

**Minutes of the Raleigh Charter High School, Inc.
Board of Directors Meeting
25 April 2022**

The Raleigh Charter High School, Inc. Board of Directors meeting began at 5:31 p.m. and was conducted contemporaneously with a meeting of the Board of Directors of the Raleigh Charter High School Foundation, Inc. (the "Foundation Board"). 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, Jonathan Green, Norma Pedersen, Peter Smith, Graham Satisfsky, Sandra Headen, Jamie Rudd, Rebecca Mann-White, and D.J. Hill

Guests: David Ennis and Shayne Klein

Absent: Jessica McDonald

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 the Raleigh Charter High School Board Members as they joined the in-progress Foundation Board meeting.

Development Committee: R. Mann-White was recognized to provide an update from the Development Committee. She reported on the following items:

- We are a little behind compared to last year, but right where we were for the 2019-20 school year at 96% to goal for the Phoenix Fund. Current & New Family participation continues to be behind where we would like it to be.
- Some Foundation Fund donations have come in since the release of the digital newsletter; the printed copies have been delayed at the publisher and we expect more donations once that is received by mail. The Foundation Fund goal was set at \$130,000 and we are at \$121,000 to date.

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

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.

Member J. Green mentioned that at the hospital he works at they continue to do COVID-19 testing on all patients and are seeing that 50% of the positive cases are asymptomatic, which, coupled with low hospitalization rates allows for some optimism.

A copy Principal's Report handout as distributed at the meeting is attached to these Minutes.

Adjournment of the Meeting of the Foundation Board: The meeting of the Foundation Board was adjourned at 5:46 p.m.

Minutes of the 28 March 2022 Meeting of the Board. The Board reviewed the draft minutes of the 28 March 2022 meeting of the Board. On proper motion by P. McSorley and second by P. Smith, the Board unanimously approved the minutes of the 28 March 2022 meeting of the Board as written.

Chair added the following topic to the Agenda due to accidental omission in the published Agenda.

Raleigh Charter High School Face Covering Policy:

L. Huddleston reported in her Principal's Report that the school does not feel any changes are required to the current Raleigh Charter High School Face Covering Policy. Chair asked members if there were any questions or concerns. With no issues raised, there will be no changes made to the current in force Raleigh Charter High School Face Covering Policy that was approved at the 28 March 2022 meeting of the Board.

Finance Committee: J. Green was recognized to provide a report from the Finance Committee. He reported the following:

- Not many changes this month; small decrease in the expected revenue from Wake County and slight increase in funds expected from the Phoenix Fund.
- Debt service ratio remains in good shape.
- The committee is expecting a longer discussion at the 23 May 2022 meeting of the Board.

A copy of the 2021/2022 budget report as shown at the meeting is attached to these minutes.

Diversity Committee: P. Smith was recognized to provide an update on behalf of the Diversity Committee. He reported the following items:

- The Committee met immediately prior to today's meeting of the Board.
- The Committee recognizes the tremendous amount of work that is happening on campus with students, staff, and affinity groups.
- Representatives attended the Open House this past month to welcome new parents and answer their questions.

Phoenix Parents: L. Huddleston represented J. MacDonald and presented the Phoenix Parents update during the Principal's Report.

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 members. No Public Comments were raised.

Board Meeting Schedule: Chair reminded everyone that the next meeting of the Raleigh Charter Board will be held on 23 May 2022, 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). After discussion about June meeting dates, Chair chose 20 June 2022 to hold our meeting of the Board and asked that the School Main Calendar reflect that decision.

Closed Session: On proper motion by S. Headen and second by G. Satisfsky, the Board unanimously voted to enter Closed Session to consider personnel matters and to allow S. Klein to remain as a visitor.

On proper motion by P. Murray and second by P. Smith, the Board unanimously voted to leave Closed Session.

On proper motion by G. Satisfsky and second by R. Mann-White, the Board unanimously voted to approve the hiring of Sonja Escamilla an Administration Support Specialist.

On proper motion by S. Headen and second by P. Smith the Board unanimously voted to adjourn at 6:01 p.m.

