



Research Triangle High School

RTHS Board of Directors Meeting

Date and Time

Wednesday February 18, 2026 at 5:30 PM EST

Location

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

Meeting ID: 935 6646 0638

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:30 PM
A. Record Attendance		Ailette Tobien	2 m
B. Call the Meeting to Order		Steven Hunter	2 m
Board Chair Steven Hunter will convene the meeting of the Board of Directors.			
II. Approve Board Meeting Minutes			5:34 PM
A. January Board of Directors meeting	Approve Minutes	Ailette Tobien	2 m
The Board will review and approve the minutes from the January 21, 2026 Board of Directors meeting.			

	Purpose	Presenter	Time
B. February Mini Retreat	Approve Minutes	Ailette Tobien	2 m

The Board will review and approve the minutes from the February 13, 2026 Mini Retreat.

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

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

A. Executive Overview	Discuss	Akiba Griffin	10 m
------------------------------	---------	---------------	------

	Purpose	Presenter	Time
--	---------	-----------	------

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:

- Finance Update / Budget

VI. Governance Committee Report 6:03 PM

A.	Governance Committee Business	Vote	Elizabeth Cunningham	15 m
----	-------------------------------	------	----------------------	------

Committee Chair Elizabeth Cunningham will present the following items for Board review and approval:

- Review & Vote on **2025 -2026 Board of Directors Policy and Procedures Manual**
 - **Proposed amendment to page 4**
- Board Member and Officer Recruitment

VII. Academic Excellence Committee Report 6:18 PM

A.	Academic Excellence Business	Vote	Jeni Corn	15 m
----	------------------------------	------	-----------	------

Committee Chair Jeni Corn and CSO Griffin will present the following items for Board review:

- Review & Vote on **2025-2026 Calendar Update**
- **Data Review / Presentation:** Course Grades and Failure Rates for Semester 1
- **School Engagement Team:** Update

	Purpose	Presenter	Time
--	---------	-----------	------

VIII. Mini Retreat Report			6:33 PM
----------------------------------	--	--	----------------

A. Mini Retreat	Discuss	Steven Hunter	10 m
------------------------	---------	---------------	------

The Board held a Mini Retreat on February 13, 2026 to share RTP activities and to discuss expansion options. The minutes are reattached below.

IX. Other Business Matters			6:43 PM
-----------------------------------	--	--	----------------

A. As needed	Discuss	Steven Hunter	10 m
---------------------	---------	---------------	------

- **Upcoming/ongoing activities**

Next Board Meeting: March 18, 2026

- **Additional Items for Discussion?**

X. Closing Items			6:53 PM
-------------------------	--	--	----------------

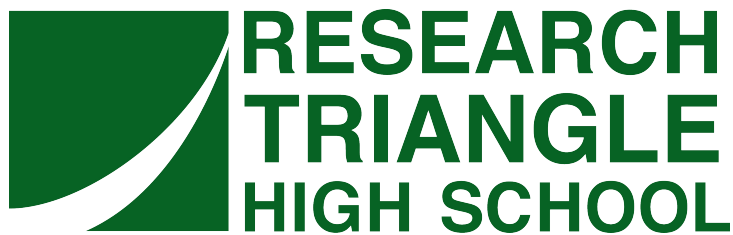
A. Adjourn Meeting	Vote	Ailette Tobien	1 m
---------------------------	------	----------------	-----

Coversheet

January Board of Directors meeting

Section:	II. Approve Board Meeting Minutes
Item:	A. January Board of Directors meeting
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for RTHS Board of Directors Meeting on January 21, 2026

DRAFT



Research Triangle High School

Minutes

RTHS Board of Directors Meeting

Date and Time

Wednesday January 21, 2026 at 5:30 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

Directors Present

A. Saviello (remote), A. Tobien (remote), C. Coia (remote), E. Cunningham (remote), J. Berla, J. Corn (remote), P. Thermitus (remote), S. Hunter (remote), S. Khaliq (remote), T. Shahi

Directors Absent

D. Requena, M. Dwomoh

Directors who left before the meeting adjourned

P. Thermitus

Guests Present

A. Drake (remote), A. Griffin (remote), A. Soulashinh, Kamal Saheta (remote), Santosh Kolenchery, Sarah, Sarah Dias, Syam Gadde

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

S. Hunter called a meeting of the board of directors of Research Triangle High School to order on Wednesday Jan 21, 2026 at 5:34 PM.

