

**Minutes of the Raleigh Charter High School, Inc.
Board of Directors Meeting
27 January 2025**

The Raleigh Charter High School, Inc. Board of Directors Annual Meeting began at 5:32 p.m. in virtual meeting format. Meeting notice was made on the School Main Calendar posted on the publicly accessible School website (www.raleighcharterhs.org). Those in attendance and constituting a quorum were:

Present: Members: Lisa Huddleston, Paul McSorley (Chair), Jonathan Green, Dwight Thompson, Peter Smith, Alex Karsten, Catherine Finch, Jessica McDonald, Rob Fenoglio, Sandra Headen, Hannah Page, Lisa Stephenson

Guests: David Ennis, Shayne Klein, Caio Setubal

Absent: Yasha Rao

Except where noted below, the meeting followed the Agenda which was distributed at the meeting, a copy of which is attached to these Minutes.

Welcome: Raleigh Charter High School Board Chair welcomed all the Raleigh Charter High School Board Members.

Minutes of the 9 December 2024 Meeting of the Board. The Board reviewed the draft minutes of the 9 December 2024 meeting of the Board. On proper motion by A. Karsten and second by R. Fenoglio, the Board unanimously approved the minutes of the 9 December 2024 meeting of the Board as written.

Finance Committee: J. Green was recognized to present the Finance Committee Report. He reported that there have been some minor changes to the budget for the 2024-25 school year.

- There is an increase in the budget due to state bonus funds and a decrease in line items relative to the Phoenix Fund and Wake County funds. Overall the revenue is lower than the originally approved budget.
- The Finance Committee presented two recommendations which were unanimously passed by the Board. Recommendation 1 is regarding bonus payouts to the school employees to be funded through the state allotment, RCHS funds, or a combination of state and RCHS funds. Recommendation 2 is to approve the revised 2024-25 budget as presented today.
- J. Green also reported that the financial audit was accepted by the state so that is a positive outcome. At the next meeting of the Finance Committee they will review 990 forms as needed.

A copy of the Raleigh Charter High School 2024-25 Budget as presented is attached to these minutes.

Development Committee: J. McDonald was recognized to provide an update from the Development Committee. She reported on the following items:

- The Phoenix Fund is forecasted to raise \$206,000 as of January 22, 2025

- The Foundation Fund is forecasted to raise \$151,000 as of January 22, 2025. The Foundation Fund Campaign total since July 2021 is \$554,800.
- There will be a donor gathering on March 7, 2025. Board members will be invited to attend.
- There will be a Day of Giving on March 20, 2025. More to come regarding that event.
- The RCHS newsletter/annual report was distributed in December

A copy of the Phoenix Fund Report and Foundation Campaign Update as reviewed at the meeting is attached to these minutes.

Phoenix Parents: L. Stephenson presented on the recent activities of Phoenix Parents. In December they hosted a teacher luncheon which was very much appreciated. The winter classroom spruce up day had to be rescheduled due to winter weather so it will be held on 1 February 2025. Later in February Phoenix Parents will have a “Love our Staff” event. Teachers may request donations of supplies through Amazon wishlists which will be shared with the school community. Finally, Phoenix Parents will be helping with upcoming Flex Days and will host a potluck lunch for volunteers and teachers.

Faculty Representative Report: H. Page was recognized to provide the Faculty Representative Report. H. Page reported that she and the faculty will be involved in upcoming discussions regarding the Strategic Plan and will be looking forward to providing thoughtful input. P. McSorley added that several board members will also be involved in Strategic Planning discussions. H. Page continues to be willing to help facilitate meaningful conversations between the Board and the Faculty.

Principal’s Report: L. Huddleston was recognized to provide the Principal’s Report. She distributed and led the Board in a discussion of the Principal’s Report handout.

- The winter weather impacted school days and athletics as well as the scheduled Winter Band Concert. The Band concert will not be rescheduled but they will play some of their “winter” music at the Spring concert on 22 May 2025.
- Admission Lottery for the 2025-26 school year is now open. S. Klein noted that over 750 applications have already been received and they expect 1200-1300 total. The lottery will be held on 21 March 2025. Prospective Student Open House event will be held on 5 February 2025.
- School Spirit Week will be held the week of 10-14 February 2025.
- Regarding compliance, two remote learning days were held due to winter weather on 22 and 23 January 2025. The school calendar has a total of five remote learning days available, and at this time three have been used — one due to Hurricane Helene in September 2024 and two in January 2025.

