

**Minutes of the Raleigh Charter High School, Inc.
Board of Directors Meeting
24 May 2021**

The Raleigh Charter High School, Inc. Board of Directors meeting began at 5:34 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, Graham Satsky, and Rebecca Mann White

Guests: David Ennis and Shayne Klein

Absent: Members: Jonathan Phillips 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 26 April 2021 Meeting of the Board. The Board reviewed the draft minutes of the 26 April 2021 meeting of the Board. On proper motion by K. Perkinson and second by G. Satsky, the Board unanimously approved the minutes of the 26 April 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:

- Reviewed the proposed revised Budget as presented.
- The budget reflects the revisions consistent with the two recommendations from the Committee that the Board will be asked to approve regarding Faculty and Staff Bonus Payments.
- The trend for all items track as projected and the Debt Service Ratio continues to look good.

Acting at the recommendation of the Finance Committee, the Board unanimously approved a 6% bonus based on current salary to each employee (excluding substitutes, coaches and employees that have received a State bonus equal to or great than the recommended amount during the current fiscal year) to be funded through RCHS funds.

Acting at the recommendation of the Finance Committee, the Board unanimously approved the revised 2020-2021 budget as presented.

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 continue to do well for forecasted and received Phoenix Funds.
- Thank you letters to be sent to first-time donors are ready to be signed and mailed.
- A "Thank you to the RCHS Community" video is in development.

- For the Foundation Fund has received \$50,000 to date, which is down a little from prior years.
- To help with the re-launch of the Foundation Fund and the new Campaign, the Committee is asking that both Boards have 100% participation by their members for a new contribution (by pledge or funds given) before June 30. Margaret Barnett will be sending pledge cards to Board members.

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:

- A Parent Diversity Network meeting was held on May 13 to discuss ideas to welcome and support new families for the next school year. There was great attendance and parents were engaged with excellent suggestions.
- The Committee met today in support of the Strategic Planning work of the Board. They are working through the proposed language for the Diversity, Equity, and Inclusion (DEI) goal is the current Strategic Planning Framework and will be able to provide a recommendation to the Strategic Planning Committee on time.

Phoenix Parents: L. Huddleston was recognized to provide an update on behalf of the Phoenix Parents organization. She reported the following item:

- An in-person Phoenix Parents Leadership meeting with current and new leaders was held today to help create a smooth transition for next year's events, activities, and programs.

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. 1 item, listed below, was raised by members. No Public Comments were raised.

1. Chair said that the next Board Meeting will include an agenda item to set the Board meeting schedule for the 2021 – 2022 school year. Members were asked to review their own calendars before the meeting.

Board Meeting Schedule: Chair reminded everyone that the next meeting of the Raleigh Charter Board will be a joint meeting with the Foundation Board to be held on 28 June 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 P. Smith and second by K. Perkinson, the Board unanimously voted to leave Closed Session.

On proper motion by the Chair and second by K. Perkinson, the Board unanimously voted to approve the hiring of Myles Robinson as a College Counselor.

On proper motion by the Chair and second by D. Davis, the Board unanimously voted to approve the hiring of Akilah Govan as a School Counselor.

On proper motion by the Chair and second by P. Murray, the Board unanimously voted to approve the hiring of Mitchell Drydahl as a Mathematics teacher.

On proper motion by K. Perkinson and second by P. Smith, the Board unanimously voted to adjourn at 6:21 p.m.

Respectfully submitted by: Patrick Murray, Board Secretary

**Raleigh Charter High School
Board of Directors' Meeting
May 24, 2021, 5:30 pm
Agenda**

1. Call to Order and Welcome
2. Approval of April 26, 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. Principal's Report Lisa Huddleston
8. Additional Business? Public Comment?
9. Closed Session
- 10.2020-2021 Meetings
 1. 6/28/21
- 11.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	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	11,000
Educational Programs	46,042	20,000	33,000
Phoenix Fund	310,000	295,000	335,000
Development and Donations	392,628	325,000	379,000
7th Period Class	13,200	13,200	13,200
Gate Receipts	11,782	1,000	750
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	31,500
Total Revenue	5,537,607	5,561,338	5,630,790
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
Employee Bonuses	380,000	200,427	388,356
Personal Leave	55,000	60,000	75,000

<i>RCHS Budget - 2020-21</i>	<i>Final 2019-20</i>	<i>Approved 2020-21</i>	<i>Proposed 2020-21</i>
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	4,414,918
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	5,857,118
Operating Reserve	(399,050)	(80,108)	(226,328)
Transfer from / to Foundation	400,000	85,000	230,000
Fiscal Year Reserve after Transfer	950	4,892	3,672

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	230,000
Write off of Pledge Receivables	-	-	-
Miscellaneous	-	-	-
Total Expenses	774,196	408,196	553,196
Reserve	2,016,729	381,804	236,804

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	3,672
Foundation reserve	59,304	2,016,729	236,804
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	410,476
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	739,502
Total principal and interest expense	472,046	457,046	417,302
Debt Service Coverage Ratio	1.35	5.71	1.77
Requirement (greater than)	1.05	1.05	1.05
Debt Service Coverage Ratio without 100K Designated Funds	1.14	5.49	1.53
1/100th of total principal and interest changes ratio by .01	4,720.46	4,570.46	4,173.02

