

**Minutes of the Raleigh Charter High School, Inc.
Board of Directors Meeting
26 September 2022**

The Board of Directors meeting began at 5:33 pm. Those in attendance and constituting a quorum were:

Present: Members: Lisa Huddleston, Paul McSorley (chair), Rebecca Mann-White, Jonathan Green, Peter Smith, Amy Koch, Jessica McDonald, Alice Tate, Dwight Thompson, Sandra Headen

Guests: Caio Setubal, David Ennis, Margaret Barnett, Tamara Adams, Connie Bryant

Absent: Patrick Murray, Jamie Rudd, DJ Hill

Except where noted below, the meeting followed the agenda, a copy of which is attached to these minutes.

Minutes of the 2022 Meeting of the Board. The Board reviewed the draft minutes of the 27 August 2022 meeting of the Board. On proper motion by A. Tate and second by J McDonald, the Board unanimously approved the minutes of the 27 August 2022 meeting of the Board as written.

Finance Committee: J Green was recognized to provide a report from the Finance Committee:

- The school was under-budget regarding salaries
- Currently targeting 4.8% state fund increase over last year; additional county and state fund increases expected
- Substitute teaching expenses were increased above expectation
- Personal leave expenses were higher than forecasted
- Health expenses were higher
- The Foundation will transfer \$20K more than forecast
- The Finance Committee brought forward two recommendations (specifics attached), both of which were approved
- We remain in good debt service coverage ratio

Alice Tate asked for further review / explanation of the Finance documents. J Green reviewed the documents in greater detail for all. A copy of the Raleigh Charter High School budget as reviewed at the meeting is attached to these minutes.

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

- So far this year, Phoenix Fund has raised \$71K
- Numerous events are planned through the end of 2022. The current thinking is that Phoenix Fund will focus on current families while the Foundation Fund will focus on alumni.

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

- The Diversity Committee recently met for the second time this school year.
- Another event was planned for early October for new and existing parents and students.
- A LatinX college admissions event is being planned.

Phoenix Parents Committee: A Tate was recognized to provide an update from the Phoenix Parents. She reported the following items:

- A meeting was held recently and minutes are available
- Leadership positions for the Committee have been filled
- The Committee continues to recruit committee members.

Faculty and Student Handbook Review and Approval: L Huddleston was recognized to introduce the Faculty and Student Handbooks which required Board approval.

- On proper motion by J Green and second by S Headen, the Board unanimously voted to approve the Faculty Handbook.
- On proper motion by J Green and second by J McDonald, the Board unanimously voted to approve the Student Handbook.

Principal's Report: L Huddleston was recognized to provide the Principal's Report. She distributed and led the Board the in a discussion in a discussion of the Principal's Report handout.

D Thompson asked if the school had an inclement weather policy. L Huddleston said there is no formal policy but the school administration does strive to make a decision by 10 pm the night before the next school day. Flexibility is required!

A copy of the Principal's Report handout as distributed at the meeting is 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 comments were raised.

Board Meeting Schedule: Chair was recognized to discuss the upcoming Board Meeting schedule:

- Future meetings of the Board will be done in a Hybrid format
- Upcoming meetings: 24 October, 28 November, and 12 December 2022

Closed Session: On proper motion by P McSorley and second by J Green, the Board unanimously voted to enter Closed Session to consider legal matters, and to allow C Setubal to remain for technical support and for D Ennis and M Barnett to remain as visitors.

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

On proper motion by J Green and second by P Smith the Board unanimously voted to adjourn at 6:19 pm.

Respectfully submitted by: Paul McSorley, Board Chair

Raleigh Charter High School
Board of Directors' Meeting
October 24, 2022 5:30 pm
Agenda

1. Call to Order and Welcome
2. Approval of Minutes of September 26, 2022 Board Meeting
3. Finance Committee Report Jonathan Green
4. Development Report Rebecca Mann-White
5. Diversity Committee Report Peter Smith
6. Phoenix Parents Report Alice Tate
7. Principal's Report Lisa Huddleston
8. Additional Issues / Community Feedback
9. Upcoming Meetings
 1. 11/28/2022
 2. 12/12/2022
 3. 01/23/2023
10. Closed Session
11. Adjourn

