

**Minutes of the Raleigh Charter High School, Inc.  
Board of Directors Meeting  
22 March 2021**

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](http://www.raleighcharterhs.org)). Those in attendance and constituting a quorum were:

**Present:** Members: Lisa Huddleston, Jameson Marks (Chair), Patrick Murray, Paul McSorley, Kathy Perkinson, Damita Davis, Norma Pedersen, Charles Wang, Jonathan Green, Rebecca Mann White, Sandra Headen, Jodi Schwartz Long, and Jonathan Phillips

Guests: David Ennis, Margaret Barnett, and Shayne Klein

**Absent:** Members: Graham Satsky and Peter Smith

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 22 February 2021 Meeting of the Board.** The Board reviewed the draft minutes of the 22 February 2021 meeting of the Board. On proper motion by K. Perkinson and second by P. McSorley, the Board unanimously approved the minutes of the 22 February 2021 meeting of the Board as written.

**Finance Committee:** K. Perkinson was recognized to provide a report from the Finance Committee. She reported the following:

- We have filed the IRS Form 990 and the school's IRS compliance work is complete.
- The budget as reviewed continues to be in line with previous guidance.
- The first round of bonus payouts, as approved at last month's meeting of the Board, have been distributed.

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

**Development Committee:** P. McSorley was recognized to provide an update from the Development Committee. He reported on the following items:

- As we can see in the Phoenix Fund Report, we continue to trend nicely toward our goals and we are ahead of where we were at this time last year.
- Last week emails were sent out to families that have not yet given this year and we saw an increase in donations over this past weekend.
- The committee has developed a structure to engage specific audience segments for the anticipated Foundation Fund campaign. They will be reaching out to people who have specific expertise for each of those segments to help develop those specific audience plans.

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 on behalf of the Diversity Committee. She reported the following items:

- The next Diversity Committee meeting will be held on April 26.
- Parent Diversity Network parents have agreed to participate in the upcoming Admitted Family Welcome events on April 19 & 20.
- The next Parents Diversity Network meeting is scheduled for May 13.

**Phoenix Parents:** J. Long was recognized to provide an update on behalf of the Phoenix Parents organization. She reported the following items:

- The next meeting of the Phoenix Parents Organization will be the evening of March 23.
- They are working to fill the remaining leadership positions for the 2021/22 school year.
- Work is underway on ideas and plans for our graduating seniors (e.g. yard signs)/
- They are discussing the idea of forming a social committee to develop events to help welcome students and parents back to campus.

**Strategic Planning Committee:** Chair recognized himself to provide the following updates from the Strategic Planning Committee:

- Chair Marks thanked everyone for their feedback at last month's meeting of the Board.
- Several committees are working to finalize the details within the framework on path to bring a proposed plan for approval by the Board before the end of the school year.

**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.

On proper motion by Chair and second by K. Perkinson, the Board unanimously approved to change the school calendar by moving the April 30, 2021 Digital Learning Day to April 12, 2021 which will allow the PreACT test to be conducted on April 30, 2021.

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. None were raised. No Public Comments were raised.

**Closed Session:** The Board did not enter Closed Session.

**Board Meeting Schedule:** Chair reminded everyone that the next meeting of the Raleigh Charter Board will be on 26 April 2021 at 5:30 p.m. as noted in the Board Meeting Agenda and published in the School Main Calendar posted on the publicly accessible School website ([www.raleighcharterhs.org](http://www.raleighcharterhs.org)).

On proper motion by P. Murray and second by K. Perkinson, the Board unanimously voted to adjourn at 6:10 p.m.

Respectfully submitted by: Patrick Murray, Board Secretary

Raleigh Charter High School  
Board of Directors' Meeting  
March 22, 2021, 5:30 pm  
Agenda

1. Call to Order and Welcome
2. Approval of Feb. 22, 2021 Minutes
3. Finance Committee Report Kathy Perkinson
4. Development Report Paul McSorley
5. Diversity Committee Report Damita Davis
6. Phoenix Parents Report Jodi Schwartz
7. Strategic Planning Report Jameson Marks
8. Principal's Report Lisa Huddleston
9. Additional Business? Public Comment?
10. Closed Session
11. 2020-2021 Meetings
  1. 4/26/21
  2. 5/24/21
  3. 6/28/21
12. Adjourn

