Research Triangle High School

RTHS Board of Directors Meeting

Date and Time

Wednesday June 17, 2026 at 5:30 PM EDT

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.	Board Meeting Minutes	Approve Minutes	Ailette Tobien	2 m
	The Board will review and approve the minutes from the May 20, 2026 Board of Directors meeting.			
	Approve minutes for RTHS Board of Directors Meeting on May 20, 2026			

		Purpose	Presenter	Time
III.	**Public Comments**			**5:36 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**			**5:41 PM**
A.	Executive Overview	Discuss	Akiba Griffin	10 m

RTHS Chief School Officer (CSO) Akiba Griffin will share information about key school events and activities.

V.	**Finance Committee Report**			**5:51 PM**

		Purpose	Presenter	Time
A.	RTHS Monthly Financials and Other Business	Vote	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

B.	Executive Session	Discuss	Carolyn Coia	5 m

The Board of Directors will be in Executive Session to discuss a personnel matter.

- Vote

VI. Governance Committee Report — 6:06 PM

A.	Governance Committee Business	Vote	Elizabeth Cunningham	15 m

Committee Chair Elizabeth Cunningham will share the following items:

- Review & Vote: 2026-27 Board of Directors
  - Steve Hunter, Chair, Board of Directors
  - Michael Dwomoh, Vice Chair, Board of Directors and Chair, Governance Committee
  - ShuDon Brown, Secretary
  - Carolyn Coia, Chair, Finance Committee and Chair, CEO Support and Evaluation Committee
  - Phoebe Thermitus, Chair, Academic Excellence Committee
  - Julian Berla, Chair, Development Committee
- New board member orientation presentation updates
- Recruitment efforts continue
- Manuals and Procedures

VII. Academic Excellence Committee Report — 6:21 PM

A.	Academic Excellence Business	Discuss	Jeni Corn	15 m

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

		Purpose	Presenter	Time

• Academic Excellence Update

VIII. Development Committee Report — 6:36 PM

A. Development Committee Business — Discuss — Dina Requena — 15 m

Committee Chair Dina Requena and CSO Griffin will give an update:

• Development Committee Update

IX. Remaining Business Matters — 6:51 PM

A. Remaining Items — Discuss — Steven Hunter — 15 m

• Board members rotating off....THANK YOU!!
  ◦ Ailette Tobien
  ◦ Allison Saviello
  ◦ Elizabeth Cunningham
  ◦ Jeni Corn
  ◦ Samina Khaliq
• New Board Members....WELCOME!!
  ◦ Joy Goodwin
  ◦ Kelly Broccio
  ◦ Roopali Shrivastava
  ◦ ShuDon Brown
• New Board Member Orientation
• **Next Board Meeting**: August 19th
• **Upcoming/ongoing activities**
• **Additional Items for Discussion?**

X. Closing Items — 7:06 PM

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

Coversheet

Board Meeting Minutes

Section: II. Approve Board Meeting Minutes
Item: A. Board Meeting Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for RTHS Board of Directors Meeting on May 20, 2026

APPROVED

Research Triangle High School

Minutes

RTHS Board of Directors Meeting

Date and Time
Wednesday May 20, 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. Tobien (remote), C. Coia (remote), D. Requena (remote), E. Cunningham (remote), J. Berla (remote), J. Corn (remote), M. Dwomoh (remote), P. Thermitus (remote), S. Hunter (remote)

Directors Absent
A. Saviello, S. Khaliq

Directors who arrived after the meeting opened
M. Dwomoh, P. Thermitus

Guests Present
A. Drake (remote), A. Griffin (remote), D. Thompson (remote), J. Goodwin (remote), Laura Chapman (remote), Roopali Shrivastava (remote), ShuDon Brown (remote)

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 May 20, 2026 at 5:33 PM.

