

**Minutes of the Raleigh Charter High School, Inc.
Board of Directors Meeting
22 May 2023**

The Raleigh Charter High School, Inc. Board of Directors meeting began at 5:33 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), Patrick Murray, Alice Tate, Jonathan Green, Sandra Headen, Jessica McDonald, Dwight Thompson, Rebecca Mann-White, Pete Smith, and Yasha Rao

Guests: David Ennis, Shayne Klein, and Norma Pedersen for Amy Koch

Absent: D.J. Hill, Amy Koch, and Jamie Rudd

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

Minutes of the 27 March 2023 Meeting of the Board. The Board reviewed the draft minutes of the 27 March 2023 meeting of the Board. On proper motion by J. Green and second by J. McDonald, the Board unanimously approved the minutes of the 27 March 2023 meeting of the Board as written.

Finance Committee: J. Green was recognized to provide a report from the Finance Committee:

- This is an exciting time for the committee as they get closer to understanding the final numbers for the year, which is allowing them to look at options for the second teacher bonus.
- Budget updates as presented:
 - Funding from the State has increased by \$15,000 and funding from the county has increased by \$2,000
 - The Federal Funding earmarked for COVID fund spends have been zeroed out as the school is unable to find proper ways to spend it. These funds were only available if they are spent on designated expenditures.
 - Sports Donations are down by \$15,000 versus what was expected at start of the year
 - The Phoenix Fund revenue has been brought down to \$265,000 as will be explained in the Development Committee update
 - An increase in Interest Income of \$16,000 is reflected
 - The total decrease in expected revenue is \$118,000 of which \$107,000 is from the inability to properly use the \$107,000 in potential Federal COVID funds
 - On the expense side, we have a clearer picture of the actual spends for the year and the following adjustments were made:
 - Utilities expense expected to be \$30,000 lower than forecasted
 - Maintenance expenses will be \$15,000 lower than forecasted
 - There are some small changes to the Personnel and Instruction expenditures
 - The total expected decrease in expenses will be \$20,000

- The Foundation transfer to the school has been increased by \$22,000 to reflect the income and expense changes. With that change, our debt service coverage remains in good shape.
- The committee had a preliminary discussion about the 2023-24 budget and will plan to present a detailed proposal at next month's Board meeting
- The committee will continue to work on proposed faculty bonuses looking at multiple options to determine the maximum that can be done. A proposal will be delivered at next month's Board meeting.

Chair mentioned that this past month's Finance Committee meeting went very well and he appreciates their work to develop a meaningful bonus proposal.

A copy of the Raleigh Charter High School 2022-23 Budget as reviewed at the meeting is attached to these minutes.

Development Committee: R. Mann-White was recognized to provide an update from the Development Committee. She reported on the following items:

- It is projected that we will not be as successful with the Phoenix Fund as we have been in the past. As of 16 May 2023 we are forecasting \$264,000 with \$253,000 received, which is 82% to our goal.
- Our first Day of Giving was successful:
 - We received some gifts in honor of graduating seniors
 - \$20,112 was raised for the Phoenix Fund
 - \$7,671 was raised for the Foundation Fund
 - The Day of Giving "By the Numbers" was shared
- The Foundation Campaign is 27% fulfilled as of 16 May 2023. Alumni were encouraged to give to the Foundation Campaign at the recent Alumni event and we received 3 gifts that day.
- The next Development Committee meeting 24 May 2023 and all interested members of the Board are invited to attend.

A copy of the Phoenix Fund Report, The Day of Giving "By the Numbers", and Foundation Campaign Update as reviewed at the meeting is attached to these minutes.

