

**Minutes of the Raleigh Charter High School, Inc.
Board of Directors Meeting
26 October 2020**

The Raleigh Charter High School, Inc. Board of Directors meeting began at 5:33 p.m. 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, Jameson Marks (Chair), Patrick Murray, Paul McSorley, Kathy Perkinson, Jonathan Phillips, Norma Pedersen, Damita Davis, Jonathan Green, Rebecca Mann White, Sandra Headen, and Graham Satsky

Guests: David Ennis, Shayne Klein, and Christy Spriggs

Absent: Members: Charles Wang, Peter Smith, and Jodi Schwartz Long

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 in attendance.

Minutes of the 28 September 2020 Meeting of the Board. The Board reviewed the draft minutes of the 28 September 2020 meeting of the Board. On proper motion by P. McSorley and second by R. Mann White, the Board unanimously approved the minutes of the 28 September 2020 meeting of the Board.

Facilities Committee: D. Ennis was recognized to provide a report from the Facilities Committee:

- A recent issue regarding an HVAC blower motor causing vibrations in the building has emerged; expectation is that it is a minor issue with a low repair cost.
- No other issues or items to discuss.

Finance Committee: K. Perkinson was recognized to provide a report from the Finance Committee. She noted that the Audit is underway, on time, and expects to discuss at the December meeting of the Board. She then distributed and led the Board in a discussion of the 2020/2021 budget noting a couple of items that generated minor revisions to the approved budget:

- Slight increase to the expected funding from Wake County
- Adjustments in the personnel and salary line items were made to reflect the approved motions at the September meeting of the Board
- The Debt Service Ratio remains well positioned as required

A copy of the 2020/2021 budget as reviewed at the meeting is attached to these minutes.

Development Committee: P. McSorley was recognized to provide an update from the Development Committee. He reviewed the Phoenix Fund Report and noted that we are mostly in line with where the Fund was at this point last year. Paul noted that handwritten “Welcome to RCHS” letters were sent to all new families and he is scheduled to present at this week’s 9th Grade Parents Meeting. He reminded board members of the goal for 100% member participation in the Phoenix and/or Foundation Fund by October 31. A suggestion was made that in future years, the board member 100% participation deadline should be set in advance of the annual 9th Grade Parents Meeting.

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

Diversity Committee: D. Davis was recognized to provide an update from the Diversity Committee. She reported that Board member S. Headen has joined the Diversity Committee and that the Committee has set the agenda for the second Diversity Parent Networking meeting of the school year which will be held virtually on November 12th. She also noted that work is underway to plan the outreach and recruiting efforts.

Phoenix Parents: The Chair recognized himself to provide the following updates from the Phoenix Parents organization on behalf of J. Schwartz Long:

- The second Phoenix Parents meeting was held on October 20th over Zoom; the next meeting is scheduled for the first week of December.
- Membership is now 320 families
- They are starting a virtual small book club; the first book will be one recommended by Dr. Marschall on parenting teenagers.

Admissions Policy Update: L. Huddleston was recognized to provide an update on the status to the approved changes to the school's Admissions Policy to include a weighted lottery that would increase the socio-economic diversity of students.. Following approval from the Board, the school submitted the change request to the NC Office of Charter Schools (OCS) who are responsible for passing our request to the State Board of Education (SBE). Due to OCS's clarification requests of our school's long standing Math Pool admissions procedure element of our Admissions Policy, OCS did not submit our request to the SBE in time for approval so that the school can implement it for the 2021-22 school year. The board took the following actions as requested by the Principal:

On proper motion by J. Green and second by G. Satsky, the Board unanimously voted to conduct the 2021-22 school year admissions procedure/lottery under the policy approved by the board on 22 October 2018.

On proper motion by J. Green and second by D. Davis, the Board unanimously voted to approve the updated Raleigh Charter High School Admissions Policy.

On proper motion by G. Satsky and second by D. Davis, the Board unanimously voted to request the North Carolina State Board of Education allow RCHS to implement a weighted lottery for **2022-23** school year as outlined in the new admissions policy as approved.

