

APPROVED



Research Triangle High School

## Minutes

RTHS Board of Directors Meeting

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### Date and Time

Wednesday August 20, 2025 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

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### Directors Present

A. Tobien (remote), C. Coia (remote), E. Cunningham, J. Berla (remote), M. Dwomoh (remote),  
S. Hunter (remote), S. Rivers-Kobler (remote), T. Shahi (remote)

### Directors Absent

D. Requena, J. Corn, M. Babb, P. Thermitus, S. Khaliq

### Directors who arrived after the meeting opened

C. Coia

### Guests Present

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A. Drake (remote), A. Griffin, A. Soulashinh (remote), Anjali (remote), Ashwani (remote), Bekah (remote), C. Klein-Gloria (remote), George Pinsky (remote), John-Paul Schick, Joy (remote), Shweta Kautia (remote), sarah (remote)

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## I. Opening Items

### A. Record Attendance

### B. Call the Meeting to Order

E. Cunningham called a meeting of the board of directors of Research Triangle High School to order on Wednesday Aug 20, 2025 at 5:36 PM.

## II. Approve Board Meeting Minutes

### A. Board Meeting Minutes

S. Hunter made a motion to approve the minutes from Board of Directors Meeting on 06-18-25.

M. Dwomoh seconded the motion.

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

#### Roll Call

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

### B. Approve Board Meeting Minutes

M. Dwomoh made a motion to approve the minutes from RTHS Board of Directors Meeting on 07-13-25.

J. Berla seconded the motion.

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

#### Roll Call

E. Cunningham	Aye
S. Khaliq	Absent

### **Roll Call**

J. Berla	Aye
A. Tobien	Aye
D. Requena	Absent
C. Coia	Absent
T. Shahi	Aye
S. Rivers-Kobler	Aye
J. Corn	Absent
P. Thermitus	Absent
S. Hunter	Aye
M. Babb	Absent
M. Dwomoh	Aye

### **III. Public Comments**

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

None

C. Coia arrived.

### **IV. Chief School Officer Report**

#### **A. Executive Overview**

A.Griffin provided an overview, details in slides attached to agenda:

- events at the school welcoming students back
- in addition Beta Club recognized at national convention and Stanford University to visit RTHS in Sep.

### **V. Finance Committee Report**

#### **A. RTHS Monthly Financials and Other Business**

A. Drake provided an update on the Finance Committee, details on the slides attached to the agenda.

- The budget is slightly under the service to coverage ratio (rounds to 1.2) due to higher salary of the new staff and clarity on the funds is expected to get the surplus.
- Auditors on site on 16July2025.
- ADM at 577 (last year funded at 572) and attrition is lower than previous year.

## VI. Executive Session

### A. Executive Session

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

S. Rivers-Kobler seconded the motion.

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

#### Roll Call

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

J. Berla made a motion to approve 4 new staff contracts to RTHS described in discussion.

A. Tobien seconded the motion.

- Diane Dowman, Science Teacher - Chemistry, Biology
- Colin McGuire, Science Teacher - Physics
- Susan Jeffries, Social Studies Teacher - Civics
- Donya Headen, School Counselor

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

#### Roll Call

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

**Roll Call**

D. Requena Absent  
S. Rivers-Kobler Aye

**VII. Governance Committee Report**

**A. Governance Committee Business**

M. Dwomoh provided an update on the governance committee.  
S. Rivers-Kobler made a motion to approve the board officers as listed in discussion.  
C. Coia seconded the motion.

**2025-26 BOARD OFFICERS FOR APPROVAL**

- Board Chair: Elizabeth Cunningham
- Board Vice Chair: Steven Hunter
- Board Secretary: Ailette Tobien
- Finance Committee Chair and Treasurer: Carolyn Coia
- Academic Excellence Committee Chair: Jeni Corn
- Development Committee Chair: Dina Requena
- Governance Committee Chair: Michael Dwomoh
- CSO Evaluation Committee Chair: Carolyn Coia

**2025-26 COMMITTEE VICE CHAIRS**

- Finance Committee Vice Chair: Elizabeth Cunningham
- Academic Excellence Committee Vice Chair: Samina Khaliq
- Development Committee Vice Chair: Julian Berla
- Governance Committee Vice Chair: Carolyn Coia

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

**Roll Call**

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

C. Coia made a motion to approve the Financial Policies and Procedures.

S. Hunter seconded the motion.

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

**Roll Call**

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

S. Rivers-Kobler made a motion to approve the Emergency Preparedness and School Safety Manual.

S. Hunter seconded the motion.

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

**Roll Call**

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

C. Coia made a motion to approve Exceptional Children's Operating Procedure.

J. Berla seconded the motion.

Conditioned that the document format is standardized (especially the font throughout the document)

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

**Roll Call**

S. Hunter         Aye  
C. Coia          Aye  
P. Thermitus     Absent  
M. Dwomoh       Aye  
E. Cunningham   Aye  
M. Babb          Absent

**Roll Call**

S. Khaliq	Absent
A. Tobien	Aye
J. Corn	Absent
T. Shahi	Aye
S. Rivers-Kobler	Aye
J. Berla	Aye
D. Requena	Absent

**VIII. Academic Excellence Committee Report**

**A. Academic Excellence Business**

S.Hunter and A.Griffin provided an overview and details are on the slides attached to the agenda:

- Each month focusing on a particular dataset
- Aug Meeting - student demographics and trends, and attrition

**IX. Development Committee Report**

**A. Development Committee Business**

J.Berla provided an update and details on the slides attached to the agenda:

- Membership
- Mission and purpose
- Fundraising
- Brainstormed development ideas with the board

**X. Other Business Matters**

**A. As needed**

- Board Retreat Reminder on Sep 23 starting at 10am at RTP Frontier 600, same room as previous: ground floor on the left, long corridor on the left. Lunch provided.

**XI. Closing Items**

**A. Adjourn Meeting**

S. Rivers-Kobler made a motion to adjourn the meeting.

S. Hunter 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 6:57 PM.

Respectfully Submitted,  
A. Tobien