L. Huddleston presented changes to the Academic Enrichment Policy. Upon proper motion by R. Fenoglio and second by A. Karsten, the Board unanimously voted to approve the updated policy as outlined by L. Huddleston.

L. Huddleston briefly discussed the recent PowerSchool data breach. Some RCHS data was affected. PowerSchool is responsible for communicating with families who may have been impacted by this data breach and they are also solely responsible for any insurance claims or liability that may arise from this

breach.

Regarding enrollment, the numbers are slightly lower this year as noted on a chart presented at the meeting.

Additional Items / Community Feedback: The Chair kindly reminded Board members to make their financial contributions to the Phoenix Fund or Foundation Fund as soon as possible to reach 100% Board participation.

Upcoming Meetings: 24 February 2025, 24 March 2025, and 28 April 2025 (if needed)

Closed Session: The Board did not enter closed session

Adjourn: Upon proper motion by P. Smith and second by D. Thompson, the Board unanimously voted to adjourn the meeting at 6:19 p.m.

Respectfully submitted by Catherine Finch, Board Secretary.

Raleigh Charter High School
Board of Directors' Meeting
January 27, 2025 5:30 pm
Agenda

1. Call to order and welcome
2. Approval of Minutes of December 9, 2024 Board Meeting
3. Finance Committee Report Jonathan Green
4. Development Report Jessica McDonald
5. Phoenix Parents Report Lisa Stephenson
6. Faculty Representative Report Hannah Page
7. Principal's Report Lisa Huddleston
8. Additional Issues / Community Feedback
9. Upcoming Meetings
 - a. 02/24/2025
 - b. 03/24/2025
 - c. 04/28/2025 (if needed)
10. Closed Session
11. Adjourn

<i>RCHS Budget - 2024-25</i>	<i>Final 2023-24</i>	<i>Approved 2024-25</i>	<i>Proposed 2024-25</i>
ADM - State	560	560	560
ADM - Local	-	551	551
Funding per ADM - State Funding	6,403	6,559	6,640
Funding per ADM - County Funding	3,610	4,015	3,906
ADM - EC	18	20	20
Funding per EC ADM - State Funding	5,899	5,309	5,809
State Funds	3,544,402	3,670,588	3,670,588
State EC Funds	106,187	106,187	116,187
State COVID Relief Funds	-	-	-
NCVPS Reduction	(5,731)	(8,101)	(8,101)
State Funds - F&F	6,548	-	-
State Funds - Gaming	3,712	-	-
State Bonuses	40,468	10,765	56,115
Total State Funds	3,695,586	3,779,439	3,834,789
Wake County	1,953,177	2,112,866	2,053,000
Johnston County	4,086	4,086	4,086
Durham County	42,870	52,600	52,600
Chatham County	20,626	11,033	11,033
Lee County	1,152	1,152	1,152
Chapel Hill/Carrboro	10,560	30,500	30,500
Total County Funds	2,032,472	2,212,237	2,152,371
Federal Funds - PRC 060	105,762	80,550	80,550
Total Federal Funds	105,762	80,550	80,550
Sport Donations	24,104	30,000	30,000
Educational Programs	24,500	40,000	40,000
Phoenix Fund	295,000	275,000	250,000
Development and Donations	343,604	345,000	320,000
7th Period Class	13,200	13,200	13,200
Gate Receipts	10,608	9,000	9,000
Interest Income	45,000	35,000	35,000
Testing	15,748	15,000	15,000
Parking	23,000	23,000	23,000
Miscellaneous	12,000	-	-
Total Other Funds	119,556	95,200	95,200
Total Revenue	6,296,980	6,512,426	6,482,910