II. Approve Board Meeting Minutes

A. Board Meeting Minutes

J. Berla made a motion to approve the minutes from RTHS Board of Directors Meeting on 11-19-25.

T. Shahi seconded the motion.

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

Roll Call

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

III. Public Comments

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

- Kamal Saheta, a parent, speaking on behalf of a group of parents from Robotics team, also present on the call was Santosh Kolenchery. Raised concerns about the close departure of 3 mentors, covered gender statistics and as a consequence the low morale of the club members. Requested explanation for the departure of the club mentors

IV. Chief School Officer Report

A. Executive Overview

A. Griffin provided a CSO update, details on the slides on the agenda:

- School activities in January
- College and career update for seniors and juniors

V. Finance Committee Report

A. RTHS Monthly Financials and Other Business

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

- Budget surplus, above the requirement for DSCR and is now at 1.52
- ADM similar to previous year
- Budget updates
 - new item => staff appreciation
 - updates to other items, details on the slides attached to the agenda
- Proposals for surplus were presented

S. Hunter made a motion to approve the updated 2025-26 budget.

A. Tobien seconded the motion.

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

Roll Call

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

B. Executive Session

C. Coia made a motion to go into executive session for personnel matters.

E. Cunningham seconded the motion.

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

C. Coia made a motion to approve 2 contracts Neal Myers-Perry (Social Studies) and Ash Hopkins (Math).

S. Khaliq seconded the motion.

- Neal Myers-Perry - social studies teacher, contract amendment due to increased salary (completed his master's degree)

- Ash Hopkins - new mathematics teacher, replacing Alan Goldstein

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

Roll Call

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

VI. Governance Committee Report

A. Governance Committee Business

E. Cunningham provided an update, details on the agenda slides:

- Cellular Phones and Wireless Communication Devices Policies, updated due to state law
 - Language from the attorney and/or state law mostly
- Articulation with Sterling Montessori
 - New articulation, already have 2 articulation agreements with Durham schools
 - small # of RTHS students coming from the 2 existing articulation schools (~10)
 - Preference in the lottery
 - Strong informal feeder to RTHS and the students do well at RTHS
 - looking to increase student population from Wake
- Recommendations for board members and leadership positions requested
 - Finance, Governance, Secretary are needed
 - Parent Board Members slots are currently full

T. Shahi made a motion to approve updated Cellular Phones and Wireless Communication Devices Policies.

S. Hunter seconded the motion.

with the spelling correction (w to t) on section 2

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

Roll Call

E. Cunningham Aye

Roll Call

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

S. Hunter made a motion to approve the articulation agreement between RTHS and Sterling Montessori Academy and Charter school.

A. Tobien seconded the motion.

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

Roll Call

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

VII. Academic Excellence Committee Report

A. Academic Excellence Business

J. Corn and A. Griffin provided an update on academic excellence committee:

- 2026-27 School Academic Calendar
 - similar to current one
- SET Team update
 - SET team meeting took place yesterday
- Discipline data and analytis over the past few years at RTHS presented by A. Griffin and D. Thompson
 - Trending towards less events and lesser type of events

S. Khaliq made a motion to approve the presented 2026-27 Academic School Calendar.

J. Berla seconded the motion.

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

Roll Call

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

VIII. Development Committee Report

A. Development Committee Business

A. Griffin presented an update from the development committee, details on the agenda slides:

- Giving Tuesday
- Raptor Funds

IX. Other Business Matters

A. As needed

- Board Mini-retreat feedback:
 - ~2hrs via zoom on Friday
 - Focus on development
 - **Action S. Hunter:** send possible date for board members input