<i>RCHS Budget - 2022-23</i>	<i>Approved 2021-22</i>	<i>Approved 2022-23</i>	<i>Proposed 2022-23</i>
ADM	556	560	561
Funding per ADM - State Funding	6,336	6,141	6,436
Funding per ADM - County Funding	3,097.19	3,095.55	3,095.55
ADM - EC	22	22	20
Funding per EC ADM - State Funding	5,673	5,673	5,803
State Funds	3,389,607	3,440,451	3,613,318
State EC Funds	124,816	124,816	116,065
State COVID Relief Funds	4,337	4,337	4,337
NCVPS Reduction	(6,095)	(6,095)	(7,238)
State Funds - School Connectivity	867	-	-
State Funds - Gaming	3,734	-	-
State Funds - F&F	6,759	-	-
State Bonuses	123,744	-	-
Total State Funds	3,647,769	3,563,510	3,726,482
Wake County	1,675,000	1,675,000	1,675,000
Johnston County	9,950	9,950	9,950
Durham County	30,760	28,520	28,520
Chatham County	20,203	21,203	21,203
Chapel Hill/Carrboro	4,329	4,329	4,329
Franklin County	938	938	938
Washington County	117	117	117
Mecklenburg	163	163	163
Granville County	2,258	2,572	2,572
Total County Funds	1,743,718	1,742,792	1,742,792
Federal Funds - PRC 060	86,855	86,855	86,855
Federal Funds - PRC 203 Bonus	37,695	-	-
Federal Funds - COVID Relief Funds	-	107,173	107,173
Total Federal Funds	124,550	194,028	194,028
Sport Donations	25,500	35,000	35,000
Educational Programs	13,500	40,000	40,000
Phoenix Fund	325,000	295,000	295,000
Development and Donations	364,000	370,000	370,000
7th Period Class	13,750	13,750	13,200
Gate Receipts	10,271	9,000	9,000
Interest Income	550	550	550
Testing	13,149	13,500	13,500
Parking	21,200	23,400	23,400
Miscellaneous	2,935	-	-
Total Other Funds	61,855	60,200	59,650
Total Revenue	5,941,892	5,930,530	6,092,952
Rent	726,000	726,000	798,600
Utilities	90,000	110,000	120,000
Maintenance & Repair	170,000	125,000	130,000
Miscellaneous	-	-	-
Total Facilities	986,000	961,000	1,048,600
Salaries	3,575,327	3,790,319	3,775,961
Substitutes	60,000	45,000	60,000

<i>RCHS Budget - 2022-23</i>	<i>Approved 2021-22</i>	<i>Approved 2022-23</i>	<i>Proposed 2022-23</i>
State and Fed Bonuses	161,439	-	-
Employee Bonuses	281,200	-	-
Personal Leave	60,000	65,000	60,000
Health Insurance	323,026	323,026	359,381
Retirement (6.0% of salaries)	232,396	246,371	245,437
Payroll Taxes (7.70%)	284,540	300,325	299,989
Flexible Spending Account	7,700	7,700	7,700
Disability Insurance	13,000	13,000	13,500
Workers Comp Insurance	16,000	17,500	17,500
Miscellaneous	-	-	-
Total Personnel	5,014,628	4,808,240	4,839,468
Academic Departments	55,000	90,000	110,000
Educational Programs	41,000	50,000	60,000
Testing	12,500	15,000	15,000
Miscellaneous	-	-	-
Total Instructional	108,500	155,000	185,000
Office and Administration	90,000	100,000	110,000
Technology	38,000	85,000	85,000
Sports (incl. coaching salaries)	70,000	90,000	100,000
Legal & Consulting	20,000	25,000	35,000
Development	10,000	10,000	10,000
Admissions	530	530	1,500
College Counseling	914	2,500	2,500
Graduation	8,000	7,200	10,000
Student Services	13,000	25,000	25,000
Board of Directors	500	500	500
Miscellaneous	-	-	-
Total Support	250,944	345,730	379,500
Total Expenses	6,360,072	6,269,970	6,452,568
Operating Reserve	(418,181)	(339,441)	(359,617)
Transfer from / to Foundation	419,000	340,000	360,000
Fiscal Year Reserve after Transfer	819	559	383

Foundation Budget - 2021-22	Approved 2021-22	Approved 2022-23	Proposed 2022-23
Donations - Annual	3,000	10,000	10,000
Donations - Foundation Fund (Received)	131,000	125,000	125,000
Interest Income	500	500	500
Rental Income - RCHS	726,000	726,000	798,600
Miscellaneous Income	-	-	12,000
Total Revenue	860,500	861,500	934,100
Audit	6,500	7,000	7,000
Interest Expense	80,000	150,000	162,000
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	419,000	340,000	360,000
Miscellaneous Revenue	-	-	-
Total Expenses	742,196	733,696	765,696
Reserve	118,304	127,804	168,404

