

Deferred to next governance meeting
P. Thermitus arrived.

B. Policy Reviews

Reviewed comments to policies for RTHS Hiring Policy.
Started to review comments to the payroll changes communication and to be continued at next governance meeting.

III. Other Business

A. Admin Items (as needed)

None

IV. Closing Items

A. Adjourn Meeting

A. Tobien made a motion to adjourn the meeting.
C. Coia seconded the motion.
The committee **VOTED** unanimously to approve the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 1:03 PM.

Respectfully Submitted,
A. Tobien

Coversheet

Policy + Other Reviews

Section: II. Governance
Item: B. Policy + Other Reviews
Purpose: Discuss
Submitted by:
Related Material: Evaluation and Support Policy, updated, 2-13-2025.pdf
                                Termination Policy and Checklist, 2-13-25.pdf
                                RTHS 2025-26 Calendar for Approval - 2-14-25.pdf

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Evaluation and Support Policy

All educators will be evaluated using standardized tools and processes to ensure fairness and alignment with the mission of Research Triangle High School. The purpose of the employee formal evaluation is to improve job performance. RTHS is committed to transparency and consistency in all evaluations. Key components include:

1. Regular Evaluations:
   o Frequency: Annual performance reviews supplemented by mid-year check-ins. All teachers will be observed at least twice.
   o Criteria: Based on teaching effectiveness, student engagement, classroom management, and alignment with school values.
2. Support Mechanisms:
   o Coaching programs where experienced teachers mentor newer staff. o Access to resources such as teaching aids, technology, and curriculum guides.
   o Opportunities for professional dialogue and shared problem-solving.
3. Documentation:
   o Evaluation results are recorded and shared with staff, ensuring transparency and facilitating growth.
   o Action plans are developed collaboratively to address any areas for improvement.

Support We Offer –

At Research Triangle High School, staff support is prioritized to foster a professional and nurturing educational environment. Support offerings include:

1. Professional Development:

   o Annual workshops focused on innovative teaching strategies, curriculum design, and student engagement.

2. Evaluation Tools:

   o Clearly defined rubrics and performance metrics for fair assessments.

   o Access to peer and self-assessment opportunities to encourage reflection and growth.

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3. <u>Support Systems:</u>

- o Comprehensive mental health and wellness programs to support staff well being.

- o Team-building events and collaborative platforms to promote a sense of community among staff.

[NCOCS General Overview of AEI Validation Process 041224.docx](#)

[Copy of *Teacher Observation Rubric 2024-2025 - Google Docs](#)

RESEARCH TRIANGLE HIGH SCHOOL

Termination Policy and Checklist

Termination procedures at Research Triangle High School are handled with professionalism and adherence to legal standards, ensuring respect for all parties involved.

Checklist:

1. Documentation:
   - Maintain records of performance issues, documented feedback, and corrective actions.
   - Complete a termination request form and submit it to HR for review.
2. HR Involvement:
   - Consult HR early in the process to ensure compliance with school policies and employment laws.
   - Schedule an exit meeting to communicate the termination decision respectfully and review terms of separation.
3. Payroll:
   - The Director of Operations will notify the payroll department immediately of the employee's last working day.
   - The Director of Operations and payroll department will finalize payments, including any unused vacation, benefits, or reimbursements owed.
4. Notifications:
   - The Director of Operations will notify the employee's department head and relevant staff once the termination is finalized.
   - The Director of Operations will revoke access to school systems, emails, and physical premises to ensure security.
5. Exit Process:
   - HR will conduct a formal exit interview to gather feedback on the employee's experience at the school.
   - The Director of Operations will ensure that all school property, including keys, devices, and identification badges, are returned before the last working day.

2025-26 School Calendar

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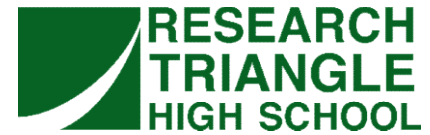
Fourth Draft - 2/13/25

August 2025

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

September 2025

Su	Mo	Tu	We	Th	Fr	Sa
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14	8	9	10	11	12	13
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28	22	23	24	25	26	27
	29	30				

October 2025

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26	27	28	29	30	31	

November 2025

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16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

December 2025

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2026

Su	Mo	Tu	We	Th	Fr	Sa
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
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22	23	24	25	26	27	28

March 2026

Su	Mo	Tu	We	Th	Fr	Sa
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22	23	24	25	26	27	28
29	30	31				

April 2026

Su	Mo	Tu	We	Th	Fr	Sa
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19	20	21	22	23	24	25
26	27	28	29	30		

May 2026

Su	Mo	Tu	We	Th	Fr	Sa
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

June 2026

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Key

#	First/Last day of School for Students
#	Teacher Workday (non-DLD)
#	Testing Day (DLD for students not tes...
#	Holiday for Staff and Students
#	Final Day of Grading Period
#	Early Dismissal
#	Graduation Day