X. Closing Items

A. Adjourn Meeting

T. Shahi made a motion to adjourn the meeting.

A. Tobien 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 7:08 PM.

Respectfully Submitted,

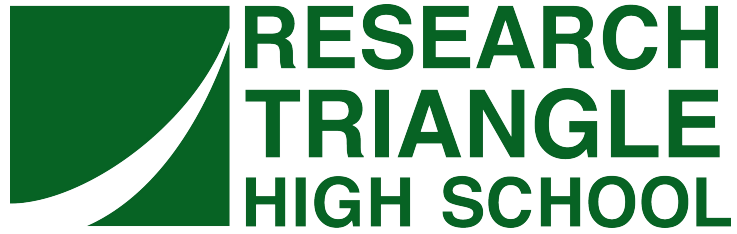
A. Tobien

Coversheet

February Mini Retreat

Section:	II. Approve Board Meeting Minutes
Item:	B. February Mini Retreat
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Mini Retreat on February 13, 2026

DRAFT



Research Triangle High School

Minutes

Mini Retreat

Date and Time

Friday February 13, 2026 at 12:00 PM

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.

Directors Present

A. Tobien (remote), C. Coia (remote), D. Requena (remote), J. Berla (remote), J. Corn (remote), M. Dwomoh (remote), P. Thermitus (remote), S. Hunter (remote), S. Khaliq (remote)

Directors Absent

A. Saviello, E. Cunningham, T. Shahi

Directors who arrived after the meeting opened

D. Requena, P. Thermitus

Guests Present

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

I. Opening Items

A. Record Attendance

B.

Call the Meeting to Order

S. Hunter called a meeting to order on Friday Feb 13, 2026 at 12:03 PM.

II. Public Comments

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

None

III. Introduction

A. Goals

To have next steps for RTHS expansion

D. Requena arrived.

P. Thermitus arrived.

B. Background / Past Plans

Expansion of RTHS facilities discussion in the past vs looking at a different facility

IV. RTP 3.0

A. Process / Strategy

C. Coia presented on RTP future:

- Zoning
- Companies coming
- RTP hub
- Bus Transit & Amtrak train
- Residential
- Social district (alcohol allowed)

Increase density of commercial retail

Increase traffic

High cost of construction

V. RTHS Expansion

A. Staff Feedback / Concerns

A. Griffin presented staff feedback and concerns on the current facility:

- no PE classroom
- no space for all school assembly

- no athletic facilities on campus, soccer field, etc
- not enough parking
- no dedicated space for eating, currently all over the school and has sanitary concerns
- science lab designations

B. Revamping vs Relocation

- Active discussion on renovating/adding to the current location version relocation from board members exploring the different options
- General contractor for renovation plans and costs
- Real state broker for other properties

VI. Next Steps

A. Work Items

Next Steps:

- A. Griffin & A. Drake Update the list of needs with specifics & comparison to what we have now, with approximate current ADM size for high school
- follow up meeting after information above is shared

VII. Other Items

A. Discussion

None

VIII. Closing Items

A. Adjourn Meeting

A. Tobien made a motion to adjourn the meeting.

S. Hunter 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 2:02 PM.

Respectfully Submitted,

A. Tobien

Coversheet

RTHS Monthly Financials and Other Business

Section:	V. Finance Committee Report
Item:	A. RTHS Monthly Financials and Other Business
Purpose:	Discuss
Submitted by:	
Related Material:	RTHS FY 2025-26 Budget Update 1.31.26.pdf