Diversity Committee: Member P. Smith was recognized to provide an update on the Diversity Committee. He reported the following items:

- The final meeting of the Committee was held earlier today
- This past year, the Committee was very engaged and had an active Parent Diversity Network
- The school showed great support over the past year, especially the Affinity Groups which recently held year-end celebrations
- AAPI events occurred over this past month
- The Committee has been and will continue to be present at New Family events
- The next committee meeting will be held in August with the start of the new school year

Phoenix Parents: A. Tate was recognized to provide an update on behalf of the Phoenix Parents organization. She reported the following items:

- The last meeting of the year was held in April. A group will be meeting in May to prepare for the first day of school course-pack sales, indoor & outdoor workdays, etc.
- The slate of officers and positions for next year is almost full; there is some room for new parents to get involved as they join the community.
- The meeting minutes are posted in the Board folder
- The budget will be completed in June as they bring on board a new Treasurer

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.

Member P. Murray asked if the school would like Board Members to attend the new parent night on 6 June 2023 as had been the case before COVID. L. Huddleston responded that Board member attendance is encouraged and welcomed.

A copy Principal's Report handout as presented at the meeting is attached to these Minutes.

Additional Business / Public Comment: The Chair opened the floor to entertain additional items of business not covered in the meeting agenda. No Public Comments were raised.

Chair recognized member P. Murray who asked about the proposed changes to the NCHSAA and it's potential impact on Raleigh Charter High School sports. L. Huddleston responded that with the North Carolina Legislature getting involved, it will depend on what gets passed. Our school has seen some success at the 2A level, however is the proposed changes are passed and the school is moved to 4A, we would hope that we can work with other schools to have a conference established so that we can be competitive within a conference. Now that the Legislature is involved, we will have to see how it plays out.

Chair recognized member P Murray who asked if our school will see any of the funds from the North Carolina Attorney General's settlement with Juul. L. Huddleston responded that it will depend on whether the counties decide to allocate any of it to the Charter Schools in their districts.

Board Meeting Schedule: Chair was recognized to discuss the upcoming Board Meeting schedule:

- Our next meeting will be on 26 June 2023, it will be our final meeting of the school year-end
- It will be a joint meeting with the Foundation Board
- It will be conducted over Zoom

Closed Session: On proper motion by P. Murray and second by P. Smith, the Board unanimously voted to enter Closed Session to consider personnel matters and to allow D. Ennis to remain for technical support, S. Klein to attend since she is Academic Dean, and N. Pedersen to attend in her role as the Faculty representative.

On proper motion by P. Murray and second by D. Thompson, the Board unanimously voted to leave Closed Session.

On proper motion by J. McDonald and second by S. Headen, the Board unanimously voted to approve the hiring of Owen Asplundh as a History teacher.

On proper motion by P. Murray and second by J. McDonald, the Board unanimously voted to approve the hiring of Karima Elmaghraby as a History teacher.

On proper motion by P. Smith and second by S. Headen the Board unanimously voted to adjourn at 6:18 p.m.

Respectfully submitted by: Patrick Murray, Board Secretary

Raleigh Charter High School
Board of Directors' Meeting
May 22, 2023 5:30 pm
Agenda

1. Call to Order and Welcome
2. Approval of Minutes of March 27, 2023 Board Meeting
3. Finance Committee Report Jonathan Green
4. Development Report Rebecca Mann-White
5. Diversity Committee Report Peter Smith
6. Phoenix Parents Report Alice Tate
7. Principal's Report Lisa Huddleston
8. Open Portion / Guest Participation
9. Upcoming Meetings
 1. 06/26/2023
10. Closed Session
11. Adjourn

