

**Minutes of the Raleigh Charter High School, Inc.
Board of Directors Meeting
26 April 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). 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, Peter Smith, Sandra Headen, Jodi Schwartz Long, Graham Satsky, and Jonathan Phillips

Guests: David Ennis and Shayne Klein

Absent: Members: Rebecca Mann White

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 March 2021 Meeting of the Board. The Board reviewed the draft minutes of the 22 March 2021 meeting of the Board. On proper motion by J. Green and second by G. Satsky, the Board unanimously approved the minutes of the 22 March 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:

- No changes to the budget of note.
- Still trending in line with last approved budget in terms of incoming funds and costs.
- Committee is spending time on the Strategic Planning Framework.
- Debt Service Coverage is in line and strong.

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:

- We exceeded the Phoenix Fund goal before the end of March, which was fantastic in this environment. We met the goal sooner this year than we had in the prior few years.
- New Parent participation approaching 50%, again this is fantastic since their students have not been on campus yet.
- A video is in development to thank our community. The Committee will be sending hand-written thank you notes to first time donors.
- For the Foundation Fund, the Committee is developing proposals to increase alumni participation and will be doing focus groups with historical donors.

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 Parent Diversity Network meeting will be held on May 13 and the agenda is set.
- A New Family Parent Diversity Network meeting will be scheduled for August 2021. Meanwhile, Parent Diversity Network parents will reach out to new families over the summer to welcome them to the school and make them aware of the Parent Diversity Network.
- Diversity data for incoming students will be known after May 1.

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

- The leadership positions for next year are almost completely filled; they have some candidates for the final open positions.
- A final Phoenix Parents meeting for the school year will be scheduled before the end of May.

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

- No updates this month as the Finance and Development Committees are working on the Strategic Plan Framework.
- Expect to present a proposed Strategic Plan for approval at the June 2021 Board meeting.

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.

A copy Principal's Report handout and 2021 Lottery Report 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. 2 items, listed below, were raised by members. No Public Comments were raised.

1. Chair said that the Nominating Committee will be meeting soon so please send candidate suggestions to him.
2. C. Wang asked how soon will the school fully re-open. L. Huddleston responded that at this point, she does not have enough facts so will only speculate that if vaccines will be available for the 12-15 age group over the summer then the school should fully re-open and that is the desire.

Board Meeting Schedule: Chair reminded everyone that the next meeting of the Raleigh Charter Board will be on 24 May 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).

Closed Session: On proper motion by the Secretary and second by S. Headen, the Board unanimously voted to enter Closed Session to consider personnel matters and to allow D. Ennis to

remain for technical support.

On proper motion by K. Perkinson and second by P. McSorley, the Board unanimously voted to leave Closed Session.

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

<i>RCHS Budget - 2020-21</i>	<i>Final 2019-20</i>	<i>Approved 2020-21</i>	<i>Proposed 2020-21</i>
ADM	557	569	565
Funding per ADM - State Funding	5,650	5,740	5,829
Funding per ADM - County Funding	2,943	3,015	3,043
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
Total State Funds	3,328,248	3,416,350	3,416,350
Wake County - 540 ADM	1,590,050	1,631,877	1,650,000
Johnston County - 7 ADM	11,204	11,691	12,720
Durham County - 6 ADM	25,641	22,370	23,370
Chatham County - 6 ADM	13,056	21,203	19,728
Chapel Hill/Carrboro - 1 ADM	14,310	4,302	1,912
Washington County - 1 ADM	600	1,070	651
Mecklenburg - 1 ADM	-	3,090	3,090
Granville County - 1 ADM	2,094	2,094	1,929
Total County Funds	1,656,955	1,697,698	1,713,400
Federal Funds - PRC 060	89,639	90,540	90,540
Total Federal Funds	89,639	90,540	90,540
Sport Donations	36,586	10,000	10,000
Educational Programs	46,042	20,000	30,000
Phoenix Fund	310,000	295,000	320,000
Development and Donations	392,628	325,000	360,000
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	-	-
Total Other Funds	70,137	31,750	31,750
Total Revenue	5,537,607	5,561,338	5,612,040
Rent	726,000	726,000	726,000
Utilities	78,000	85,000	85,000
Maintenance & Repair	195,000	160,000	167,500
Miscellaneous	-	-	-
Total Facilities	999,000	971,000	978,500
Salaries	3,273,308	3,137,464	3,137,464
Substitutes	27,000	40,000	30,000
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	200,427	200,108
Personal Leave	55,000	60,000	75,000
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	251,291
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	4,216,746	4,226,670
Academic Departments	65,000	85,000	85,000
Educational Programs	45,000	30,000	30,000
Testing	10,000	15,000	15,000
Miscellaneous	-	-	-
Total Instructional	120,000	130,000	130,000
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	-	-	-
Total Support	258,514	323,700	333,700
Total Expenses	5,936,657	5,641,446	5,668,870
Operating Reserve	(399,050)	(80,108)	(56,830)
Transfer from / to Foundation	400,000	85,000	60,000
Fiscal Year Reserve after Transfer	950	4,892	3,170