<b>RCHS Budget - 2020-21</b>	<b>Final 2019-20</b>	<b>Approved 2020-21</b>	<b>Proposed 2020-21</b>
ADM	557	569	565
Funding per ADM - State Funding	5,650	5,740	5,829
Funding per ADM - County Funding	2,943	3,015	3,015
ADM - EC	28	28	28
Funding per EC ADM - State Funding	4,348	4,387	4,387
State Funds	3,088,232	3,245,231	3,245,231
State EC Funds	121,750	122,847	122,847
State COVID Funds	13,205	27,395	27,395
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
<b>Total State Funds</b>	<b>3,328,248</b>	<b>3,416,350</b>	<b>3,416,350</b>
Wake County - 540 ADM	1,590,050	1,631,877	1,631,877
Johnston County - 7 ADM	11,204	11,691	11,691
Durham County - 6 ADM	25,641	22,370	22,370
Chatham County - 6 ADM	13,056	21,203	21,203
Chapel Hill/Carrboro - 1 ADM	14,310	4,302	4,302
Washington County - 1 ADM	600	1,070	1,070
Mecklenburg - 1 ADM	-	3,090	3,090
Granville County - 1 ADM	2,094	2,094	2,094
<b>Total County Funds</b>	<b>1,656,955</b>	<b>1,697,698</b>	<b>1,697,698</b>
Federal Funds - PRC 060	89,639	90,540	90,540
<b>Total Federal Funds</b>	<b>89,639</b>	<b>90,540</b>	<b>90,540</b>
Sport Donations	36,586	10,000	10,000
Educational Programs	46,042	20,000	20,000
Phoenix Fund	310,000	295,000	295,000
<b>Development and Donations</b>	<b>392,628</b>	<b>325,000</b>	<b>325,000</b>
7th Period Class	13,200	13,200	13,200
Gate Receipts	11,782	1,000	1,000
Interest Income	550	550	550
Testing	19,393	17,000	17,000
Parking	23,400	-	-
Miscellaneous	1,811	-	-
<b>Total Other Funds</b>	<b>70,137</b>	<b>31,750</b>	<b>31,750</b>
<b>Total Revenue</b>	<b>5,537,607</b>	<b>5,561,338</b>	<b>5,561,338</b>
Rent	726,000	726,000	726,000
Utilities	78,000	85,000	85,000
Maintenance & Repair	195,000	160,000	167,500
Miscellaneous	-	-	-
<b>Total Facilities</b>	<b>999,000</b>	<b>971,000</b>	<b>978,500</b>
Salaries	3,273,308	3,137,464	3,137,464
Substitutes	27,000	40,000	60,000
State Bonuses	53,072	31,088	31,088
Employee Bonuses	380,000	200,427	200,108
Personal Leave	55,000	60,000	60,000

<b><i>RCHS Budget - 2020-21</i></b>	<b><i>Final 2019-20</i></b>	<b><i>Approved 2020-21</i></b>	<b><i>Proposed 2020-21</i></b>
Health Insurance	270,428	265,428	265,428
Retirement (6.0% of salaries)	204,582	196,092	196,092
Payroll Taxes (7.60%)	255,003	246,047	252,453
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	-	-	-
<b>Total Personnel</b>	<b>4,559,143</b>	<b>4,216,746</b>	<b>4,242,833</b>
Academic Departments	65,000	85,000	85,000
Educational Programs	45,000	30,000	30,000
Testing	10,000	15,000	15,000
Miscellaneous	-	-	-
<b>Total Instructional</b>	<b>120,000</b>	<b>130,000</b>	<b>130,000</b>
Office and Administration	90,000	125,000	135,000
Technology	27,500	85,000	85,000
Technology - COVID	-	15,000	15,000
Technology - School Connectivity	46,514	-	-
Sports (incl. coaching salaries)	62,500	35,000	35,000
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	-	-	-
<b>Total Support</b>	<b>258,514</b>	<b>323,700</b>	<b>333,700</b>
<b>Total Expenses</b>	<b>5,936,657</b>	<b>5,641,446</b>	<b>5,685,033</b>
<b>Operating Reserve</b>	<b>(399,050)</b>	<b>(80,108)</b>	<b>(123,695)</b>
<b>Transfer from / to Foundation</b>	<b>400,000</b>	<b>85,000</b>	<b>125,000</b>
<b>Fiscal Year Reserve after Transfer</b>	<b>950</b>	<b>4,892</b>	<b>1,305</b>