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 Brief handout.

A copy Principal's Report handout as distributed at the meeting are 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 items were raised by board members. Guest C. Spriggs, a parent of a 9th grader, did ask for comment on how the school was run between the Board of Directors and school administration, and she also asked for some insight on how decisions would be made regarding when and how students would return to campus. Chair Marks discussed how the Board and school administration work together. L. Huddleston shared how she, the administration, and the Board will evaluate changes to allowing students on campus operating under the guidance

from the Governor, the NC DHHS, and NC SBE with the overall principle of making decisions in the best interest of the students.

Closed Session: The board did not enter Closed Session.

Board Meeting Schedule: The Chair noted that the next Board Meeting will be 23 November 2020 as noted in the Board Meeting Agenda and published in the School Main Calendar posted on the publicly accessible School website (www.raleighcharterhs.org).

On proper motion by P. McSorley and second by R. Mann White, the Board unanimously voted to adjourn at 6:18 p.m.

Respectfully submitted by: Patrick Murray, Secretary

**Raleigh Charter High School
Board of Directors' Meeting
October 26, 2020, 5:30 pm
Agenda**

1. Call to Order and Welcome
2. Approval of Sept. 28, 2020 Minutes
3. Facilities Update David Ennis
4. Finance Committee Update Kathy Perkinson
5. Development Report Paul McSorley
6. Diversity Committee Report Damita Davis
7. Admissions Policy Update Lisa Huddleston
 - a. Resolution to conduct 2020-2021 school year admissions procedure/lottery the same as previous school year.
 - b. Motion to adopt new admissions policy beginning with 2021-2022 school year.
 - c. Resolution requesting SBE allow RCHS to implement weighted lottery for 2021-22 as outlined in new admissions policy.
8. Principal's Report Lisa Huddleston
9. Additional Business? Public Comment?
10. Closed Session
11. 2020-2021 Meetings
 - a. 11/23/20 (T-giving week)
 - b. 12/14/20
 - c. 1/25/21
 - d. 2/22/21
 - e. 3/22/21
 - f. 4/26/21
 - g. 5/24/21
 - h. 6/28/21
12. Adjourn

<i>RCHS Budget - 2020-21</i>	<i>Final 2019-20</i>	<i>Approved 2020-21</i>	<i>Proposed 2020-21</i>
ADM	557	569	568
Funding per ADM - State Funding	5,650	5,828	5,876
Funding per ADM - County Funding	2,943	2,683	2,978
ADM - EC	28	28	28
Funding per EC ADM - State Funding	4,348	3,087	3,087
State Funds	3,088,232	3,295,142	3,295,142
State EC Funds	121,750	86,447	86,447
State COVID Funds	13,205	21,735	21,735
NCVPS Reduction	(4,667)	(5,703)	(5,703)
State Funds - School Connectivity	46,514	-	-
State Funds - Indian Gaming	3,622	4,000	4,000
State Funds - F&F	6,520	6,500	6,500
State Bonuses	53,072	16,080	16,080
Total State Funds	3,328,248	3,424,201	3,424,201
Wake County - 540 ADM	1,590,050	1,454,940	1,620,973
Johnston County - 7 ADM	11,204	10,644	10,644
Franklin County - 0 ADM	-	-	-
Durham County - 5 ADM	25,641	21,749	21,749
Chatham County - 5 ADM	13,056	11,628	11,628
Chapel Hill/Carrboro - 1 ADM	14,310	9,063	9,063
Orange County - 0 ADM	-	-	-
Washington County- 1 ADM	600	350	350
Person County - 0 ADM	-	-	-
Granville County - 1 ADM	2,094	2,094	2,094
Total County Funds	1,656,955	1,510,468	1,676,501
Federal Funds - PRC 060	89,639	81,167	81,167
Total Federal Funds	89,639	81,167	81,167
Sport Donations	36,586	15,000	15,000
Educational Programs	46,042	20,000	20,000
Phoenix Fund	310,000	265,000	265,000
Development and Donations	392,628	300,000	300,000
7th Period Class	13,200	13,200	13,200
Gate Receipts	11,782	2,500	2,500
Interest Income	550	550	550
Testing	19,393	17,000	17,000
Parking	23,400	10,000	10,000
Miscellaneous	1,811	-	-
Total Other Funds	70,137	43,250	43,250
Total Revenue	5,537,607	5,359,086	5,525,119
Rent	726,000	726,000	726,000
Utilities	78,000	85,000	85,000
Maintenance & Repair	195,000	125,000	125,000
Miscellaneous	-	-	-
Total Facilities	999,000	936,000	936,000
Salaries	3,273,308	3,137,464	3,137,464
Substitutes	27,000	60,000	60,000
State Bonuses	53,072	31,088	31,088