RGHS Budget - 2022-23	Approved 2021-22	Approved 2022-23	Proposed 2022-23	Actuals May 1, 2023	
ADM	556	562	562		
Funding per ADM - State Funding	6,336	6,207	6,214		
Funding per ADM - County Funding	3,097	3,425	3,429		
ADM - EC	22	20	20		
Funding per EC ADM - State Funding	5,673	5,803	6,331		
State Funds	3,389,607	3,437,672	3,437,672	3,282,672	95%
State EC Funds	124,816	116,065	126,617	126,617	100%
State COVID Relief Funds	4,337	4,337	4,337	4,337	100%
NCVPS Reduction	(6,095)	(7,238)	(8,179)	(8,179)	100%
State Funds - School Connectivity	867	-	-	-	0%
State Funds - Gaming	3,734	-	-	-	0%
State Funds - F&F	6,759	6,594	6,594	6,594	100%
State Bonuses	123,744	47,151	51,995	51,995	100%
Total State Funds	3,647,769	3,604,581	3,619,036	3,464,036	96%
Wake County	1,675,000	1,840,000	1,840,000	1,244,246	68%
Johnston County	9,950	7,689	7,689	3,025	39%
Durham County	30,760	55,095	55,095	38,247	69%
Chatham County	20,203	21,203	21,203	13,795	65%
Chapel Hill/Carrboro	4,329	4,329	6,500	4,867	75%
Franklin County	938	-	-	-	0%
Washington County	117	-	-	-	0%
Mecklenburg	163	-	-	-	0%
Granville County	2,258	-	-	-	0%
Total County Funds	1,743,718	1,928,316	1,930,487	1,304,180	68%
Federal Funds - PRC 060	86,855	86,855	86,855	-	0%
Federal Funds - PRC 203 Bonus	37,695	-	-	-	0%
Federal Funds - COVID Relief Funds	-	107,173	-	-	0%
Total Federal Funds	124,550	194,028	86,855	-	0%
Sport Donations	25,500	35,000	20,000	19,918	100%
Educational Programs	13,500	40,000	40,000	32,523	81%
Phoenix Fund	325,000	295,000	265,000	212,533	80%
Development and Donations	364,000	370,000	325,000	264,974	82%
7th Period Class	13,750	13,200	12,650	12,650	100%
Gate Receipts	10,271	9,000	9,000	7,287	81%
Interest Income	550	550	16,000	12,794	80%
Testing	13,149	13,500	15,000	14,530	97%
Parking	21,200	22,000	21,800	21,800	100%
Miscellaneous	2,935	-	2,100	2,076	99%
Total Other Funds	61,855	58,250	76,550	71,138	93%
Total Revenue	5,941,892	6,155,175	6,037,928	5,104,329	85%
Rent	726,000	798,600	798,600	665,500	83%
Utilities	90,000	120,000	90,000	67,861	75%
Maintenance & Repair	170,000	130,000	115,000	85,403	74%
Miscellaneous	-	-	-	-	0%
Total Facilities	986,000	1,048,600	1,003,600	818,764	82%
Salaries	3,575,327	3,775,961	3,775,961	3,095,093	82%
Substitutes	60,000	60,000	65,000	47,000	72%

<i>RCHS Budget - 2022-23</i>	<i>Approved 2021-22</i>	<i>Approved 2022-23</i>	<i>Proposed 2022-23</i>	<i>Actuals May 1, 2023</i>	
State and Fed Bonuses	161,439	47,151	51,995	51,995	100%
Employee Bonuses	281,200	45,000	43,867	43,867	100%
Personal Leave	60,000	50,000	50,000	-	0%
Health Insurance	323,026	359,381	361,671	301,393	83%
Retirement (6.0% of salaries)	232,396	245,437	226,558	169,737	75%
Payroll Taxes (7.70%)	284,540	299,219	299,604	229,312	77%
Flexible Spending Account	7,700	7,700	7,700	7,003	91%
Disability Insurance	13,000	13,500	13,500	10,058	75%
Workers Comp Insurance	16,000	17,500	17,500	15,888	91%
Miscellaneous	-	-	-	-	0%
Total Personnel	5,014,628	4,920,850	4,913,356	3,971,346	81%
Academic Departments	55,000	110,000	75,000	65,874	88%
Educational Programs	41,000	60,000	72,500	59,515	82%
Testing	12,500	15,000	15,000	10,608	71%
Miscellaneous	-	-	-	-	0%
Total Instructional	108,500	185,000	162,500	135,996	84%
Office and Administration	90,000	110,000	105,000	78,817	75%
Technology	38,000	75,000	75,000	63,733	85%
Sports (incl. coaching salaries)	70,000	90,000	85,000	62,057	73%
Legal & Consulting	20,000	35,000	20,000	15,243	76%
Development	10,000	10,000	10,000	9,130	91%
Admissions	530	1,500	1,500	879	59%
College Counseling	914	2,500	2,500	1,338	54%
Graduation	8,000	10,000	10,000	5,240	52%
Student Services	13,000	25,000	30,000	20,836	69%
Board of Directors	500	500	500	308	62%
Miscellaneous	-	-	-	-	0%
Total Support	250,944	359,500	339,500	257,580	76%
Total Expenses	6,360,072	6,513,950	6,418,956	5,183,686	81%
Operating Reserve	(418,181)	(358,775)	(381,027)		
Transfer from / to Foundation	419,000	360,000	382,000		
Fiscal Year Reserve after Transfer	819	1,225	973		