Phoenix Fund Report: April 30, 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	\$332,117	\$323,309	45%	49%	100%	105 ¹	57	18	51
this time last yr*	\$325,000	\$310,344	\$297,669	46%	41%	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 May 24, 2021

Operations for Reopening this Year and Next

- We completed our first drive-thru shot clinic on April 8 and April 29 targeted at our 16-18-year-old students. Now that the FDA and CDC have approved the Pfizer vaccine for 12-15-year-old students, we have begun a second immunization clinic to vaccinate these younger students, too. The first shots were administered last Monday on May 17, and the second round will be completed on June 7. We invited our newly admitted ninth graders to participate in this final round of shots. Overall, we have around 600 people who have been vaccinated through our COVID-19 immunization clinics. Thank you again to Ritesh and Zeel Patel for making these events possible.
- Collecting materials at the end of the year will be a challenge since some students are attending school in person and some remain fully remote. Our plans are to collect from students who are attending classes on their last day in the building. We will run drive-thru drop-off days for our remaining families on June 7 and 8. We hope to combine these with our vaccine clinic to allow families involved to make a single trip.
- Our tentative plan for the 2021-22 school year is to conduct school in person only. We hope to only use virtual learning for weather-related or other sudden emergencies. These plans are, of course, subject to changes in circumstances related to the COVID-19 pandemic and to regulations and guidelines issued by the NCDHHS, NCDPI, and SBE.

General

- The U.S. News & World Report's 2021 Best High Schools rankings were released at the end of April, and we were recognized several times:
 - 100th in the nation overall
 - 48th in the nation on their Science, Technology, Engineering, and Math (STEM) list
 - 24th in the nation among charter schools
 - 2nd in North Carolina
 - 1st in the Raleigh metropolitan area
 - The article is available here:
<https://www.usnews.com/education/best-high-schools/north-carolina/districts/raleigh-charter-high-school/raleigh-charter-high-school-14253>
- We administered the PreACT to our sophomore class on Friday, April 30.
- Also, on Friday, April 30 in the afternoon, about 100 newly admitted students came to campus for the first time and received a tour of the school building. Their parents attended a reception in the triangle with current parents to meet other new parents and get their questions

answered. We also gave tours today (5/24) and will give tours tomorrow (5/25) afternoon to students admitted off the waiting list and those that missed the early tour date.

- The faculty alumni committee organized College Chats for seniors. Seniors had the opportunity to visit virtually with alumni who are currently attending their intended college.
- In-person AP exams were administered from May 3 through May 21 at the Royal Banquet Center, the Junior League, and here at RCHS. Approximately 718 exams were administered during this period. We appreciate the many staff, volunteers, and substitutes who helped with these exams. In particular, a big thank you goes to Lisa Kristianson and Gene Meade for their hard work in organizing, managing, administering, and shipping to get this task completed. Online AP tests will continue for several more weeks. We have about 50 students participating in the online round.
- At 5:30 on Tuesday, May 4, we honored our senior parents at our Senior Parent Thank You Night. These parents braved a wet and stormy evening to come to campus for this final parent event in our four-year sequence.
- We held the Senior Prom on Friday, May 14 from 7:30 until 10:00. The event was outdoors in our front parking lot with lights, decorations, and flowers. Thank you to the committee of students and teachers who helped plan and organize and to the many chaperones who assisted. Mark Slattery worked tirelessly to make this unusual Prom a big success.
- Thank you to the Board for providing breakfast on May 17 and then lunch today to our faculty. Both events were a welcome treat!
- On May 12 and 13 the choral and band classes held Virtual Informances in lieu of performances. Teachers, students, and parents were invited to watch on zoom. Other classes are doing final projects that have components that they are sharing with the larger community.
- During the last ten days of the school year, students enrolled in Math 1, Math 3, English 2, and Biology (including AP Biology for sophomores) will take their End-of-Course tests (EOCs). Biology will be on paper at Royal Banquet while other tests will be online here at school. Students are not allowed to take these exams from home. Make-up EOCs will be administered on June 7 and 8.
- Regular classes will run through Friday, June 4.
- 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. We will livestream the events and distribute a graduation video featuring speakers, music, and a picture of each graduate.
- The faculty will hold our annual retreat at Falls Lake on Wednesday, June 9 to wrap up this year and begin planning for the 2021-22 school year.
- On Thursday, June 10, we will hold our New Parent Welcome Night here on campus.

Athletics

- Our women's soccer team made it to the state playoffs before losing in the second round.
- Men's golf ... and women's golf ...
- The men's tennis team concluded their season by winning the state championship!
Congratulations to the players and coaches for a job well done.
- The women's tennis and the track & field seasons are continuing and will wrap up in the next few weeks.

Upcoming Events

- Monday, May 31 - School Holiday (Memorial Day)
- Thursday, June 3 - Faculty Meeting for Student Awards
- Saturday, June 5 - Graduation for the Class of 2021
- Monday, June 7 - Vaccination Clinic, 9:00-12:00
- Monday, June 7 & Tuesday, June 8 - Collection and Distribution Days
- Wednesday, June 9 - Faculty Retreat
- Thursday, June 10 - New Parent Welcome Night