Research Triangle High School	FY 2025-2026 Board Approved Budget	FY 2025-2026 Working Budget	Variance	Actuals as of 1.31.26	% Received/ Expensed to Budget
ADM	572	572	0%		
State Funding per ADM	\$ 6,605.00	\$ 6,663.18	1%		
EC ADM	29	42	45%		
State EC Funding per ADM	\$ 5,249.28	\$ 4,996.25	-5%		
Revenue					
State Funds - Revenue	3,778,060	3,811,339	1%	2,692,055	71%
State Funds - Growth Funding	-	-		-	
State EC Funds	197,328	213,892	8%	124,771	58%
State Funds - LI Adjustment	-	-		-	
State Funds - LEP Funds	-	63,669		-	0%
State Funds - School Technology	-	6,742		-	0%
State Funds - NCVPS	(8,138)	(9,303)	14%	(9,303)	100%
State Funds - Fines & Forfeitures	-	-		-	
State Funds - COVID-19	-	-		-	
State Funds - Other Funds (non-recurring)	-	1,077		1,077	
State Funds - Paid Parental Leave Reimbursement	-	-		-	
Total State Funding	3,967,250	4,087,416	3%	2,808,600	69%
Alamance County Funds	2,160	6,840	217%	4,596	67%
Brunswick County Funds	-	1,200		-	0%
Chapel Hill-Carrboro Funds	50,049	56,824	14%	41,794	74%
Chatham County Funds	45,000	34,765	-23%	17,104	49%
Cumberland County Funds	1,800	-	-100%	-	
Durham County Funds	1,534,752	1,635,803	7%	724,169	44%
Franklin County Funds	-	4,320		898	21%
Granville County Funds	2,313	-	-100%	-	
Harnett County Funds	1,431	3,690		1,234	33%
Johnston County Funds	-	-		-	
Orange County Funds	55,530	34,668	-38%	11,593	33%
Wake County Funds	939,900	964,620	3%	485,572	50%
Mecklenburg County Funds	-	-		-	
Total County Funding	2,632,935	2,742,729	4%	1,286,960	47%
Federal Funds - PRC 060 (EC)	106,437	145,632	37%	40,167	28%
Federal Funds - PRC 050	-	-		-	
Federal Funds - PRC 103	21,069	20,489	-3%	-	0%
Federal Funds - PRC 108	-	-		-	
Federal Funds - PRC 118	1,100	1,100	0%	-	0%
Federal Funds - COVID-19	-	-		-	
Grant Funds SRSA	-	-		-	
Total Federal Funding	128,606	167,221	30%	40,167	24%
Sales & Use Tax Refund	25,000	25,000	0%	-	0%
Corporate/Board/Private Donations	30,000	30,000	0%	23,181	77%
Interest Income	50,000	40,000	-20%	26,777	67%
Other	6,500	8,700		8,681	100%
Total Revenue	6,840,291	7,101,066	4%	4,194,367	59%
Expenses					
Principal	265,000	265,000	0%	154,584	58%
Interest	511,425	511,425	0%	295,141	58%
Bond Costs	8,600	8,600	0%	6,594	77%
Repair and Replacement Fund Transfer	85,800	85,800	0%	50,050	58%
Capitalized Improvements/Purchases	-	-		21,353	
Building Expenses					
Utilities - elec, water and trash	115,000	110,000	-4%	63,741	58%
Telephone/Communications	3,000	4,011	34%	1,128	28%
Maintenance & Repair	53,000	53,000	0%	23,259	44%
Custodial - Supplies/Materials	18,000	18,000	0%	9,651	54%
Facility Contracted Services:				-	
Custodial Services	88,772	88,772	0%	44,386	50%
Carpet - Tile Cleaning	12,450	12,450	0%	-	0%

