

**Minutes of the Raleigh Charter High School, Inc.
Board of Directors Meeting
12 June 2017**

Present: Members: Amy Marschall, Nancy Thompson, D. J. Hill, Sharon McConnell, Jeff Simone, Lisa Huddleston, Kathy Perkinson, Graham Satisfsky, James Kotecki, Jameson Marks, Elizabeth Iaquina-Karsten, and Howard Browne.

Guests: Lisa Springle, Shayne Klein, and David Ennis.

The Raleigh Charter High School, Inc. Board of Directors meeting began at 5:37 p.m.

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: S. McConnell called the meeting to order, welcomed all in attendance, and received documentary information from Board members evidencing their residency in North Carolina.

Minutes of the 08 May 2017 Meeting of the Board of Directors of Raleigh Charter High School, Inc.: The Board reviewed the draft minutes of the 08 May 2017 meeting of the Board of Directors of Raleigh Charter High School, Inc. On proper motion by J. Marks and second by G. Satisfsky, the Board of Directors unanimously approved the minutes of the 08 May 2017 meeting of the Board of Directors of Raleigh Charter High School, Inc.

Revision to Personal Leave Policy. The Chair and K. Perkinson led the Board in a discussion of necessary revisions to the Personal Leave Policy to change the carryover provisions and to compensate those personnel who have accrued personal leave under the old policy.

On proper motion by K. Perkinson and second by N. Thompson, the Board of Directors unanimously approved that the School pay accrued personal leave to all employees with each employee to receive a minimum of \$500.

On proper motion by J. Marks and second by K. Perkinson, the Board of Directors unanimously approved the revised Personal Leave Policy for application until the Board takes action to replace, change, or discontinue it.

A copy of the Personal Leave Policy as reviewed and approved is attached to these minutes.

Revision to Family and Medical Leave Policy. The Chair then led the Board in a discussion of necessary revisions to the Family and Medical Leave Policy.

On proper motion by K. Perkinson and second by J. Simone, the Board of Directors unanimously approved the revised Family and Medical Leave Policy for application until the Board takes action to replace, change, or discontinue it.

A copy of the Family and Medical Leave Policy as reviewed and approved is attached to these minutes.

Paid Family and Medical Leave Policy. The Chair then led the Board in a discussion of the new Paid Family and Medical Leave Policy.

On proper motion by J. Marks and second by the Secretary, the Board of Directors unanimously approved the Paid Family and Medical Leave Policy for application until the Board takes action to replace, change, or discontinue it.

A copy of the Paid Family and Medical Leave Policy as reviewed and approved is attached to these minutes.

Academic Enrichment Policy. L. Huddleston was recognized to lead the Board in a discussion of the new Academic Enrichment Policy.

On proper motion by the Secretary and second by D.J. Hill, the Board of Directors unanimously approved the Academic Enrichment Policy for application until the Board takes action to replace, change, or discontinue it.

A copy of the Academic Enrichment Policy as reviewed and approved is attached to these minutes.

Fiscal Management Policy. K. Perkinson was recognized to lead the Board in a discussion of the new Fiscal Management Policy.

Acting at the recommendation of the Finance Committee, the Board of Directors unanimously approved the Fiscal Management Policy as reviewed for application until the Board takes action to replace, change, or discontinue it.

A copy of the Fiscal Management Policy as reviewed and approved is attached to these minutes.

Committee Reports:

1. Audit. The Chair reported that the Audit Committee had interviewed 4 of the 5 audit firms that had responded to the Request for Proposal. She indicated that the Audit Committee was pleased with the options available to the School and that the Audit Committee recommended that the Board retain Batchelor, Tillery & Roberts, LLP as auditors for 2017 for Raleigh Charter High School, Inc. and Raleigh Charter High School Foundation, Inc.

Acting at the recommendation of the Audit Committee, the Board of Directors unanimously approved the retention of Batchelor, Tillery & Roberts, LLP as auditors for 2017 for Raleigh Charter High School, Inc. and Raleigh Charter High School Foundation, Inc.