<i>RCHS Budget - 2024-25</i>	<i>Final 2023-24</i>	<i>Approved 2024-25</i>	<i>Proposed 2024-25</i>
Rent	798,600	798,600	798,600
Utilities	98,000	98,000	98,000
Maintenance & Repair	160,000	165,000	165,000
Miscellaneous	-	-	-
Total Facilities	1,056,600	1,061,600	1,061,600
Salaries	3,829,201	3,905,785	3,905,785
Substitutes	70,360	65,000	65,000
State and Fed Bonuses	40,468	10,765	56,115
Employee Bonuses	306,319	-	158,900
Personal Leave	47,500	50,000	50,000
Health Insurance	362,622	380,753	380,753
Retirement (6.0% of salaries)	219,413	234,347	234,347
Payroll Taxes (7.70%)	307,871	320,274	320,274
Flexible Spending Account	9,500	9,750	9,750
Disability Insurance	14,000	14,750	14,750
Workers Comp Insurance	18,250	18,500	18,500
Miscellaneous	-	-	-
Total Personnel	5,225,503	5,009,924	5,214,174
Academic Departments	55,000	90,000	90,000
Educational Programs	44,000	50,000	50,000
Testing	14,000	15,000	15,000
Miscellaneous	-	-	-
Total Instructional	113,000	155,000	155,000
Office and Administration	125,000	120,000	120,000
Technology	60,000	85,000	85,000
Sports (incl. coaching salaries)	90,000	90,000	90,000
Legal & Consulting	23,500	26,000	26,000
Development	27,500	11,000	11,000
Admissions	725	1,000	1,000
College Counseling	1,500	2,500	2,500
Graduation	14,500	15,000	15,000
Student Services	27,000	30,000	30,000
Board of Directors	-	500	500
Miscellaneous	-	-	-
Total Support	369,725	381,000	381,000
Total Expenses	6,764,828	6,607,524	6,811,774
Operating Reserve	(467,848)	(95,098)	(328,864)
Transfer from / to Foundation	25,000	25,000	5,000
School Fiscal Year Reserve	(442,848)	(70,098)	(323,864)

Foundation Budget - 2024-25	Final 2023-24	Approved 2024-25	Proposed 2024-25
Donations - Annual	5,000	1,000	1,000
Donations - Foundation Fund (Received)	130,000	125,000	160,000
Interest Income	80,000	80,000	80,000
Interest Rate Cap	75,000	75,000	75,000
Rental Income - RCHS	798,600	798,600	798,600
Miscellaneous Income	-	-	-
Total Revenue	1,088,600	1,079,600	1,114,600
Audit	7,000	7,500	7,500
Interest Expense	192,000	195,000	195,000
Bond Fee	1,500	1,500	1,500
Amortization Expense	246,344	246,344	250,601
Depreciation Expense	7,695	7,695	7,695
Transfer to RCHS	25,000	25,000	5,000
Miscellaneous Revenue	-	-	-
Total Expenses	479,539	483,039	467,296
Foundation Fiscal Year Reserve	609,061	596,561	647,304

Debt Service Coverage Ratio	2021-22	2022-23	2023-24	2024-25
Clubs & Activities reserve	(1,000)	6,500	5,000	2,500
Raleigh Charter HS reserve	819	1,612	(442,848)	(323,864)
Foundation reserve	118,304	20,638	609,061	647,304
Plus: Board designated funds	100,000	100,000	100,000	100,000
Plus: capitalized items	15,000	30,000	55,000	10,000
Total reserve	233,123	158,750	326,213	435,940
Plus: depreciation	228,001	228,001	246,344	250,601
Plus: amortization	7,695	7,695	7,695	7,695
Plus: interest expense	80,000	165,000	192,000	195,000
Reserve + depreciation + amortization + interest	548,819	559,446	772,252	889,236
Total principal and interest expense	417,302	502,302	529,302	594,798
Debt Service Coverage Ratio	1.32	1.11	1.46	1.50
Requirement (greater than)	1.05	1.05	1.05	1.05
Debt Service Coverage Ratio without 100K Designated Funds	1.08	0.91	1.27	1.33
1/100th of total principal and interest changes ratio by .01	4,173.02	5,023.02	5,293.02	5,947.98

Phoenix Fund Report: December 31, 2024

	Goal Phoenix Fund	Forecasted Phoenix Fund	Received Phoenix Fund	Current Parent Participation	New Family Participation	Board Participation ¹ (gifts to RCHS or Fnd)	Large Gifts \$1000+ ²	Recurring Gifts	Alumni	Alumni Parents
Dec. 31, 2024	\$325,000	\$203,732	\$176,132	30%	26%	77%	72	67	11	54
This time last year	\$325,000	\$209,060	\$183,055	31%	38%	100%	82	65	10	44
2023-2024 YE	\$325,000	\$306,541	\$301,742	48%	57%	100%	103	67	20	74
2022-2023 YE	\$325,000	\$276,807	\$274,952	51%	58%	100%	107	59	26	52
2021-2022 YE	\$325,000	\$333,185	\$332,254	44%	40%	100%	99	55	20	40
2020-2021 YE	\$325,000	\$345,128	\$344,766	47%	50%	100%	108	57	24	54
2019-20 YE	\$325,000	\$327,422	\$320,220	49%	43%	100%	98	59	16	54
2018-19 YE	\$325,000	\$342,905	\$338,521	53%	55%	100%	115	56	20 + more in Fdn Fund (5)	63

Notes: Forecasted v. received difference due to fees, missed payments, unfulfilled pledges, and timing of disbursements of corporate payroll deductions and matches.