II. Approve Board Meeting Minutes

A. Board Meeting Minutes

C. Coia made a motion to approve the minutes from RTHS Board of Directors Meeting on 04-15-26.
J. Berla seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

E. Cunningham	Aye
S. Khaliq	Absent
D. Requena	Aye
J. Corn	Aye
J. Berla	Aye
C. Coia	Aye
A. Tobien	Aye
M. Dwomoh	Absent
A. Saviello	Absent
P. Thermitus	Absent
S. Hunter	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 on school highlights, details in attached agenda:

- Blood drive
- Robotics competition
- Art Events: Musical & Spring band concert

- Durham Bulls Game
- Senior Week - ongoing

Upcoming events:

- Visual Arts Showcase on 21May26
- Graduation on Friday 5Jun26 at Meymandi Concert Hall in downtown Raleigh starting at 6pm
    - Board Members attending to let Alex / Akiba know to reserve seating

V. Finance Committee Report

A. RTHS Monthly Financials and Other Business

M. Dwomoh arrived.
A. Drake provided an update on Finance Committee, details attached to the agenda:

- DSCR at 1.46 above the required 1.2
- Vacancies and recently filled positions
- Upcoming contracts
- Unallocated funds updates and proposals

Additionally, sports wrap up updates for the school.
S. Hunter made a motion to approve unallocated funds updates $30,288.
M. Dwomoh seconded the motion.

- $10,000 Staff Development Funds
    - Administration Staff to National Charter School Conference in New Orleans
- $9,000 Athletics Uniforms/Equipment
- $11,288 AED Updates (safety)

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

Roll Call

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

M. Dwomoh made a motion to move into Executive Session for Personnel Matters.

S. Hunter seconded the motion.
The board **VOTED** unanimously to approve the motion.
P. Thermitus arrived.
S. Hunter made a motion to approve contracts for:.
M. Dwomoh seconded the motion.

- Elizabeth Stabenow _ new Science Teacher
- Mechia DuPree _ contract updated from 11 months to 12 months

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

Roll Call

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

A. Tobien made a motion to approve the contract for cleaning services with United Maintence Corporation.
J. Berla seconded the motion.

- Provided Change to United Maintence Corporation from Triad Total Care

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

Roll Call

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

J. Berla made a motion to approve the contract for transportation services with Elite Transit for 2026-27.
M. Dwomoh seconded the motion.

- we have used them previously
- no other companies found for bidding
- coordinate the bus maintenance
- no increase on the price for this school year

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

Roll Call

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

VI. Governance Committee Report

A. Governance Committee Business

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

- update on Conflict of Interest Policy
- 2026-27 Members and Board of Directors
  - 5 board members transitioning out of the board
  - leadership positions
  - 4 proposed new members to the board of directors
- recruitment ongoing for additional 3-4 board members and encourage to provide potential candidates

C. Coia made a motion to approve the update to the RTHS Board of Directors Policy and Procedures Manual with an amendment to the Conflict of Interest Policy.
S. Hunter seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

P. Thermitus	Aye
D. Requena	Aye
E. Cunningham	Aye
J. Berla	Aye
S. Khaliq	Absent
J. Corn	Aye

Roll Call

M. Dwomoh	Aye
A. Tobien	Aye
C. Coia	Aye
A. Saviello	Absent
S. Hunter	Aye

M. Dwomoh made a motion to approve 4 new members to the RTHS Board of Directors.
J. Berla seconded the motion.

- Dr. ShuDon Brown _ Governance
- Joy Goodwin (parent) _ Development
- Roopali Shrivastava (parent) _ Finance
- Dr. Kelly Daughtry Broccio _ Academics

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

Roll Call

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

VII. Academic Excellence Committee Report

A. Academic Excellence Business

J. Corn and A. Griffin provided an update on academic excellence, details in agenda:

- State Survey _ Teacher's Working Conditions Survey
  - by annual to all teachers in the State of North Carolina
  - high participation rate, has been running for a few years
  - ~100 items
  - deeper dive at upcoming Board Retreat
  - SET team will use data to goal set
  - summary provided at board meeting
    - Retention
    - Managing student conduct
    - Safety & Wellbeing
    - Facilities & Resources