On proper motion by D.J. Hill and second by J. Marks, the Board of Directors unanimously approved the authorization of the Chair, K. Perkinson, and the School Finance Officer to negotiate and execute an engagement letter with Batchelor, Tillery & Roberts, LLP to serve as auditors for 2017 for Raleigh Charter High School, Inc. and Raleigh Charter High School

Foundation, Inc. on terms consistent with the proposal reviewed by the Board.

2. Finance. K. Perkinson was recognized to give the report from the Finance Committee. She began by discussing the significant changes to the 2016/2017 budget since it was reviewed with the Board in May, including the reflection of the planned payout for the personal leave carryovers.

Acting at the recommendation of the Finance Committee, the Board of Directors unanimously approved the final 2016/2017 budget and approved the use of electronic voting by e-mail or similar means if action is necessary to make material changes to the 2016/2017 budget.

K. Perkinson then led the Board in a review of the interim 2017/2018 budget.

Acting at the recommendation of the Finance Committee, the Board of Directors unanimously approved the interim 2017/2018 budget for application until the Board takes action to change it.

Copies of the 2016/2017 and 2017/2018 Budget handouts as reviewed at the meeting are attached to these minutes.

3. Facilities. D. Ennis was recognized to provide a facilities report. He indicated that the Facilities Committee had recently met and that the committee is getting bids for a comprehensive engineering assessment of the building and systems.
4. Nominating. The Secretary was recognized to provide a report from the Nominating Committee. He reported that three of the four Board members whose terms were expiring this year were eligible for re-election to a second term and that Lynne Chambers was completing her second three year term on the Board.

Acting at the recommendation of the Nominating Committee, the Board of Directors unanimously elected Elizabeth Iaquina-Karsten as a member of the Board of Directors for a three (3) year term commencing July 1, 2017.

Acting at the recommendation of the Nominating Committee, the Board of Directors unanimously elected Jeff Simone as a member of the Board of Directors for a three (3) year term commencing July 1, 2017.

Acting at the recommendation of the Nominating Committee, the Board of Directors unanimously elected Howard Browne as a member of the Board of Directors for a three (3) year term commencing July 1, 2017.

Acting at the recommendation of the Nominating Committee, the Board of Directors unanimously elected Graham Satisfy as a member of the Board of Directors for a three (3) year term commencing July 1, 2017.

Acting at the recommendation of the Nominating Committee, the Board of Directors unanimously elected the following slate of officers for the Board of Directors for a one (1) year term commencing July 1, 2017:

Chair: S. McConnell
Vice Chair: H. Browne
Treasurer: K. Perkinson
Secretary: H. Browne

Acting at the recommendation of the Nominating Committee, the Board of Directors unanimously elected the following slate of officers for Raleigh Charter High School, Inc. for a one (1) year term commencing July 1, 2017:

President: L. Huddleston
Vice President: S. McConnell
Treasurer: K. Perkinson
Secretary: H. Browne

The Chair then expressed the gratitude of the Board and the School to Lynn Chambers for her many years of faithful and devoted service to the School.

5. Development. J. Simone provided a report from the Development Committee. He announced that the Phoenix Fund had reached its goal earlier than ever before.

A copy of the Phoenix Fund Report as distributed at the meeting is attached to these minutes.

PASTA Report: G. Satsky was recognized to provide a report from PASTA. She indicated that the organization had now been renamed and would henceforth be called “Phoenix Parents.” She noted that responsibilities of the organization were being subdivided to create more opportunities for involvement by interested parents.

Principal’s Report: L. Huddleston distributed and led a discussion of the Principal’s Report handout. In particular, she reported that the Phoenix Fest was a great success.

A copy of the Principal’s Report handout as distributed at the meeting is attached to these minutes.

Closed Session. On proper motion by the Secretary and second by J. Simone, the Board unanimously voted to enter Closed Session to discuss personnel matters.

On proper motion by the Secretary and second by G. Satsky, the Board unanimously voted to leave Closed Session.

On proper motion by J. Marks and second by E. Iaquina-Karsten, the Board unanimously voted to approve the hiring of Margaret Barnett as a communications specialist for the 2017/2018 School year.

On proper motion by the Secretary and second by J. Simone, the Board unanimously voted to adjourn at approximately 7:20 p.m.

Respectfully submitted by: Howard Browne, Secretary