Research Triangle High School	FY 2025-2026 Board Approved Budget	FY 2025-2026 Working Budget	Variance	Actuals as of 1.31.26	% Received/ Expensed to Budget
HVAC	24,856	24,856	0%	8,233	33%
Grounds - Landscaping	16,000	20,238	26%	13,238	65%
Total Building Expenses	331,078	331,326	0%	163,635	49%
Personnel Costs					
Salaries	3,833,642	3,817,642	0%	2,172,802	57%
Substitutes	100,000	116,000	16%	87,450	75%
Personal Leave				-	
Health Insurance - State Plan	416,510	416,510	0%	238,844	57%
Retirement - State 457 Plan + Match	80,506	80,170	0%	41,198	51%
Payroll Taxes - 7.65%	295,810	295,810	0%	170,130	58%
NC Flex Plan Fees	5,000	5,000	0%	2,980	60%
SUTA	11,429	11,429	0%	1,723	15%
Workers Comp Insurance	14,000	14,000	0%	341	2%
Bonus				26,751	
Total Personnel Costs	4,756,898	4,756,562	0%	2,742,220	58%
Information Technology					
Technology	45,000	45,000	0%	19,498	43%
Digital Resources & SW Licenses	58,394	58,394	0%	34,663	59%
Total Information Technology	103,394	103,394	0%	54,161	52%
Instructional Services					
Staff Development	25,000	25,000	0%	11,721	47%
Counseling - Staff Dev	1,000	1,000	0%	144	14%
Travel & Mileage Reimbursement	5,000	10,000	100%	5,234	52%
Staff Dev - PD Meals	12,000	12,000	0%	9,650	80%
Staff Development - EC	2,000	2,000	0%	1,611	81%
Educational Programs	17,000	17,000	0%	7,802	46%
Edu Materials - Science Dept	7,000	7,000	0%	1,473	21%
Edu Materials - English Dept	4,000	4,000		1,602	40%
Edu Materials - Languages Dept	3,000	3,000	0%	643	21%
Edu Materials - History Dept	4,000	4,000	0%	1,478	37%
Edu Materials - Arts Dept	5,000	5,000	0%	2,352	47%
Edu Materials - Math Dept	4,000	4,000	0%	353	9%
Edu Materials - PE Dept	3,000	3,000	0%	2,380	79%
Education Materials - EC Dept	3,000	3,000	0%	1,517	51%
Testing (AP/PSAT)	7,566	7,566	0%	(8,737)	-115%
Textbooks/Assessment	5,000	8,588	72%	8,588	100%
Social Service Fund	500	500	0%	-	0%
Furniture & Fixtures	5,000	5,000	0%	3,019	60%
Administrative Expenses	9,000	9,000	0%	5,579	62%
EC Contracted Services: (\$50,000 FY23)	-	-		-	
Visually Impaired & Orientation	13,000	13,000	0%	9,612	74%
Speech-Language Therapy	20,000	20,000	0%	14,378	72%
Mental Health Service				-	
Web-based IEP Service	-			-	
Occupational Therapy	5,000	5,000	0%	1,931	39%
Interpreting and Written Translation Service				-	
Psychoeducational Assessments	20,000	20,000	0%	6,325	32%
Total Instructional Services	180,066	188,654	5%	88,654	47%
Support Services					
Administration Contracted Services:				-	
Legal & Consulting	50,000	50,000	0%	22,491	45%
Contracted Financial Services	60,480	60,480	0%	35,280	58%
UNQ Software Support	5,769	6,346	10%	6,346	100%
Contracted HR Services	20,400	20,400	0%	10,834	53%
Student Information Management Services	21,000	21,000	0%	10,500	50%
Contracted Printing Services	35,183	35,183	0%	27,382	78%
Contracted Audit Services	25,000	25,000	0%	24,150	97%
Background Checks	2,000	2,000	0%	593	30%
General Insurance	40,645	40,645	0%	23,725	58%

Research Triangle High School	FY 2025-2026 Board Approved Budget	FY 2025-2026 Working Budget	Variance	Actuals as of 1.31.26	% Received/ Expensed to Budget
Board of Director Materials	12,495	13,195	6%	13,195	100%
Fundraising/Development	5,000	5,000	0%	384	8%
Marketing/Advertising	6,000	8,000	33%	6,672	83%
Transportation Contracted Services:				-	
Daily Bus Services	48,000	48,000	0%	28,350	59%
Special Event Transportation Services	4,000	4,000	0%	1,180	30%
Transportation - Fuel	7,000	7,000	0%	2,772	40%
Transportation Maintenance	4,000	4,000	0%	1,462	37%
Food Services	22,000	22,000	0%	6,415	29%
Total Support Services	368,972	372,249	1%	221,730	60%
Other Expenses					
Athletics	66,650	70,000	5%	57,735	82%
Feminine Hygiene Grant				-	
Counseling/College Dept	5,000	5,000	0%	490	10%
Graduation	11,000	15,000	36%	6,120	41%
Senior Class Events	2,000	6,000	200%	173	3%
Safety - Off Duty Officer	45,000	45,000	0%	28,300	63%
Staff Snacks (Joy Room)	3,000	3,000	0%	2,176	73%
Staff Appreciation		2,500		-	0%
Sales Tax	25,000	25,000	0%	14,178	57%
Repayment to DPI					
Robotics	9,000	9,000	0%	6,241	69%
Transfer to Raptorium	100	100	0%	-	0%
Total Other Expenses	166,750	180,600	8%	115,412	64%
Total Expenses	6,777,982	6,803,610	0	3,913,534	58%
Surplus	62,309	297,456		280,833	
Interfund Transfer				150,245	
Surplus from Previous Years	2,202,066	2,202,066		2,202,066	
Ending Cash Balance	2,264,375	2,499,522		2,633,143	