Foundation Budget - 2022-23	Approved 2021-22	Approved 2022-23	Proposed 2022-23	Actuals 2022-23
Donations - Annual	3,000	10,000	1,500	1,028
Donations - Foundation Fund (Received)	131,000	125,000	135,000	125,425
Interest Income	500	1,000	34,434	23,657
Interest Rate Cap	-	36,000	35,000	24,509
Rental Income - RCHS	726,000	798,600	798,600	665,500
Miscellaneous Income	-	-	-	-
Total Revenue	860,500	970,600	1,004,534	840,120
Audit	6,500	7,000	7,000	7,000
Interest Expense	80,000	171,000	165,000	147,615
Bond Fee	1,000	6,500	6,500	6,500
Amortization Expense	228,001	228,001	228,001	228,001
Depreciation Expense	7,695	7,695	7,695	7,695
Transfer to RCHS	419,000	360,000	382,000	-
Miscellaneous Revenue	-	-	-	-
Total Expenses	742,196	780,196	796,196	396,811
Reserve	118,304	190,404	208,338	443,309

Debt Service Coverage Ratio	2020-21	2021-22	2022-23
Clubs & Activities reserve	(5,000)	(1,000)	(1,000)
Raleigh Charter HS reserve	6,437	819	973
Foundation reserve	391,804	118,304	208,338
Plus: Board designated funds	100,000	100,000	100,000
Plus: capitalized items	75,000	15,000	30,000
Total reserve	568,241	233,123	338,310
Plus: depreciation	241,331	228,001	228,001
Plus: amortization	7,695	7,695	7,695
Plus: interest expense	80,000	80,000	165,000
Reserve + depreciation + amortization + interest	897,267	548,819	739,006
Total principal and interest expense	417,302	417,302	502,302
Debt Service Coverage Ratio	2.15	1.32	1.47
Requirement (greater than)	1.05	1.05	1.05
Debt Service Coverage Ratio without 100K Designated Funds	1.91	1.08	1.27
1/100th of total principal and interest changes ratio by .01	4,173.02	4,173.02	5,023.02

Phoenix Fund Report: April 30, 2023

	Goal Phoenix Fund	Forecasted Phoenix Fund	Received Phoenix Fund	Current Parent Participation	New Family Participation	Board Participation ¹ (gifts to RCHS or Fdn)	Large Gifts \$1000+ ²	Recurring Gifts	Alumni	Alumni Parents
May 16, 2023	\$325,000	\$264,618	\$252,938	49%	55%	100%	101	60	21	51
April 30, 2023	\$325,000	\$239,451	\$226,133	44%	47%	100%	97	59	19	50
This time last year	\$325,000	\$324,452	\$303,223	44%	40%	100%	96	55	18	38
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
2017-18 YE	\$325,000	\$347,505	\$332,380	54%	46%	100%	123*	57	45	72

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, Fdn Board not counted.

