

APPROVED



Research Triangle High School

## Minutes

### Special Board Meeting

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#### Date and Time

Friday August 2, 2024 at 11:15 AM

#### Location

Join Zoom Meeting

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

Meeting ID: 935 6646 0638

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One tap mobile

+16694449171,,93566460638# US

+16699006833,,93566460638# US (San Jose)

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Dial by your location

• +1 669 444 9171 US

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#### Directors Present

C. Coia (remote), D. Requena (remote), E. Cunningham (remote), G. Rodgers (remote), M. Babb (remote), P. Thermitus (remote), S. Hunter (remote)

#### Directors Absent

A. Tobien, J. Corn, M. Walden, S. Rivers-Kobler

#### Guests Present

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

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### I. Opening Items

**A. Record Attendance**

**B. Call the Meeting to Order**

E. Cunningham called a meeting of the board of directors of Research Triangle High School to order on Friday Aug 2, 2024 at 11:19 AM.

**II. Governance**

**A. Review and Approval of the 2024-25 RTHS Family & Student Handbooks**

G. Rodgers made a motion to Approve the RTHS Student-Family Handbook with the revised title change to "Student and Family".

M. Babb seconded the motion.

Governance Chair Carolyn Coia described the committee's work with Chief School Officer Akiba Griffin to prepare the 2024-25 employee and student handbook for the Board's review and approval.

CSO Griffin presented the proposed 2024-25 policy and procedures handbook for RTHS students and families. All changes from 2023-24 were highlighted in the draft. CSO Griffin proposed that the title of the document be changed to the Student-Family Handbook. The board **VOTED** to approve the motion.

**B. Review and Approval of the 24-25 RTHS Employee Handbook**

M. Babb made a motion to Approve the RTHS Employee handbook with the addition to the Reimbursement Policy of "All purchases by the Chief School Officer not included in the school's budget are subject to prior approval by the Chief School Officer."

G. Rodgers seconded the motion.

CSO Griffin presented the proposed 2024-25 RTHS Employee Handbook. All changes from 2023-24 were highlighted in the draft. CSO Griffin highlighted updates to the financial procedures.

Board member Dina Requena proposed an amendment to the Reimbursement Policy: "All purchases by the Chief School Officer not included in the school's budget are subject to prior approval by the Chief School Officer."

Further, Dina Requena and Carolyn Coia asked CSO Griffin to review the section on Vendor Contracts prior to the August 2024 Governance Committee and Board meetings and to propose amended language that clarifies that the Chief Operations Officer and Board Chair are authorized to sign contracts and to include more specific language and/or citations describing the required "state laws and auditing procedures."

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

**C. Nomination of Samina Khaliq to Serve on the RTHS Board of Directors**

G. Rodgers made a motion to Approve the nomination of Samina Khaliq to the RTHS Board of Directors.

S. Hunter seconded the motion.

Carolyn Coia presented the Governance Committee's nomination of Samina Khaliq to the RTHS Board of Directors. An overview of Ms. Khaliq's resume was shared with members of the Board. She is interested in serving on the Board and as a member of the Academic Excellence Committee.

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

### III. Move to Closed Session to Review New Employment Contracts

#### A. Move to Closed Session

M. Babb made a motion to Move into closed session to discuss personnel matters.

G. Rodgers seconded the motion.

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

M. Babb made a motion to return to open session.

G. Rodgers seconded the motion.

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

### IV. Employment Contracts

#### A. Review of RTHS Employment Contracts

C. Coia made a motion to Approve employment contracts for: Kaitlyn Fisk, Lynda Dalton, and Deirdre Lewis.

M. Babb seconded the motion.

**Kaitlyn Fisk**, *Science Teacher*

**Lynda Dalton**, *Science Teacher*

**Deirdre Lewis**, *Student Services Coordinator*

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

### V. Other Business

#### A. Upcoming Board Events

Chair Elizabeth Cunningham noted that the 2024-25 Board meeting schedule and upcoming events are included on the meeting agenda. Board members will receive additional information via email.

### VI. Closing Items

#### A. Adjourn Meeting

C. Coia made a motion to Adjourn the meeting.

M. Babb 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 11:55 AM.

Respectfully Submitted,  
C. Coia