¹ RCHS Board only, Fnd Board not counted.

RCHS Foundation Campaign Report

January 22, 2025

	Forecasted/Pledged	Received
Current Fiscal Year (7/1/2023 to present)	\$151,300	\$146,500
Campaign Total (7/1/2021 to present)	\$554,800	\$541,300
	Amount left to raise	Amount left to be received
	\$945,200	\$958,700
Campaign Progress: 34% Fulfilled		Campaign Goal = \$1,500,000

Principal's Report for Raleigh Charter High School Board of Directors' Meeting on January 27, 2025

General

- Students took semester exams December 16-19. Make-up exams took place on December 20 with several students finishing up in the first week of January. Thanks to our staff for their hard work in preparing, administering, and grading over 3200 exams.
- We had our annual Alumni Winter Coffee on Friday, December 20 from 10:30 to 12:00. Approximately 65 alums joined us to share what they are doing and catch up with one another. Thank you to Margaret Barnett and Mimi Tomei for planning and hosting this event.
- The Winter Strings Concert was on December 11, and the Winter Choral Concert took place on January 8. However, the Winter Band Concert was cancelled twice due to bad weather. Rather than rescheduling a third time, Dr. Brown decided instead to include some of the winter selections in the Spring Band Concert which is scheduled for May 22.
- First semester report cards went home with students on Friday, January 10.
- The Buildings & Grounds Work Day that was originally scheduled for Saturday, January 11 has been rescheduled to Saturday, February 1 because of bad weather.
- On Wednesday, January 22, we held a Financial Aid Workshop for seniors and their parents. The event was virtual due to the weather. Visitors from the College for NC, Elon, NCSU, Meredith, UNC Greensboro, and UNC Chapel Hill assisted with the presentations and answered questions for families. Approximately 30 students and parents attended. We appreciate the good work that Myles Robinson and Dave Palmieri put into organizing and hosting this event, and a big thank you to Mimi Tomei for assisting with the shift to the online program.
- The fourth six-weeks grading period will end on Friday, February 14.
- Our annual Junior College program will take place on Thursday, February 20 at the Kenan Recital Hall at William Peace University beginning at 7:00.
- On February 27, we will hold Building Balance, a program for parents of tenth-grade parents.
- Our second semester Flex Days are planned for February 28 and March 7.
- The spring musical, Once Upon a Mattress, will be open on February 28 and close March 8.
- Eleventh graders will take the ACT on Tuesday, March 11. School will be dismissed at 1:05 that day.
- In March, we will begin gathering information from the faculty about their thoughts on school priorities for the long term.

Admissions

- The applications window for 2025-26 admissions opened on January 13 and will remain open until February 28.
- Our Prospective Student Open House will be on Wednesday, February 5 at 5:30. We will have information sessions for parents run by administrators as well as student panels to give prospective students a feel for what high school at Raleigh Charter is like. Teachers will staff rooms for each academic department, current parents will be available to help answer questions, and many students will assist with directing families and sharing their experiences. We would welcome Board member participation as well. As always, we particularly need additional help with traffic control. Thanks to Shayne Klein for overseeing these important nights and to Amy Koch and Rebecca Flammia for working with our student volunteers.
- The Admissions Lottery will take place on March 21.

School Culture and Belonging

- On Tuesday, January 21, Extended Advisory focused on service and the legacy of Martin Luther King, Jr. Students watched videos and discussed service within and outside the school community.
- Our affinity groups for our Black and Latino students continue to meet with their advisors. In these spaces, students are able to share ideas, support, and refreshments with one another.
- Student Government is planning a spring semester School Spirit Week, February 10-14.