Liquidity Requirement Calculation:

Total Expenses	6,803,610
Clubs, PTSO, Boosters Expenses (projected)	450,000
Less: Capitalized Purchases	-
Less: Principal Payments	(265,000)
Less: Repair and Replacement Fund Transfer	(85,800)
Total Operating Expenses	6,902,810
Divided by 365 days	365
Operating Expense per Day	18,912
Multiplied by 45 days	45
Minimum balance required for unrestricted cash and cash equivalents	851,031
Ending Cash Balance	2,499,522
Raptorium Cash	1,390
Clubs, PTSO, Boosters Cash	126,226
Total Unrestricted Cash and Cash Equivalents	2,627,138
Divided by Operating Expense per Day	18,912
Projected Days Cash on Hand	139

Liquidity Requirement for Days Cash on Hand

45

Debt Service Coverage Ratio Calculation:

Surplus (cash basis)	297,456
Net Income - Raptorium	100
Net Income - Clubs, PTSO, Boosters	-
Net Income - US Bank	-
Add: Repair and Replacement Fund Trar	85,800
Add: Capitalized Items	21,353
Add: Principal Payments	265,000
Less: Amortization	(11,869)
Less: Depreciation	-
Change in Net Assets	657,841
Add: Interest	511,425
Add: Amortization	11,869
Add: Depreciation	-
Net Income Available for Debt Service	1,181,135
Maximum Annual Debt Service	762,144
Projected Debt Service Coverage Ratio	1.55

Excess of DSCR Requirement**266,562**

Required DSCR in Covenants

1.20

Coversheet

Governance Committee Business

Section: VI. Governance Committee Report
Item: A. Governance Committee Business
Purpose: Vote
Submitted by:
Related Material:

Proposed Amendment to Board Policies and Procedures, Attendance, 2-18-2026.pdf
RTHS Board of Directors Policy and Procedures Manual, November 19, 2025.pdf

Proposed Amendment to the *2025-26 Board of Directors Policy and Procedures Manual* (page 4):

Board of Directors Proposed Attendance Policy

Board members are expected to attend monthly Board and committee meetings, as well as all required Board training. This commitment ensures continuity, accountability, and sustained support for the organization's students, staff, and mission.

If a Board member is unable to attend a scheduled meeting, the member should record the absence through Board on Track and/or notify the meeting Chair, preferably at least 48 hours in advance.

Board members are required to attend at least 75 percent of regularly scheduled monthly meetings. If a Board member is experiencing unusual or extenuating circumstances that affect attendance, the member should contact the Board Chair as soon as possible.

If a Board member attends fewer than 50 percent of meetings in a given year, the Board Secretary shall notify the Board Chair and the full Board of Directors. The Board will discuss the matter and vote on whether the member should continue in their role or be asked to step down.

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



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

Approved: November 19, 2025

Table of Contents

Board Membership	1
Requirement for Board Membership.....	1
Background Check Policy.....	1
Board Officers.....	2
Chair.....	2
Vice Chair.....	2
Secretary.....	2
Treasurer.....	2
Board of Directors Roles and Responsibilities.....	2
Advance the School's Mission.....	2
Support Student Success	3
Ensure Strong, Effective Leadership	3
Effectively Manage Financial Resources	3
Develop Strategic Partnerships	3
Implement Exemplary Governance Practices	3
Board Member Roles and Responsibilities	4
Board of Directors Attendance Policy	4
Board of Directors Member Recruitment Policy	4
Board of Directors Training and Professional Development Policy.....	4
Conflict of Interest Policy.....	5
Nepotism Policy	7
Financial Controls Policy.....	9
Required School Recordkeeping and Legal Notices/ Requirements	9
Sexual Abuse and Molestation Policy	10
Registered Sex Offenders Policy.....	10
Admissions and Enrollment Policy.....	10
Use of Social Media and Electronic Resources	11
Grievance Policy for Employees	11
Board Meeting Schedule.....	11
Regular Meetings.....	11
Special-Called or Emergency Meetings.....	11
Open Meetings	11
Board Meeting Policies and Procedures	12
General Policies and Procedures.....	12
Open Meetings Policy.....	12