² Includes matching gifts over \$1,000 and recurring gifts that are forecasted to total \$1,000 or higher. Also includes grants.

*Includes corporate matching gifts over \$1000 and recurring gifts that total \$1000 or higher to RCHS and FDN. Does include large gifts to drama and athletics.

Updated 5/16/2023

RCHS Foundation Campaign Report May 16, 2023

	Forecasted/Pledged	Received
Current Fiscal Year (7/1/2022 to present)	\$135,200	\$131,200
Campaign Total (7/1/2021 to present)	\$420,000	\$260,000
Amount left to raise/receive	\$1,080,000	\$1,240,000
Campaign Progress: 27% Fulfilled Campaign Goal = \$1,500,000		

2023 RCHS Day of Giving

By the Numbers

- \$27,783 in total to the Phoenix and Foundation Funds (\$10,000 was our goal.
 - \$20,112 for Phoenix
 - \$7,671 for Foundation
- 127 total # of gifts - 100 was our goal.
 - 86 Phoenix
 - 41 Foundation
- 20 first-time donor gifts
 - 10 Phoenix
 - 10 Foundation
- 25 alumni gifts - part of 61 total alumni gifts this year!
- 78 gifts from current parents
- 21 gifts from alumni parents and grandparents
- 72 "first gift of the fiscal year" donors (37 PF, 35 FF)
- 55 second+ gift of the fiscal year (49 PF, 6 FF)

RALEIGH CHARTER HIGH SCHOOL DAY OF GIVING 2023

\$27,783

TOTAL DOLLARS RAISED

Thank you for supporting our students and teachers!



Text shown in above graphic: 127 total gifts; \$20,112 raised for the Phoenix Fund; \$7,671 raised for the Foundation Campaign; This school year, we received gifts from alumni in each of our 22 graduating classes; 20 first-time donors; 21 gifts from alumni parents and grandparents; 78 gifts from parents of current students; 25 gifts from Forever Phoenix Alumni.

Principal's Report for Raleigh Charter High School Board of Directors' Meeting on May 22, 2023

General

- The fifth grading period ended on Friday, March 31, and report cards went home with students after Spring Break on Friday, April 14.
- We have had three Admitted Students Open Houses for our incoming students: April 12, May 10, and May 12. Thank you to Shayne Klein and Caio Setubal for setting up and presenting at these events. In addition, a number of faculty and students assisted by answering questions, giving tours, and running a club fair. We appreciate all the hard work to prepare for the Class of 2027.
- On Friday, April 14, the 58 Honors Civic Literacy students participated in our annual school-level *We the People* competition. We appreciate the support of the many volunteers who came in to judge for this event, and thank you to Melani Winter for her hard work in once again preparing her students and organizing the day.
- Our spring Community Work Day occurred on Friday, April 21. Thank you to Hannah Fatool and Hikaru Wajima for their behind-the-scenes work to make this day go smoothly.
- The students in our Constitutional Issues class attended the national *We the People* competition in Washington, DC from April 21 through April 25. The students represented North Carolina well, including winning one of the awards for the best unit at the national level! Thanks to Shayne Klein for her work as the teacher of this class and to Caio Setubal and Mimi Tomei for chaperoning.
- Our music programs - Strings (April 27), Choral (May 16), and Band (May 18) - held their annual spring concerts over the last few weeks at the Kenan Recital Hall at William Peace University. Thank you to Cynthia Brown and David Kilbride for their leadership of these programs.
- AP Exams took place at Royal Banquet, the Pullen Community Center, Hayes-Barton Baptist Church, and on campus and have now concluded. The regular administration window was May 1-12, and the make-up exams were last week. Thank you to the many staff members, substitutes, and volunteers who made this possible. Student scores will be released around July 1. We appreciate the long hours of work that Hannah Fatool did in setting up the administrations for us.
- On the evening of Wednesday, May 17, 56 members of our junior class were inducted into the National Honor Society in a ceremony outside in the triangle. Mike Rios and Nina Foster sponsor this group.
- Senior awards and junior book awards were presented to a number of students at a faculty meeting on May 18. Thank you to Glenda Atkinson, Myles Robinson, and Dave Palmieri for organizing these presentations.
- Phoenix Fest took place on Friday, May 19 this year. Juniors and seniors made presentations to their peers and younger students about activities and events that they have been involved in. The day was divided into five blocks including Academics, Culture, Community, Experience, and FEST (Fun & Entertaining Skillz and Talentz). We appreciate Sera Arcaro for using her excellent organizational skills to make this event happen.
- Exams will begin on Thursday, May 25 and will include End-of-Course testing in Biology, English 2, Math 1, and Math 3. Students will take one exam each day. Make-up exams are Tuesday, June 6.
- Graduation is planned for Saturday, June 3 at 4:00 at the Meymandi Concert Hall. Students may bring as many guests to the event as they choose.
- The faculty will hold our annual retreat at Falls Lake on Thursday, June 8 to wrap up this year and begin planning for the 2023-24 school year.
- We expect to send final report cards to families on Friday, June 9.