Compliance

- We dismissed school early on Friday, January 10 due to impending icy weather.
- Because of snow and lingering icy roads, we conducted emergency remote learning days on Wednesday, January 22 and Thursday, January 23. We were able to return to in-person school on Friday, January 24 with a two-hour delay.
- We need to update the Academic Enrichment Policy. We would like to add Computer Science to the courses that students may take in the summer. In addition, we would like to make a modification to the policy concerning prohibiting supplemental classes for ninth through eleventh graders: [DRAFT Academic Enrichment Policy 250103](#)
- We informed faculty and families about the PowerSchool (PS) data breach that has been in the news. PS will contact individuals directly who have been affected by protected data issues.

Enrollment Update

Grade	9/2016	9/2017	9/2018	9/2019	9/2020	9/2021	9/2022	9/2023	1/2024	9/2024	1/2025
9	142	142	141	148	147	145	148	147	145	149	147
10	146	142	142	138	143	142	139	143	140	143	140
11	139	146	142	142	139	141	137	132	128	136	135
12	136	135	137	136	140	132	139	138	138	126	126
Total	563	565	562	564	569	560	563	560	551	554	548

Athletics

- Basketball and swimming seasons are well underway.
- Spring sports - men's golf, women's soccer, men's tennis, and track & field - will begin in February.

Upcoming Events

- Prospective Student Application Period, January 13-February 28
- Prospective Student Open House, February 5
- Mini Ex Days, February 6 & 7
- End of Fourth Six-Weeks Grading Period, February 14
- School Holiday, February 17 & 18
- Junior College Night, February 20, 7:00
- 10th Grade Parent Night, February 27
- Spring Musical, February 28 - March 8
- Flex Days, February 28 & March 7
- ACT, March 11
- School Holiday, March 14
- Ex Days, March 20 & 21
- Admissions Lottery, March 21

Raleigh Charter High School **DRAFT Academic Enrichment Policy**

At Raleigh Charter High School, we encourage our students to enrich themselves and explore the world through opportunities available outside of our school. However, these programs are supplemental to, not in place of, a student's educational program at Raleigh Charter.

Summer Opportunities

Students may choose to enroll in summer programs through other schools, institutions, and programs to enrich their lives and learning. However, students may not use these programs or courses to accelerate their high-school education or replace classes that they would take at Raleigh Charter High School. The required Healthful Living class **or Computer Science credit** are the only exceptions to this rule. At the discretion of school officials, students may take Healthful Living **or an approved Computer Science class** as a summer course at another institution for credit toward Raleigh Charter High School's graduation requirements. **Enrollment in these classes must be approved by the Principal or designee prior to the beginning of the course.**

Opportunities Concurrent to the School Year for Ninth, Tenth, and Eleventh Graders

Students in grades nine, ten, and eleven take six classes at Raleigh Charter High School. During the academic year between the first and last days of school, students in the ninth, tenth, and eleventh grade may not enroll in academic programs with other schools, institutions, or opportunities ~~that require school officials to sign permission or recommendation forms~~ **regardless of whether or not the other organization asks for Raleigh Charter officials to approve the enrollment.** This prohibition includes, but is not limited to, other high schools, virtual schools, international programs, community colleges, colleges, and universities. ~~Raleigh Charter High School does not allow students in the ninth, tenth, or eleventh grade to concurrently enroll in another institution or take classes for credit with another institution during the school year.~~

Opportunities Concurrent to the School Year for Twelfth Graders

Students must enroll in a minimum of four courses at Raleigh Charter High School in their twelfth-grade year. During the academic year between the first and last days of school, students in the twelfth grade may request release time and permission to enroll in programs with other schools, institutions, or opportunities that require school officials to sign permission or recommendation forms. At the School's discretion, students may be allowed to take a reduced course load (from the normal six classes to four or five classes) and/or enroll in these programs. These opportunities are supplemental to, not in place of, a student's educational program at Raleigh Charter and will not be applied to credits needed for graduation. Any such courses will not appear on students' transcripts or satisfy Raleigh Charter High School graduation requirements.

Exceptions to these Guidelines

At their discretion, school officials may allow an exception for a particular student. Exceptions typically fall into one of four categories.

1. Students who have completed all courses that Raleigh Charter High School offers in a specific subject area, prior to their senior year, may be allowed to enroll at another institution and be granted release time to do so. (For example, a student may have taken all math classes offered.)

2. Students in danger of not graduating from high school in four years may be allowed to recover credits through remediation programs.
3. Students' Individual Education Plans or 504 Plans, developed through the prescribed process under federal and state guidelines for these plans, may require programs and coursework outside of Raleigh Charter High School classes.
4. Students faced with medical exigencies may require programs and coursework outside of Raleigh Charter High School classes.