- Leadership & Support

VIII. Development Committee Report

A. Development Committee Business

D. Requena and A.Griffin provided an update:

- Donor appreciation luncheon 21May26
- Funds collected 2025-26 to be spent in internal items like science labs desks
- Fundraising shifting to on-going giving vs one-time giving
- Upcoming year: clearer mission of the fundraising and starting earlier than Giving Tuesday

IX. Other Business Matters

A. As needed

- Next Board meeting 17Jun26
- No board meeting in July 2026
- Check - Board Meeting Reminders Configuration in BoT

X. Closing Items

A. Adjourn Meeting

M. Dwomoh 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 6:43 PM.

Respectfully Submitted,
A. Tobien

Coversheet

Executive Overview

Section: IV. Chief School Officer Report
Item: A. Executive Overview
Purpose: Discuss
Submitted by:
Related Material: CSO Highlights 6.17.26.pptx.pdf

CSO Report- June 17, 2026

CSO Highlights

- Senior Week
- Final Exams
- Graduation
- RTHS Team Outing: Top Golf
- Alan Goldstein Retirement Celebration/Room Dedication

Upcoming Events

- RTHS Summer Hours: M-W 9-3
- RTHS Summer PD begins August 6th for new teachers, and August 10th for returning staff

Academic Excellence Update

- Reviewed Academic Excellence calendar from current school year and made a few adjustments for upcoming year, adding in Alumni Network/Survey data
- Additions for ‘26-’27: deep dive into the RTHS Instructional Model: Flipped Learning
- RTHS team members will review rubric for STEM schools of distinction this upcoming year and determine if we want to submit an intent to apply for the ‘27-’28 school year
- Jeni: CSRB/Carolina Charter School Research Lab partnership with UNC-Chapel Hill

Development- June 12th 2026

Development

*** Donor Appreciation Luncheon: Glasshouse Kitchen**

Impact Report:

Fundraising Campaign Revenue

Description	Amount
Raptor Fund Monies Received	$27,693

Allocation of Funds

Budget Category	Amount Allocated
Staff Development & Professional Learning	$10,500
Student Experiences & Events	$8,200
Instructional Resources & Curriculum	$3,000
General School Operations	$5,993
Total	**$27,693**

Field Trips/Science Lab Equipment

- Civics: Civil Rights Museum
- Art/yearbook:NC Museum of Art
- Sports Medicine: Training Facility
- New Science Desks-will be ordered this summer

Staff Development

- AP summer institute: 7 teachers are attending this summer
- Admin attending National Charter School Convention at the end of June

Instructional Resources

- New learning software purchased to support our EC students(Let's Go Learn)

Development(cont'd)

- Add campaign impact details to RTHS Student Orientation/Open House materials
- Work with Director of Community Engagement to advertise impact via social media

Coversheet

RTHS Monthly Financials and Other Business

Section: V. Finance Committee Report
Item: A. RTHS Monthly Financials and Other Business
Purpose: Vote
Submitted by:
Related Material: Finance Update - 6_15_26.pdf

RESEARCH TRIANGLE RAPTORS

FINANCE UPDATE
JUNE 17, 2026

BUDGET UPDATE

- **As of 5/31/26:**

  Projected surplus: $90,144
  DSCR: 1.32

- Funding ADM: **572** (2024-25 ADM)
- ADM for current year: **571**

- **Current Vacancies:**
  - Assistant Principal
  - Instructional Coach
  - EC Teacher
  - Support position
    - 0.2 FTE; frozen
  - Two FTE (TBD)

- **Committee Business:**
  - Additional spending proposals
  - Approve amended FY26 budget

Unallocated Funds Updates/Proposals

APPROVED AND PURCHASED IN MAY

$11,288 | Upgraded AEDs (6) for campus

$10,000 | Additional staff development funds

$9,000 | Athletics equipment and uniforms

Unallocated Funds Updates/Proposals

INSTRUCTIONAL RESOURCES

$13,000 | Chromebook Testing Carts

- Storage and charging carts for laptops purchased by school for testing purposes

$3,124 | New Textbooks

- Set of textbooks and workbooks for AP English Language

FOR FUTURE DISCUSSION

Activity Vans

- Purchasing 1-2 15-passenger vans for activities, athletic events, etc.
- Doing research on insurance, liability, etc.