Respectfully submitted by: Patrick Murray, Board Secretary

Raleigh Charter High School
Board of Directors' Meeting
April 25, 2022, 5:30 pm
Agenda

** Joint Session **

1. Call to Order and Welcome
2. Development Report Rebecca Mann-White
3. Principal's Report Lisa Huddleston

** Joint Session Ends **

4. Approval of Minutes of March 28, 2022, Board Meeting
5. Finance Committee Report Jonathan Green
6. Diversity Committee Report Peter Smith
7. Phoenix Parents Report Jessica McDonald
8. Open Portion / Guest Participation
9. Upcoming Meetings
 1. 5/23/2022
 2. June?
10. Closed Session – Personnel Matters
11. Adjourn

Phoenix Fund Report: March 31, 2022

	Goal Phoenix Fund	Forecasted Phoenix Fund	Received Phoenix Fund	Current Parent Participation	New Family Participation	Board Participation ¹ (gifts to RCHS or Fnd)	Large Gifts \$1000+	Recurring Gifts	Alumni	Alumni Parents
Mar. 31, 2022	\$325,000	\$310,866	\$291,400	42%	38%	100%	93 ²	54	18	36
this time last yr	\$325,000	\$328,092	\$313,419	45%	48%	100%	101 ²	57	18	52
2020-2021 YE	\$325,000	\$345,128	\$344,766	47%	50%	100%	108	57	24	54
2019-20* YE	\$325,000	\$327,422	\$320,220	49%	43%	100%	98	59	16	54
2018-19 YE	\$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

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

¹ RCHS Board only, Fnd Board not counted.

² Includes matching gifts over \$1,000 and recurring gifts that are forecasted to total \$1,000 or higher. Also includes grants.

Principal's Report for Raleigh Charter High School

Board of Directors' Meeting on April 25, 2022

Managing COVID-19

- Our current vaccination rate of a primary COVID-19 shot series for students is 93%, and we have 38 students who have not yet submitted evidence of basic COVID-19 vaccination. Vaccination remains the primary component of our mitigation strategy.
- At this time, we do not recommend any updates to our Face Covering Policy. We are continuing to monitor the trends of the pandemic at the school, county, state, and national levels and will shift back to more restrictive measures if the need arises. Our overall goals remain both safety and keeping all students learning in the school building.
- Using our COVID-19 testing program through our vendor, we are still testing students on a weekly basis who are unvaccinated or involved in high-risk activities.
- We are aware of five students and no staff who had COVID-19 in March, and there have been thirteen students and five staff who have tested positive for COVID-19 so far in April.
- We supply N95 and KN95 masks to students and faculty upon request. Roughly half of the school community has remained masked inside the building in the last month, and the number of folks who are comfortable without masks has increased in the last few weeks.

General

- Current ninth-, tenth-, and eleventh graders returned their 2022-23 registration forms to their Advisors before Spring Break, and we are in the process of setting up a master schedule for next year and scheduling students into classes.
- The fifth six-weeks grading period ended on April 1. Report cards were sent home on April 8.
- On April 5, we held an Admitted Student Open House. Approximately 100 students and their families attended. Thank you to the many RCHS students and staff who assisted in welcoming these new students to campus, particularly Shayne Klein for setting up and running this event.
- Many end-of-the-year competitions and activities continue for our academic teams. Two more were held over the weekend.
 - Science Olympiad participated in the state meet at NC State. Thank you to Norma Pedersen for her work coaching this team.
 - The Constitutional Issues class competed virtually in the We the People national finals. Shayne Klein is the teacher for this class.
- Phoenix Parents activities include
 - Meeting tomorrow morning at 8:30 in the triangle
 - Teacher appreciation coming up next week
 - Buildings & Grounds work day from 9:00 am to noon on Saturday, May 7
- We will have our annual Senior Parent Thank You event at 5:30 on April 28 outside in the triangle to greet parents of seniors and thank them for their many contributions through these last four years. (This event has been shifted from April 26 due to bad weather.)
- Our spring Community Work Day will be on Friday, April 29. Students will collect items for a local organization, watch a panel discussion including staff members from these organizations, participate in a service project, and spend some time at the end reflecting on the experience.
- Art Farm and Cake Bake will take place on Friday, April 29 after school following a two-year break.
- AP Exams begin on Monday, May 2 and run for two weeks. These tests will take place at Royal Banquet and the Junior League again this year with a few students being tested on campus.
- Our Honors Civics Literacy classes will participate in the annual school-level We the People competition on Thursday, May 5.
- We will have a second Admitted Student Open House for the first group of students admitted off the waitlist after school on Monday, May 9.