<i>RCHS Budget - 2020-21</i>	<i>Final 2019-20</i>	<i>Approved 2020-21</i>	<i>Proposed 2020-21</i>
Employee Bonuses	380,000	5,253	5,406
Personal Leave	55,000	50,000	50,000
Health Insurance	270,428	265,428	265,428
Retirement (6.0% of salaries)	204,582	196,092	196,091
Payroll Taxes (7.60%)	255,003	246,807	246,807
Flexible Spending Account	8,800	7,200	7,200
Disability Insurance	12,000	12,500	12,500
Workers Comp Insurance	19,950	20,500	20,500
Miscellaneous	-	-	-
Total Personnel	4,559,143	4,032,332	4,032,484
Academic Departments	65,000	85,000	85,000
Educational Programs	45,000	70,000	70,000
Testing	10,000	15,000	15,000
Miscellaneous	-	-	-
Total Instructional	120,000	170,000	170,000
Office and Administration	90,000	115,000	115,000
Technology	27,500	85,000	85,000
Technology - COVID	-	15,000	15,000
Technology - School Connectivity	46,514	-	-
Sports (incl. coaching salaries)	62,500	55,000	55,000
Legal & Consulting	14,000	20,000	20,000
Development	7,000	7,000	7,000
Admissions	1,500	3,000	3,000
College Counseling	1,000	1,000	1,000
Graduation	3,000	7,200	7,200
Student Services	5,500	25,000	25,000
Board of Directors	-	500	500
Miscellaneous	-	-	-
Total Support	258,514	333,700	333,700
Total Expenses	5,936,657	5,472,032	5,472,184
Operating Reserve	(399,050)	(112,946)	52,935
Transfer from / to Foundation	400,000	120,000	5,000
Fiscal Year Reserve after Transfer	950	7,054	57,935

Foundation Budget - 2020-21	Final 2019-20	Approved 2020-21	Proposed 2020-21
Donations - Annual	1,425	1,000	1,000
Donations - Foundation Fund (Received)	2,060,000	50,000	50,000
Interest Income	1,000	3,000	3,000
Rental Income - RCHS	726,000	726,000	726,000
Rental Income - Arts Together	2,500	-	-
Net assets released	-	-	-
Miscellaneous Income	-	-	-
Total Revenue	2,790,925	780,000	780,000
Audit	6,500	6,500	6,500
Interest Expense	131,000	125,000	125,000
Bond Fee	1,000	1,000	1,000
Amortization Expense	228,001	228,001	228,001
Depreciation Expense	7,695	7,695	7,695
Transfer to RCHS	400,000	120,000	5,000
Write off of Pledge Receivables	-	-	-
Miscellaneous	-	-	-
Total Expenses	774,196	488,196	373,196
Reserve	2,016,729	291,804	406,804