Public Comment Policy	13
Committees	14
Academic Excellence Committee	14
CSO Support and Evaluation Committee	14
Development Committee	14
Finance Committee.....	14
Governance Committee.....	14
Committee Roles and Responsibilities	15
Academic Excellence Committee	15
CSO Support and Evaluation Committee	15
Development Committee	15
Finance Committee.....	16
Governance Committee.....	16
Committee Meeting Schedule.....	17
Board of Directors Agreement.....	18

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

Section:	VII. Academic Excellence Committee Report
Item:	A. Academic Excellence Business
Purpose:	Vote
Submitted by:	
Related Material:	Academic excellence February.pdf

Science

English

Math

Semester 1 Academic Update

Academic Overview

- We reviewed student performance using three snapshots: September 12, October 3, and the end of semester 1 (January 5) grade data.
- Early data showed strong overall performance, with most students earning A and B grades.
- Over time, more grades shifted into the B-C range. The number of failing grades remained relatively stable but became more concentrated among certain students.
- A small group of students are struggling in multiple courses.
- Some courses consistently show more academic challenges than others.
- This data helps us understand trends over time and focus support where it is most needed.

Top 10 courses ranked by failure rate

Rank	Course	Total Students	# Failing	% Failure
1	Intro to Calculus & Stats	9	5	55.60%
2	Forensics	37	5	13.50%
3	Creative Writing I	15	2	13.30%
4	NC Math 1 (incl Foundations)	68	9	13.20%
5	Computer Science Principles	55	7	12.70%
6	Art III (incl Honors)	8	1	12.50%
7	Civic Literacy / Civics	74	9	12.20%
8	NC Math 2	111	13	11.70%
9	Spanish II	146	17	11.60%
10	Senior Arts Lab (incl Honors)	9	1	11.10%



- Intro to Calculus & Stats — very small class but high failure rate.

Top 10 courses with MOST Failures

Rank	Course	Total Students	# Failing	Failure %
1	Spanish II	146	17	11.60%
2	NC Math 2	111	13	11.70%
3	English II (incl Honors)	152	10	6.60%
4	NC Math 1 (incl Foundations)	68	9	13.20%
5	Civic Literacy / Civics	74	9	12.20%
6	English I (incl Honors)	128	9	7.00%
7	Computer Science Principles	55	7	12.70%
8	NC Math 4	69	7	10.10%
9	Biology (incl Honors)	142	6	4.20%
10	Forensics	37	5	13.50%



These courses account for the largest concentration of failing students.



Multiple Course Failures

Failing 1 class	44 students
Failing 2 classes	18 students
Failing 3 classes	8 students
Failing 4 classes	3 students

 29 students failing multiple courses

Core Risk:

- Spanish II
- Biology
- English I
- NC Math 1

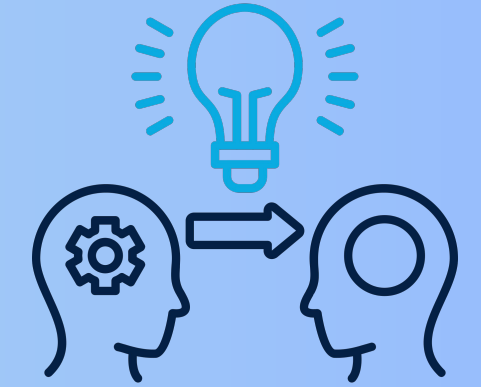
These courses appear among students failing multiple classes.

*These are primarily 9th grade courses.