Debt Service Coverage Ratio	2020-21	2021-22	2022-23
Clubs & Activities reserve	(5,000)	(1,000)	(5,000)
Raleigh Charter HS reserve	6,437	819	383
Foundation reserve	391,804	118,304	168,404
Plus: Board designated funds	100,000	100,000	100,000
Plus: capitalized items	75,000	15,000	5,000
Total reserve	568,241	233,123	268,787
Plus: depreciation	241,331	241,331	241,331
Plus: amortization	7,695	7,695	7,695
Plus: interest expense	80,000	80,000	162,000
Reserve + depreciation + amortization + interest	897,267	562,149	679,813
Total principal and interest expense	417,302	417,302	499,302
Debt Service Coverage Ratio	2.15	1.35	1.36
Requirement (greater than)	1.05	1.05	1.05
Debt Service Coverage Ratio without 100K Designated Funds	1.91	1.11	1.16
1/100th of total principal and interest changes ratio by .01	4,173.02	4,173.02	4,993.02

Principal's Report for Raleigh Charter High School

Board of Directors' Meeting on September 26, 2022

General

- September 8 was Back-to-School Night. Parents came to campus and rotated through all the classes on their student's schedule, meeting teachers and one another. In addition, we launched the annual Phoenix Fund campaign and reminded everyone about the Foundation Campaign through a video that Margaret Barnett and Mimi Tomei put together for us. The video is now available on our website.
- We held Flex Days for the fall on September 16 and 23. Thank you to the many folks who contributed to the success of these days including the faculty, our parent drivers and helpers, the Phoenix Parents committee that put together lunch for everyone, and Hannah Fatool, who orchestrated it all. A slide show describing Flex Days in general and the programs by grade level is available in the Board folder: [Flex Days Fall 2022](#)
- Thursday, September 22 was the final day of the first grading period. Report cards will go home with students through their Advisories on Friday, September 30.
- We ran a drive-thru vaccine clinic during our Teacher Work Day today for both the new COVID-19 booster and the flu shot and administered approximately 250 vaccinations. The structure was the same as for our previous shot clinics. We appreciate Ritesh Patel and his staff at In-Clinic RX for providing this opportunity to everyone in our school community.
- We will have an early dismissal on October 5 to allow the faculty to participate in some required professional development around child abuse and human trafficking.
- On October 11, we will have our annual launch for the See Something, Say Something app during an Extended Advisory. In addition, we will distribute some required literature on child abuse.
- Wednesday, October 12 will be annual testing for the PSAT/NMSQT.
 - Sophomores and juniors will take the PSAT at RCHS in classrooms.
 - Seniors will focus on college counseling that day through alumni panels and an essay-writing workshop.
 - Ninth graders will participate in a program called Brain 101 designed to support their health and study habits by giving them more information about how our brains work.
- Our annual Fall Break will take place on October 13 and 14.

Handbooks for 2022-23

- The Student Handbook is in the Board folder with no changes since last month.
- The Faculty Handbook is also in the Board folder with no changes since last month.

Student Enrollment Diversity

	White		Asian		Hispanic		Black		Multi		Other		Total
	#	%	#	%	#	%	#	%	#	%	#	%	
2010	408	74	79	14	8	1	33	6	19	4	6	1	553
2011	392	70	90	16	19	3	31	6	21	4	4	1	557
2012	375	69	101	19	15	3	28	5	20	4	1	0	540
2013	363	67	116	21	18	3	27	5	22	4	1	0	547

2014	370	66	120	21	22	4	27	5	20	4	0	0	559
2015	356	63	127	23	22	4	30	5	26	5	0	0	561
2016	353	63	129	23	26	5	26	5	28	5	0	0	562
2017	359	63	130	23	22	4	26	5	27	5	1	0	565
2018	345	61	142	25	25	4.5	25	4.5	26	5	1	0	564
2019	339	60	141	25	28	5	25	4.5	26	5	2	0	562
2020	320	56	155	27	33	6	31	5	26	5	4	1	569
2021	278	49.6	165	29.5	44	7.9	40	7.1	30	5.4	3	0.5	560
2022	264	46.9	170	30.2	51	9.1	42	7.5	31	5.5	3	0.5	563