Debt Service Coverage Ratio	2018-19	2019-20	2020-21
Clubs & Activities reserve	5,250	(5,250)	(5,000)
Raleigh Charter HS reserve	1,248	950	57,935
Foundation reserve	59,304	2,016,729	406,804
Plus: Board designated funds	100,000	100,000	100,000
Plus: capitalized items	61,000	115,000	75,000
Total reserve	226,802	2,227,429	634,739
Plus: depreciation	241,331	241,331	241,331
Plus: amortization	7,695	7,695	7,695
Plus: interest expense	161,000	131,000	125,000
Reserve + depreciation + amortization + interest	636,828	2,607,455	1,008,765
Total principal and interest expense	472,046	442,046	436,046
Debt Service Coverage Ratio	1.35	5.90	2.31
Requirement (greater than)	1.05	1.05	1.05
Debt Service Coverage Ratio without 100K Designated Funds	1.14	5.67	2.08
1/100th of total principal and interest changes ratio by .01	4,720.46	4,420.46	4,360.46

Phoenix Fund Report: September 30, 2020

	Goal Phoenix Fund	Forecasted Phoenix Fund	Received Phoenix Fund	Current Parent Participation	New Family Participation	Board Participation (gifts to RCHS or Fnd)	Large Gifts \$1000+	Recurring Gifts	Alumni	Alumni Parents
2020-2021	\$325,000	\$76,677	\$42,721	12%	9%	59%¹	21²	52	7	14
this time last yr	\$325,000	\$77,374	\$41,382	14%	6%	73%	32	51	4	16
2019-2020YE	\$325,000	\$327,422	\$320,220	49%	43%	100%	98	59	16	54
2018-2019YE	\$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
2016-17 YE	\$325,000	\$336,622	\$327,322	63%	66%	100%	115	63	19	65

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

¹As of 9/30/2020

² Includes matching gifts over \$1,000 and recurring gifts that total \$1,000 or higher.

Principal's Report for Raleigh Charter High School Board of Directors' Meeting on October 26, 2020

General

- Report cards and progress reports for the first six weeks were emailed to students and families during the week of Friday, October 2. The second six weeks will end on Friday, November 6. We will not administer first semester exams in December.
- On Wednesday, October 14, 116 juniors took the PSAT and 58 seniors took the SAT. Juniors tested at Raleigh Charter in 24 classrooms while the seniors tested at the Royal Banquet Center. 44 staff members worked in person that day to safely administer the exams within the testing requirements. A special thanks go to Lisa Kristianson and Gene Meade for all that they did to plan and manage the many levels of organization required.
 - Ninth and tenth graders had an asynchronous learning day.
 - Twelfth graders who were not testing were able to get help with college essays.
- All students will have the opportunity to come to campus for some kind of outdoor event by the end of November. In addition to allowing students to spend some time together, we are introducing them to our health screening procedures and helping them practice staying at least six feet apart while wearing masks. Activities have ranged from making paper airplanes to carving pumpkins. We are bringing in half of a grade-level at a time. Thank you to Mark Slattery and the teachers and staff arranging and supervising all this.
 - 12th Grade - September 21 and 28
 - 9th Grade - October 23 and 30
 - 11th Grade - October 26
 - 10th Grade - November 16
 - 12th Grade - November 6 and 13
- The faculty Technology and Learning Committee is organizing six workshops to support teachers' use of various online platforms. These meetings will take place between October 27 and November 17 and will be run by our teachers and tech staff. Topics include Google Classrooms, Canvas, PearDeck, playing games, Kami, and Jamboard.
- On Wednesday, October 28, we will have a virtual version of our ninth-grade parent program Partnerships and Possibilities.
- We are making some shifts to the academic calendar for November Digital Learning Days to accommodate a number of activities and holidays. The document (Nov2020_DLD_Schedule) is in the Board folder and is available here: [November DLD Calendar](#). This document was included in the Phoenix news last week.
 - In the first week, the asynchronous day will shift to Wednesday to accommodate the election assignments that students will need to complete.
 - November 11 is a legally required holiday. We will use November 9 and 10 as our Flex Days.
 - Class days are shifted during the week of Thanksgiving because of the holiday.
- The annual Artifact Museum will take place virtually on Friday, November 20 through a FlipGrid. The plan is to make the program available throughout that weekend for families to attend at their convenience.