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	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	-	-	-
Total Revenue	2,790,925	790,000	790,000
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	60,000
Write off of Pledge Receivables	-	-	-
Miscellaneous	-	-	-
Total Expenses	774,196	408,196	383,196
Reserve	2,016,729	381,804	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	3,170
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	579,974
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
Reserve + depreciation + amortization + interest	636,828	2,607,455	909,000
Total principal and interest expense	472,046	457,046	417,302
Debt Service Coverage Ratio	1.35	5.71	2.18
Requirement (greater than)	1.05	1.05	1.05
Debt Service Coverage Ratio without 100K Designated Funds	1.14	5.49	1.94
1/100th of total principal and interest changes ratio by .01	4,720.46	4,570.46	4,173.02

Phoenix Fund Report: March 31, 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
2020-2021	\$325,000	\$328,092	\$313,419	45%	48%	100%	101 ¹	57	18	51
this time last yr*	\$325,000	\$301,781	\$285,147	45%	40%	100%	95	59	15	52
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.

¹ Includes matching gifts over \$1,000 and recurring gifts that total \$1,000 or higher. Also includes Pope Foundation Grant.
*In mid-March 2020, we stopped soliciting donations due to the pandemic.

**Principal's Report for Raleigh Charter High School
Board of Directors' Meeting on April 26, 2021**

Admissions and Lottery

- We held the 2021-22 admissions lottery on March 22 and accepted 161 ninth graders. Other grades were drawn for waiting lists.
- More information is available in the Board folder: Board Lottery Report.2021
- Again, many thanks to Shayne Klein, Margaret Barnett, and Sonia Cano for their extensive work in managing the admissions lottery for us.

Plans for Reopening the School Building

- We are deeply appreciative of the efforts by parents Ritesh and Zeel Patel. In addition to arranging an on-campus COVID-19 vaccination clinic for our staff through their pharmacy, they also offered to give shots at a drive-thru clinic for our students (ages 16 and up) and families. We held the first-shot drive-thru clinic on April 8 and will have the follow-up event on Thursday, April 29. Staff and parent volunteers helped organize and run the event with Ritesh and Zeel.
- Students began attending classes in-person on April 13. We have been very happy to have them back! Just over 40% of our students opted to remain fully remote, and the rest are attending class at least once per week.
- At this time, about half of the in-person students are attending more than once each week. We have prioritized getting seniors into the school building more often and have provided families with a form to complete if they would like their student(s) to attend on an additional day. (Adding days for students is a labor intensive task since each of their classes must be checked for capacity for each of the teams.)
- Because there was less than a month between the beginning of in-person classes and the start of AP exams and because so many students would continue to be remote on any given day, we wanted to minimize the disruption to class instruction. Therefore, we continue to use the same schedule that we have had all year. There is a link to the calendar on our website: [DLD Schedule with In-Person Attendance by Team](#) . On ODD days, periods 1, 3, and 5 meet. On EVEN days, periods 2, 4, and 6 meet. (Advisory meets every day.) Lapis, Lazuli, Phoenix, and Silver refer to which of the four teams is assigned to attend on a given day.