<b>Foundation Budget - 2020-21</b>	<b>Final 2019-20</b>	<b>Approved 2020-21</b>	<b>Proposed 2020-21</b>
Donations - Annual	1,425	1,000	1,000
Donations - Foundation Fund (Received)	2,060,000	60,000	60,000
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	-	-	-
<b>Total Revenue</b>	<b>2,790,925</b>	<b>790,000</b>	<b>790,000</b>
Audit	6,500	6,500	6,500
Interest Expense	131,000	80,000	80,000
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	85,000	125,000
Write off of Pledge Receivables	-	-	-
Miscellaneous	-	-	-
<b>Total Expenses</b>	<b>774,196</b>	<b>408,196</b>	<b>448,196</b>
<b>Reserve</b>	<b>2,016,729</b>	<b>381,804</b>	<b>341,804</b>

<b>Debt Service Coverage Ratio</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
Clubs & Activities reserve	5,250	(5,250)	(5,000)
Raleigh Charter HS reserve	1,248	950	1,305
Foundation reserve	59,304	2,016,729	341,804
Plus: Board designated funds	100,000	100,000	100,000
Plus: capitalized items	81,000	115,000	75,000
<b>Total reserve</b>	<b>226,802</b>	<b>2,227,429</b>	<b>513,109</b>
Plus: depreciation	241,331	241,331	241,331
Plus: amortization	7,695	7,695	7,695
Plus: interest expense	161,000	131,000	80,000
<b>Reserve + depreciation + amortization + interest</b>	<b>636,828</b>	<b>2,607,455</b>	<b>842,135</b>
<b>Total principal and interest expense</b>	<b>472,046</b>	<b>457,046</b>	<b>417,302</b>
<b>Debt Service Coverage Ratio</b>	<b>1.35</b>	<b>5.71</b>	<b>2.02</b>
Requirement (greater than)	1.05	1.05	1.05
<b>Debt Service Coverage Ratio without 100K Designated Funds</b>	<b>1.14</b>	<b>5.49</b>	<b>1.78</b>
<b>1/100th of total principal and interest changes ratio by .01</b>	<b>4,720.46</b>	<b>4,570.46</b>	<b>4,173.02</b>

**Phoenix Fund Report: February 28, 2021**

	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
<b>2020-2021</b>	\$325,000	\$305,766	\$287,754	41% <sup>2</sup>	43% <sup>2</sup>	100%	93 <sup>1</sup>	57	17	49
this time last yr	\$325,000	\$289,889	\$269,624	42%	36%	100%	90	58	14	43
<b>2019-2020YE</b>	\$325,000	\$327,422	\$320,220	49%	43%	100%	98	59	16	54
<b>2018-2019YE</b>	\$325,000	\$342,905	\$338,521	53%	55%	100%	115	56	20 + more in Fdn Fund (5)	63
<b>2017-18 YE</b>	\$325,000	\$347,505	\$332,380	54%	46%	100%	123	57	45	72
<b>2016-17 YE</b>	\$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.

<sup>1</sup> Includes matching gifts over \$1,000 and recurring gifts that total \$1,000 or higher. Also includes Pope Foundation Grant.

<sup>2</sup> As of March 9, 2021

## **Principal's Report for Raleigh Charter High School**

### **Board of Directors' Meeting on March 22, 2021**

#### ***Admissions and Lottery***

- We held our admissions lottery this afternoon.
- 1,194 students applied for admission. (953 were 9th graders.)
- We accepted 160 students at the lottery. (49 are siblings, alumni siblings, or faculty children.)
- A more detailed lottery report will be available in April.
- Thank you to Shayne Klein, Margaret Barnett, and Sonia Cano for their extensive work in managing the admissions process for us.

#### ***Plans for Reopening the School Building***

- Some students who need extra support are coming into the school building to attend their online classes and work on assignments. There are around 20 students participating in this program.
- Through the assistance of our parents, all school faculty were able to get their first COVID-19 vaccines by Friday, February 26 and will have their follow-up shots by Friday, March 26.
- We appreciate the parents in our school community who arranged opportunities for our staff members to get these vaccinations. One of our parents arranged for an on-site shot clinic here at school and will return to conduct the second-shot clinic on Friday!
- We conducted a survey of families, and 57% of students will return to in-person learning beginning on April 13 with the start of the final grading period. We will open under a quarter-capacity model with six feet of social distancing. Details are available in this document: [Board Copy of Revised Plan B: In-Person Learning Option](#)
- The state recently decided to allow high schools to move into Plan A under some circumstances. In addition, the CDC has decreased requirements for social distancing in schools to three feet from the original six feet. After significant thought and discussion, our administrative team has decided to continue with our plans to maintain six feet of distancing based on several factors:
  - Because less than 60% of students opted in under the current six-foot plan, the number of students attending class would drop dramatically if we were to decrease the distance required. (Some parents have already expressed concern about this possibility.)