Support & Outreach

Instructional Support

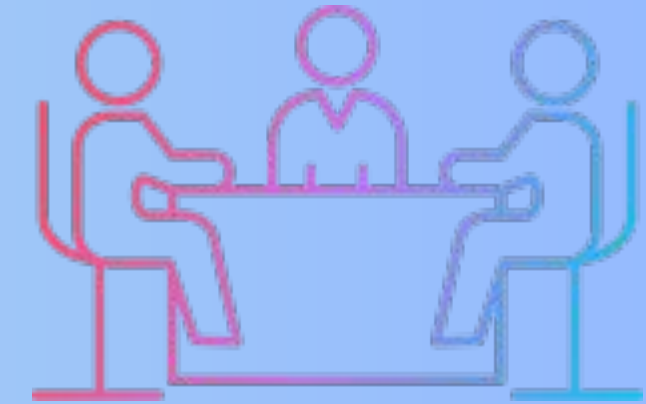
- Feedback and coaching for teachers
- Professional development
- Review Teacher-Course alignment for 26-27 school term (specifically Math courses across all levels)



MTSS

Teacher feedback on at-risk students is being collected to:

- Counselor Check ins
- Parent conferences
- Implementing interventions and pull out support for at risk students.
- Identify patterns in student needs across grade levels and subjects.
- Determine if additional supports are needed through MTSS (tutoring, sheltered seminar, behavior supports, etc.).



Parent Communication

Teachers were required to conduct parent outreach for students with a D or F in their course:

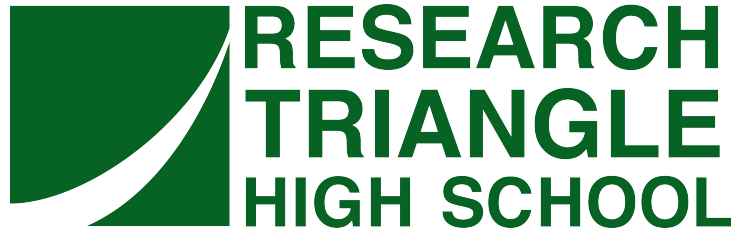


Coversheet

Mini Retreat

Section:	VIII. Mini Retreat Report
Item:	A. Mini Retreat
Purpose:	Discuss
Submitted by:	
Related Material:	2026_02_13_mini_retreat_minutes.pdf

DRAFT



Research Triangle High School

Minutes

Mini Retreat

Date and Time

Friday February 13, 2026 at 12:00 PM

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.

Directors Present

A. Tobien (remote), C. Coia (remote), D. Requena (remote), J. Berla (remote), J. Corn (remote), M. Dwomoh (remote), P. Thermitus (remote), S. Hunter (remote), S. Khaliq (remote)

Directors Absent

A. Saviello, E. Cunningham, T. Shahi

Directors who arrived after the meeting opened

D. Requena, P. Thermitus

Guests Present

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

I. Opening Items

A. Record Attendance

B.

Call the Meeting to Order

S. Hunter called a meeting to order on Friday Feb 13, 2026 at 12:03 PM.

II. Public Comments

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

None

III. Introduction

A. Goals

To have next steps for RTHS expansion

D. Requena arrived.

P. Thermitus arrived.

B. Background / Past Plans

Expansion of RTHS facilities discussion in the past vs looking at a different facility

IV. RTP 3.0

A. Process / Strategy

C. Coia presented on RTP future:

- Zoning
- Companies coming
- RTP hub
- Bus Transit & Amtrak train
- Residential
- Social district (alcohol allowed)

Increase density of commercial retail

Increase traffic

High cost of construction

V. RTHS Expansion

A. Staff Feedback / Concerns

A. Griffin presented staff feedback and concerns on the current facility:

- no PE classroom
- no space for all school assembly

- no athletic facilities on campus, soccer field, etc
- not enough parking
- no dedicated space for eating, currently all over the school and has sanitary concerns
- science lab designations

B. Revamping vs Relocation

- Active discussion on renovating/adding to the current location version relocation from board members exploring the different options
- General contractor for renovation plans and costs
- Real state broker for other properties

VI. Next Steps

A. Work Items

Next Steps:

- A. Griffin & A. Drake Update the list of needs with specifics & comparison to what we have now, with approximate current ADM size for high school
- follow up meeting after information above is shared

VII. Other Items

A. Discussion

None

VIII. Closing Items

A. Adjourn Meeting

A. Tobien made a motion to adjourn the meeting.

S. Hunter 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 2:02 PM.

Respectfully Submitted,

A. Tobien