Average ACT Scores

Grad Year	English		Math		Reading		Science		Composite	
	RCHS	State	RCHS	State	RCHS	State	RCHS	State	RCHS	State
2009	26.6	20.9	27.6	22.0	26.9	21.9	25.1	21.1	26.7	21.6
2010	28.1	21.1	27.3	22.3	27.9	22.2	26.8	21.6	27.6	21.9
2011	28.0	21.2	29.0	22.4	28.5	22.2	26.8	21.4	28.2	21.9
2012	28.2	21.0	27.7	22.3	29.0	22.2	26.4	21.4	28.0	21.9
2013*	28.2	17.1	28.9	19.6	28.0	18.8	26.8	18.7	28.1	18.7
2014	28.5	17.5	28.8	19.6	29.0	19.0	27.8	18.9	28.6	18.9
2015	27.8	17.6	28.1	19.5	28.7	19.2	27.0	19.0	28.0	19.0
2016	27.8	17.8	28.3	19.4	28.5	19.5	27.6	19.2	28.2	19.1
2017	28.2	17.8	28.1	19.3	27.9	19.6	27.2	19.3	27.9	19.1
2018	29.5	18.0	28.9	19.3	30.0	19.5	28.5	19.2	29.4	19.1
2019	29.4	17.8	28.7	19.2	29.3	19.4	28.0	19.0	28.9	19.0
2020	28.5	17.0	27.5	18.8	29.7	19.2	28.0	18.7	28.6	19.8

*The graduating class of 2013 was the first junior class required to take the ACT by NCDPI.

National Benchmarks: Percent of ACT-Tested Students Ready for College-Level Coursework

%	English (18) English Comp		Reading (22) Social Science		Math (22) Algebra		Science (23) Biology		Met All Four	
	RCHS	NC	RCHS	NC	RCHS	NC	RCHS	NC	RCHS	NC
2014	99	47	85	31	92	33	88	23	77	16
2015	96	47	88	34	89	32	85	26	78	18
2016	93	47	84	34	94	32	80	26	73	18
2017	95	46	84	36	90	30	82	27	71	18
2018	96	46	91	35	90	31	86	25	79	18
2019	98	45	89	34	89	31	85	26	79	18
2020	96	41	91	34	90	26	86	25	81	17

Benchmark scores in () indicate readiness for success in college courses: 50% chance of B and 75% chance of C.

Compliance and Reporting

- This week we will complete the annual rollout of the See Something, Say Something anonymous tip line. Students will see a video during Advisory and have answered some individual questions about personal safety. The goal of the rollout is to encourage students to go to a trusted adult with any concerns about the health and safety of

anyone in our community. Shayne Klein, David Ennis, and I rotate the responsibility for monitoring this tip line at all times.

- The Office of Charter Schools has not yet been able to submit our request to change our admissions policy to add a weighted lottery. Therefore, we will not be able to implement this change in this year's admissions lottery. They have instructed us to use last year's policy again this year. We will need to amend our new Admissions Policy to reflect this delay. A draft version of the new policy is located in the Board folder: [DRAFT Admissions Policy RCHS 201026](#)

Athletics

- We will have an intramural tennis tournament this week on the afternoons of October 28 and 29. We expect 35-40 students to participate.

Upcoming Events

- Partnerships and Possibilities: 9th Grade Parent Night - Wednesday, October 28, 6:30 (virtual)
- History Department Lecture - Friday, October 30 (virtual)
- Election Day - Tuesday, November 3
- Flex Days - Monday, November 9 -Tuesday, November 10 (virtual)
- Veterans Day Holiday - Wednesday, November 11
- Artifact Museum - Friday, November 20 (virtual)
- Thanksgiving Holiday - Wednesday, November 25 - Friday, November 27
- State We the People Competition - Thursday, December 3 (virtual)
- Transitions and Turbulence: 11th Grade Parent Night - Thursday, December 3, 6:30 (virtual)