Clubs and Organizations

- The Prom was held on Saturday, April 15 at the Shrine Club on Lead Mine Road. Thank you to Charles Montague, Hikaru Wajima, and Caio Setubal for their work with the Student Government Association to make this year's event a success.
- Our numerous clubs and organizations have been busy preparing and participating in many end-of-the-year activities. We appreciate all of the club sponsors who have made these events possible. Some examples include:
 - Academic competitions such as Mock Trial, Science Olympiad, Quiz Bowl, and Brain Game
 - Cake Bake & Art Farm
 - Affinity Group Celebrations
 - Arts for Amnesty

Parent Programs

- We had our annual Senior Parent Thank You event at 5:30 on Thursday, May 4 outside in the triangle to greet parents of seniors and thank them for their many contributions through these last four years.
- On Tuesday, June 6, we will hold our annual New Parent Welcome Night here on campus between 6:00 and 8:00 pm. Shayne Klein organizes this event, and we appreciate the parents, students, and staff who will be helping that night.

Forever Phoenix Activity

- On March 23, thirteen alumni came to campus to participate in our fourth annual Alumni Career Panel. They shared their stories, perspectives, and career advice with our current students.
- Approximately 25 alumni gathered for the Spring Alumni Social in the evening on April 27 to visit with old friends and make new ones at an off-campus location. Our appreciation goes to Margaret Barnett and Mimi Tomei for offering everyone the chance to get together, chat, and mingle.
- We had 23 alumni assist with Phoenix Fest last Friday, too! There were two virtual panels, one on Healthcare and the other on various Adventures Abroad. In addition, one alum came in person to talk about scholarship opportunities for international studies at both the graduate and undergraduate level.
- On Tuesday, some of our younger alumni will meet with our seniors in groups focused on the specific colleges that these new graduates will attend next year. They will discuss everything from academics to housing to try to help these students make a smooth transition from high school to their chosen colleges.

Athletics

- The boys' golf team made it the state tournament where they finished in seventh place.
- The girls' soccer team is currently playing in the third round of the state playoffs.
- The boys' tennis team finished second in the state this year at the tournament last Saturday.
- The track & field team participated in eight meets this year. Five members of the girls' team qualified and participated in the state tournament.
- The final sports awards event will take place tomorrow evening.

Upcoming Events

- Last Day of Classes, Wednesday, May 24
- Exams, Thursday, May 25 - Tuesday, June 6
- Memorial Day Holiday, May 29
- Graduation, Saturday, June 3, 4:00 pm
- New Parent Welcome Night, Tuesday, June 6, 6:00 pm

- Faculty Retreat, Thursday, June 8
- Report Cards Sent, Friday, June 9