

APPROVED



Research Triangle High School

## Minutes

### RTHS Governance Committee Meeting

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#### **Date and Time**

Thursday August 14, 2025 at 5:30 PM

#### **Location**

Join Zoom Meeting

<https://rtp-org.zoom.us/j/85230571593?pwd=KS3gaSaAcidi4b2yuRt4TDPf40sEzrH.1>

Meeting ID: 852 3057 1593

Passcode: 897069

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The RTHS Board of Directors meets monthly on the second Thursday of each month, except for July and December. Meetings are held virtually between 5:30pm ET and 7pm ET. Note that meeting dates/times are subject to change.

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#### **Committee Members Present**

A. Drake (remote), A. Griffin (remote), A. Tobien (remote), C. Coia, E. Cunningham (remote), M. Dwomoh (remote), P. Thermitus (remote)

#### **Committee Members Absent**

*None*

#### **Committee Members who arrived after the meeting opened**

C. Coia, P. Thermitus

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### **I. Opening Items**

**A.**

## Record Attendance

### B. Call the Meeting to Order

M. Dwomoh called a meeting of the Governance Committee of Research Triangle High School to order on Thursday Aug 14, 2025 at 5:32 PM.

P. Thermitus arrived.

### C. Approve Minutes

E. Cunningham made a motion to approve the minutes from Governance Committee Meeting on 06-16-25.

A. Tobien seconded the motion.

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

#### Roll Call

A. Tobien       Aye  
M. Dwomoh     Aye  
P. Thermitus   Aye  
C. Coia         Absent  
E. Cunningham Aye  
C. Coia arrived.

### D. Approve Minutes

C. Coia made a motion to approve the minutes from Governance Committee Meeting on 05-09-25.

A. Tobien seconded the motion.

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

#### Roll Call

C. Coia         Aye  
M. Dwomoh     Abstain  
P. Thermitus   Aye  
A. Tobien      Aye  
E. Cunningham Abstain

## II. Governance

### A. Recommend Board Leadership Slate for Approval

- Elizabeth Cunningham (Board Chair)
- Steven Hunter (Board Vice Chair)
- Ailette Tobien (Board Secretary)\*
- Carolyn Coia (Finance Committee Chair and Treasury)
- Michael Dwomoh (Governance Committee Chair and CSO Evaluation Chair)
- Jeni Corn (Academic Excellence Committee Chair)

- Dina Requena (Development Committee Chair)

\*Member term is within the school year.

Motion to approve the slate of board leadership.

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

**Roll Call**

E. Cunningham Aye

P. Thermitus Aye

M. Dwomoh Aye

C. Coia Aye

A. Tobien Aye

**B. Committees Vice-Chairs**

Committees Vice-Chairs: voting is not required by the by-laws, suggested to inform the board during the board meeting.

Committee Vice-chair is to cover when the committee chair is not available (committee chair backup).

Governance Vice-Chair: Carolyn Coia

Finance Vice-Chair: Elizabeth Cunningham

Development Vice-Chair: Julian Berla

Academic Excellence Vice-Chair: Samina Khaliq

**C. Policy + Other Reviews**

Documents for review presented by A. Drake:

1. Finance - pulling finance information into 1 place. No new ground-breaking info.
2. Exceptional Children (EC) operating procedure - EC for the state and adapted for high school, EC information was in other manuals for previous school years.
3. School Safety/Security - rework of previous RTHS crisis plan into an easier format with steps. No new ground-breaking info.

Committee review of edits by end Friday 15Aug25, so that Alex Drake can provide the documents by Monday 18Aug25.

C. Coia made a motion to approve the 3 documents: Finance, Exceptional Children, School Safety/Security.

E. Cunningham seconded the motion.

unconditional approval to the comments being addressed

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

**Roll Call**

C. Coia Aye

E. Cunningham Aye

#### **Roll Call**

A. Tobien      Aye  
P. Thermitus    Aye  
M. Dwomoh      Aye

### **III. Other Business**

#### **A. Proposal Open Lottery Application Window Earlier**

A. Drake covered the proposal to open the Lottery Application window earlier in the Fall, like in October, to align with the school tours and also to align with other charter schools.

Check of documents that need updating. The "language" from and to is needed to board vote:

- Admission and Enroll Policy
- Check if it's in Charter
- Check other documents like handbooks, school website

#### **B. Other AOB**

- Clean up BoT Officers and New Members - it's upto date
- Onboarding for New Members - both new members were onboard
- Plan for Upcoming Meetings
- Any additional policy needs at this time? MVV? - Item from previous board retreat, A.Griffin covered that Mission, vision and values of the school after discussion was decided that do not need updating.

### **IV. Closing Items**

#### **A. Adjourn Meeting**

A. Tobien made a motion to adjourn meeting.

C. Coia seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:38 PM.

Respectfully Submitted,

A. Tobien