- Between May 16 and May 19, strings, choral, and band concerts will occur.
- Phoenix Fest will take place on Friday, May 20 this year. Juniors and seniors will make presentations to their peers and younger students about activities and events that they are involved in. The day is divided into five blocks including Academics, Culture, Community, Experience, and FEST (Fun & Entertaining Skillz and Talentz). Sera Arcaro chairs a faculty committee that organizes and manages this event.
- Exams will begin on Thursday, May 26 and will include End-of-Course testing in Biology, English 2, Math 1, and Math 3.
- Planning for senior events:
 - Caps and gowns will be distributed this week.
 - The Junior/Senior Prom will take place on Friday, May 13 here on campus. The event will take place outdoors, and students are helping to plan and organize the activities. Only RCHS juniors and seniors will attend the event. (May 20 is the rain date.)
 - Graduation is planned for Saturday, June 4 at 4:00 at the Meymandi Concert Hall. We will provide each family with a limited number of tickets and will livestream the event.

Athletics

- Spring sports include boys' golf, girls' soccer, boys' tennis, and track & field for both boys and girls.
- Teams are continuing to compete and are entering the end-of-the-season playoffs and conference meets.

Upcoming Events

- Phoenix Parents Meeting, Tuesday, April 26, 8:30 am
- Senior Parent Thank You, Thursday, April 28, 5:30 pm
- Community Work Day, Friday, April 29
- Art Farm and Cake Bake, Friday, April 29
- We the People In-School Competition, Thursday, May 5
- B&G Work Day, Saturday, May 7, 9:00 am to 12 pm
- Junior/Senior Prom, Friday, May 13 (rain date on May 20)
- Strings Concert, Monday, May 16, 7:30 pm
- Choral Concert, Tuesday, May 17, 7:30 pm
- Band Concert, Thursday, May 19, 7:30 pm
- Phoenix Fest, Friday, May 20
- Last Day of Classes, Wednesday, May 25
- Exams, Thursday, May 26 - Tuesday, June 7
- Memorial Day Holiday, May 30
- Graduation, Saturday, June 4, 4:00 pm
- New Parent Welcome Night, Tuesday, June 7, 6:00 pm
- Faculty Retreat, Thursday, June 9

RCHS Budget - 2021-22	Final 2020-21	Approved 2021-22	Proposed 2021-22
ADM	565	556	556
Funding per ADM - State Funding	5,810	6,330	6,336
Funding per ADM - County Funding	3,059	3,138	3,093.38
ADM - EC	28	22	22
Funding per EC ADM - State Funding	4,387	5,673	5,673
State Funds	3,245,231	3,389,607	3,389,607
State EC Funds	122,847	124,816	124,816
State COVID Relief Funds	24,046	4,337	4,337
NCVPS Reduction	(6,250)	(6,095)	(6,095)
State Funds - School Connectivity	-	867	867
State Funds - Gaming	3,684	-	3,734
State Funds - F&F	-	6,759	6,759
State Bonuses	16,080	123,744	123,744
Total State Funds	3,405,638	3,644,035	3,647,769
Wake County	1,651,930	1,700,000	1,675,000
Johnston County	12,720	9,950	9,950
Durham County	23,370	28,520	28,520
Chatham County	21,897	21,203	21,203
Chapel Hill/Carrboro	5,736	4,329	4,329
Washington County	1,070	-	-
Mecklenburg	3,433	-	-
Granville County	1,929	2,572	2,572
Total County Funds	1,722,085	1,766,574	1,741,574
Federal Funds - PRC 060	90,540	86,855	86,855
Federal Funds - PRC 203 Bonus	-	37,695	37,695
Federal Funds - COVID Relief Funds	-	107,173	107,173
Total Federal Funds	90,540	231,723	231,723
Sport Donations	11,886	35,000	35,000
Educational Programs	36,000	15,000	15,000
Phoenix Fund	340,000	295,000	320,000
Development and Donations	387,886	345,000	370,000
7th Period Class	13,750	13,750	13,750
Gate Receipts	600	8,000	11,000
Interest Income	550	550	550
Testing	14,609	17,000	17,000
Parking	-	23,400	23,400
Miscellaneous	-	-	-
Total Other Funds	29,509	62,700	65,700
Total Revenue	5,635,658	6,050,032	6,056,766
Rent	726,000	726,000	726,000
Utilities	70,000	95,000	95,000
Maintenance & Repair	167,500	175,000	175,000
Miscellaneous	-	-	-
Total Facilities	963,500	996,000	996,000
Salaries	3,137,464	3,605,327	3,605,327
Substitutes	31,000	45,000	45,000
State and Fed Bonuses	31,088	161,439	161,439