- We continue to have concerns about both variant strains of COVID and the possibility of another surge of infections beginning this spring as we are starting to see in some other countries.
- Teenagers are more susceptible to COVID and more likely to spread COVID than younger children. Much of the research in schools has been done on elementary and middle-school students.
- Charter schools were not included in the recent legislation (SB 220) requiring schools to reopen.
- We are working through the specifics of opening the building. This is a draft of some new systems to manage the flow of the day: [Board Draft Copy of Building Systems and Flow](#)
- On Tuesday, April 6, seniors who are returning to in-person learning will come to campus to learn the new systems put in place for safety and to help us get the building ready for the return of all students.
- On April 7 and 9, ninth graders who are returning to in-person learning will come to campus to tour the building and participate in a brief orientation. Seniors will assist with running this program.
- Most students who have opted for in-person learning will attend classes with their assigned teams one day each week. To even out class sizes, we will need to ask some students to return more than once in a week. Specific schedules dictate which students will be requested to help with this need.

### **General**

- Our tenth-grade parent program, Building Balance, took place online on Wednesday, February 24. There were approximately 60 parents in attendance.
- Between March 4 and March 10, all students had the opportunity to come to school for outdoor events with their classmates. Half of a grade came on campus at a time for a 2 and a half hour block of academic and recreational activities planned and run by the faculty. Students rotated through five stations in a sort of min-Flex Day.
- On March 8, we held a virtual Alumni Career Panel for students to listen to alumni describe their work and the paths that they took to get to their current careers. We had 37 alumni participate with 120 current students in attendance.
- Phoenix Parents will meet virtually tomorrow evening.
- The fifth six-week grading period will end on April 9. Report cards will go home on April 16.

## **Testing**

- 131 juniors took the ACT in the school building on Tuesday, February 23. The make-up ACT will be administered tomorrow to four students. One student will take the make up in the fall.
- Advanced Placement (AP) testing will occur in May.
  - We will test as many students as possible in person with paper and pencil during the first two weeks of March. (Research shows that students generally perform better and are more comfortable with paper and pencil testing.)
  - Because of the social distancing requirements, we are planning for an additional location.
  - Students who are not comfortable testing in person may opt to test online at home with the exception of language tests which must be given in person. We will be surveying families to determine specific numbers within the next week.
  - There are two make-up windows this year that are mainly for online testing, and we anticipate having a few students testing online during these windows.
- End-of-Course (EOC) Tests will be administered during the final ten days of the school year for Math 1, Math 3, English 2, and Biology.
  - EOCS are only administered in person.
  - We have 181 students who will have to take the Biology EOC this year. This number includes the ninth graders enrolled in Biology and the tenth graders enrolled in AP Biology because the tenth graders did not have the opportunity to take this test last year. We have requested and received permission from NCDPI to administer the Biology EOC on paper. These tests will take place off campus just as the AP tests will.
  - The other EOCs will occur online, on campus during the ten-day window using school-owned devices.
  - Students who take an EOC will receive scores between 60 and 100. All state scores from 0-59 will be rounded to 60. EOC scores will then be used as students' exam scores and must count for 20% of each student's overall course grade.
- The PreACT will be administered to sophomores on April 30.
  - This test is simply a practice run to prepare students for the ACT and is required by NCDPI.
  - We will use the same testing format that we used for the PSAT and ACT earlier this year.
  - To accommodate this test, we will move the Digital Learning Day scheduled for April 30 to April 12 instead.

***Athletics***

- Seasons have begun for boys' tennis, girls' soccer, and golf.
- Track and girls' tennis will start during the week of April 12.

***Upcoming Events***

- Phoenix Parents Meeting (virtual), Tuesday, March 23, 5:30
- End of Grading Period, Friday, April 9
- Spring Break, March 29-April 2
- In-Person Classes Resume, Tuesday, April 13