FACILITY NEEDS

$25,000 | Needed Classroom Furniture

- New chemical-resistant tables for science lab
- New chairs to replace old/broken ones in several classrooms
- Classroom tables to replace broken ones in several spaces

$25,000 | Exterior Branding

- Funds to add color and branding to exterior of building

TOTAL OF ALL PROPOSED EXPENDITURES

$66,124

Amended FY26 Budget for Approval

Research Triangle High School		FY 2025-2026 Board Approved Budget	FY 2025-2026 Working Budget	Actuals as of 5.31.26	% Received / Expensed to Budget
ADM		*572*	*572*		
State Funding per ADM		*$ 6,605.00*	*$ 6,663.18*		
EC ADM		*29*	*42*		
State EC Funding per ADM		*$ 5,249.28*	*$ 4,996.25*		
Revenue					
Total State Funding		3,967,250	4,122,098	4,122,098	100%
Total County Funding		2,632,935	2,831,146	2,234,356	79%
Total Federal Funding		128,606	167,210	147,544	88%
Sales & Use Tax Refund		25,000	30,000	12,222	41%
Corporate/Board/Private Donations		30,000	30,000	25,804	86%
Interest Income		50,000	40,000	38,627	97%
Other		6,500	8,700	8,681	
Total Revenue		**6,840,291**	**7,229,154**	**6,589,333**	91%
Expenses					
Principal		265,000	265,000	242,917	92%
Interest		511,425	511,425	463,793	91%
Bond Costs		8,600	8,600	6,594	77%
Repair and Replacement Fund Transfer		85,800	85,800	78,650	92%
Capitalized Improvements/Purchases		-	103,000	63,701	
Building Expenses		331,078	331,326	261,258	79%
Personnel Costs		4,756,898	4,885,088	4,438,267	91%
Information Technology		103,394	166,000	154,913	93%
Instructional Services		180,066	253,566	180,110	71%
Support Services		368,972	368,856	338,538	92%
Other Expenses		166,750	211,100	189,559	90%
Total Expenses		**6,777,982**	**7,189,762**	**6,418,300**	89%
Surplus		**62,309**	**39,392**	**171,034**	
Surplus from Previous Years		2,202,066	2,202,066	2,202,066	
Ending Cash Balance		**2,264,375**	**2,241,458**	**2,373,099**	

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Amended FY26 Budget for Approval

Liquidity Requirement Calculation:	
Total Expenses	7,189,762
Clubs, PTSO, Boosters Expenses (projected)	450,000
Less: Capitalized Purchases	103,000
Less: Principal Payments	(265,000)
Less: Repair and Replacement Fund Transfer	(85,800)
Total Operating Expenses	**7,391,962**
Divided by 365 days	365
Operating Expense per Day	**20,252**
Multiplied by 45 days	45
Minimum balance required for unrestricted cash and cash equivalents	**911,338**
Ending Cash Balance	2,241,458
Raptorium Cash	1,290
Clubs, PTSO, Boosters Cash	126,226
Total Unrestricted Cash and Cash Equivalents	**2,368,974**
Divided by Operating Expense per Day	20,252
Projected Days Cash on Hand	**117**
Liquidity Requirement for Days Cash on Hand	**45**

Debt Service Coverage Ratio Calculation:	
Surplus (cash basis)	39,392
Net Income - Raptorium	100
Net Income - Clubs, PTSO, Boosters	-
Net Income - US Bank	-
Add: Repair and Replacement Fund Transfer	85,800
Add: Capitalized Items	103,000
Add: Principal Payments	265,000
Less: Amortization	(11,869)
Less: Depreciation	-
Change in Net Assets	**481,423**
Add: Interest	511,425
Add: Amortization	11,869
Add: Depreciation	-
Net Income Available for Debt Service	**1,004,717**
Maximum Annual Debt Service	762,144
Projected Debt Service Coverage Ratio	**1.32**
Excess of DSCR Requirement	**90,144**
Required DSCR in Covenants	**1.20**