<i>RCHS Budget - 2021-22</i>	<i>Final 2020-21</i>	<i>Approved 2021-22</i>	<i>Proposed 2021-22</i>
Employee Bonuses	388,356	193,200	193,200
Personal Leave	65,000	70,000	70,000
Health Insurance	265,428	323,026	323,026
Retirement (6.0% of salaries)	196,092	234,346	234,346
Payroll Taxes (7.70%)	250,593	286,465	286,465
Flexible Spending Account	7,200	7,700	7,700
Disability Insurance	12,500	13,000	13,000
Workers Comp Insurance	20,500	16,000	16,000
Miscellaneous	-	-	-
Total Personnel	4,405,221	4,955,503	4,955,503
Academic Departments	40,000	90,000	90,000
Educational Programs	30,000	50,000	50,000
Testing	15,000	15,000	15,000
Miscellaneous	-	-	-
Total Instructional	85,000	155,000	155,000
Office and Administration	100,000	100,000	100,000
Technology	67,000	85,000	75,000
Sports (incl. coaching salaries)	35,000	75,000	75,000
Legal & Consulting	15,000	25,000	20,000
Development	7,000	8,000	8,000
Admissions	500	4,000	4,000
College Counseling	1,000	1,500	1,500
Graduation	4,500	7,200	7,200
Student Services	20,000	25,000	15,000
Board of Directors	500	500	500
Miscellaneous	-	-	-
Total Support	250,500	331,200	306,200
Total Expenses	5,704,222	6,437,703	6,412,703
Operating Reserve	(68,563)	(387,672)	(355,938)
Transfer from / to Foundation	75,000	390,000	360,000
Fiscal Year Reserve after Transfer	6,437	2,328	4,062

Foundation Budget - 2021-22	Proposed 2020-21	Approved 2021-22	Proposed 2021-22
Donations - Annual	1,000	1,000	1,000
Donations - Foundation Fund (Received)	60,000	125,000	125,000
Interest Income	3,000	500	500
Rental Income - RCHS	726,000	726,000	726,000
Miscellaneous Income	-	-	-
Total Revenue	790,000	852,500	852,500
Audit	6,500	6,500	6,500
Interest Expense	80,000	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	75,000	390,000	360,000
Miscellaneous Revenue	-	-	-
Total Expenses	398,196	713,196	683,196
Reserve	391,804	139,304	169,304

Debt Service Coverage Ratio	2019-20	2020-21	2021-22
Clubs & Activities reserve	(5,250)	(5,000)	(5,000)
Raleigh Charter HS reserve	950	6,437	4,062
Foundation reserve	2,016,729	391,804	169,304
Plus: Board designated funds	100,000	100,000	100,000
Plus: capitalized items	115,000	75,000	15,000
Total reserve	2,227,429	568,241	283,366
Plus: depreciation	241,331	241,331	241,331
Plus: amortization	7,695	7,695	7,695
Plus: interest expense	131,000	80,000	80,000
Reserve + depreciation + amortization + interest	2,607,455	897,267	612,392
Total principal and interest expense	457,046	417,302	417,302
Debt Service Coverage Ratio	5.71	2.15	1.47
Requirement (greater than)	1.05	1.05	1.05
Debt Service Coverage Ratio without 100K Designated Funds	5.49	1.91	1.23
1/100th of total principal and interest changes ratio by .01	4,570.46	4,173.02	4,173.02