General

- Phoenix Parents met on Tuesday, March 23.
- Thank you to Phoenix Parents from the faculty for the shirts and sweatshirts!
- The Drama program presented the play "Clue: Stay-at-Home Edition" virtually on April 9 and 10.
- The fifth six-weeks grading period ended on April 9. Report cards were sent home on April 16.
- We held virtual Admitted Family Welcome events in the evening on April 19 and 20. We had a total of about 160 participants over the course of the two evenings. We presented registration information and had both a student and parent panel to present and answer questions.
- Sophomores will take the PreACT on Friday, April 30. We will use the same format that we have used for our other standardized tests this year.
- On Friday, April 30 in the afternoon, newly admitted students will come to campus for the first time. The students will be given a tour of the campus while their parents attend a reception in the triangle with current parents.

- AP Exams begin on Monday, May 3. These tests will take place at Royal Banquet and the Junior League this year. (A few students will take AP tests online in the coming weeks.)
- We will have a Senior Parent Thank You event at 5:30 on May 4 outside in the triangle to greet parents of seniors and thank them for their many contributions through these last four years.
- Senior events:
 - Caps and gowns will be distributed this week.
 - We will have a Senior Prom on Friday, May 14 here on campus. The event will take place outdoors, and students are helping to plan and organize the activities. Only RCHS seniors will attend this event.
 - Graduation will take place on Saturday, June 5 here on campus. We have divided students into four groups and will run four diploma-distribution ceremonies. Seating will be in socially-distanced pods. Each family may bring six people to watch from their pod. We will livestream the events and distribute a graduation video featuring speakers, music, and a picture of each graduate.

Athletics

- The boys' tennis, girls' soccer, and golf seasons are heading into the playoffs this week and next.
- Track and girls' tennis have begun their seasons as well.

Upcoming Events

- April 30 - PreACT for Tenth Graders
- April 30 - Tours for Admitted Students, 1:00-3:00
- May 3-17 - AP Exams
- May 4 - Senior Parent Thank You, 5:30-6:30
- May 12 - Band Informance, 6:00
- May 13 - Choral Informance, 6:00
- May 14 - Senior Prom, 7:30-10:00
- June 5 - Graduation

Lottery Report 4/21/21

The 2021-2022 Admissions lottery was held on Monday, March 22, 2021 at 2 pm. Approximately 8 people viewed the lottery on a zoom meeting. Families were notified of the results for their student via email and on their Smart Choice account before 5 pm that evening.

2021-2022 Applicant Pool Data

1194 students applied to Raleigh Charter High School.

- 953 applied for grade 9. (49 are siblings or children of faculty members.)
- 150 applied for grade 10. (2 are siblings.)
- 80 applied for grade 11. (2 are siblings.)
- 11 applied for grade 12. (0 are siblings.)

We accepted 161 students in grade 9 (161 because of twins selected). 49 of them are siblings or faculty children. A maximum of 40 students were placed on each waiting list.

12.2 % of non-sibling students in grade 9 were accepted. (last year this was 10%)

Total Applicants Historical data:

Year	Total Applicants	Siblings	# of 9th graders admitted on lottery day
2021	1149	53	161 (aiming for a class of 145)
2020	1349	62	160 (aiming for a class of 145)
2019	1423	84	150
2018	1150	67	150
2017	1252	79	151
2016	1167	64	150
2015	995	53	150
2014	1027	63	142
2013	924	65	138
2012	830	62	127
2011	1041	62	144
2010	917	49	132
2009	870	48	140
2008	649	50	120
2007	705		
2006	590		
2005	453		