Wake County Census Bureau Estimates for July 1, 2021

Race and Hispanic Origin		
White alone, percent		△ 67.1%
Black or African American alone, percent (a)		△ 21.0%
American Indian and Alaska Native alone, percent (a)		△ 0.8%
Asian alone, percent (a)		△ 8.3%
Native Hawaiian and Other Pacific Islander alone, percent (a)		△ 0.1%
Two or More Races, percent		△ 2.8%
Hispanic or Latino, percent (b)		△ 10.5%
White alone, not Hispanic or Latino, percent		△ 58.8%

Source: <https://www.census.gov/quickfacts/fact/table/wakecountynorthcarolina/PST045218>

Student Enrollment in PowerSchool by Ethnicity

Year	Class	Asian	White	Hisp	Black	Multi/Other	Total		Sub Total
Current 9th Grade									
2022-23	2026	52	57	16	13	10	148		39/148 → 26.4%
Current 10th Grade									
2021-22	2025	43	66	10	15	11	145		36/145 → 24.8%
2022-23	2025	42	64	8	14	11	139		33/139 → 23.7%
Current 11th Grade									
2020-21	2024	45	72	12	10	8	147		30/147 → 20.4%
2021-22	2024	46	66	13	10	7	142		30/142 → 21.1%
2022-23	2024	45	63	14	9	6	137		29/137 → 21.2%
Current 12th Grade									
2019-20	2023	31	89	11	6	8	145		25/145 → 17.2%
2020-21	2023	31	87	11	6	8	143		25/143 → 17.5%
2021-22	2023	31	81	12	8	9	141		29/141 → 20.6%
2022-23	2023	31	80	13	6	9	139		28/139 → 20.1%
Year	Class	Asian	White	Hisp	Black	Multi/Other	Total		Sub Total
TOTALS for Student Body									
2015-16	Total	126	354	22	31	26	559		79/559 → 14.1%
2016-17	Total	128	350	26	26	28	558		80/558 → 14.3%
2017-18	Total	130	356	22	26	26	560		74/560 → 13.2%
2018-19	Total	142	341	25	24	26	558		75/558 → 13.4%
2019-20	Total	140	337	28	24	29	558		81/558 → 14.5%
2020-21	Total	155 27.2%	320 56.2%	33 5.8%	31 5.4%	30 5.3%	569		94/569 → 16.5%
2021-22	Total	165 29.5%	278 49.6%	44 7.9%	40 7.1%	33 5.9%	560		117/560 → 20.9%
2022-23	Total	170 30.2%	264 46.9%	51 9.1%	42 7.5%	36 6.4%	563		129/563 → 22.9%

Graduates									
Class 2016	2016	26	91	4	9	5	135		18/135 → 13.3%

Class 2017	2017	32	85	6	6	7	136		19/136 → 14.0%
Class 2018	2018	32	86	3	8	7	136		18/136 → 13.2%
Class 2019	2019	32	86	8	8	5	139		21/139 → 15.1%
Class 2020	2020	30	88	8	3	7	136		18/136 → 13.2%
Class 2021	2021	34	89	2	7	6	138		16/138 → 11.4%
Class 2022	2022	45	65	9	7	6	132		22/132 → 16.7%
Year	Class	Asian	White	Hisp	Black	Multi/Other	Total		Sub Total

Hiring Statistics by Ethnicity

Year	Total New	Black	Latino	Asian	White
2016-17	5	0	0	0	5
2017-18	4	0	0	0	4
2018-19	2	0	0	0	2
2019-20	4	1	1	0	2
2020-21	6	1	1	0	4
2021-22	7	3	0	1	3
2022-23	9	0	1	2	6
Total	37	5	3	3	26

Current Faculty by Ethnicity

Ethnicity	US (2016)	RCHS (2022)
Asian	2%	8.6% (5)
Black	7%	8.6% (5)
Latinx	9%	6.9% (4)
White alone	80%	75.9% (44)
All	100%	100% (58)

US Source: https://nces.ed.gov/programs/digest/d17/tables/dt17_209.10.asp?current=yes

Athletics

- The Men's and Women's Cross Country, Women's Golf, Men's Soccer, Women's Tennis, and Women's Volleyball seasons are underway.

Upcoming Events

- Report Card Distribution - Friday, September 30
- Early Dismissal - Wednesday, October 5, 12:05
- Ex Days - Thursday, October 6 and Friday, October 7

- PSAT for Sophomores and Juniors - Wednesday, October 12
- Fall Break - Thursday, October 13 - Friday, October 14
- Phoenix Parents Meeting - Thursday, October 20