

**Minutes of the Raleigh Charter High School, Inc.  
Board of Directors Meeting  
27 February 2017**

**Present:** Members: Jameson Marks, Sharon McConnell, Kathy Perkinson, Nancy Thompson, Lisa Huddleston, Amy Marschall, Jonathan Philips, Jeff Simone, Graham Satisfsky, D.J. Hill, James Kotecki, and Elizabeth Iaquina-Karsten.

Guests: Lisa Springle, Shayne Klein, Glenda Atkinson, and David Ennis.

The Raleigh Charter High School, Inc. Board of Directors meeting began at 5:36 p.m.

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:** S. McConnell called the meeting to order and welcomed all in attendance.

**Minutes of the 23 January 2017 Meeting of the Board of Directors of Raleigh Charter High School, Inc.:** On proper motion by J. Simone and second by N. Thompson, the Board of Directors unanimously approved the minutes of the Board of Directors of Raleigh Charter High School, Inc. 23 January 2017 meeting.

**Committee Reports:**

1. Audit. The Chair reported the audit has been accepted without change. The Chair also reported the Raleigh Charter High School Foundation, Inc.'s audit was likewise accepted without change.

The Chair reported the Audit Committee met 2/24/17 and should soon have a finalized draft of an RFP. There are five accounting firms the school is targeting in the Triangle, including the school's current accounting firm. The Audit Committee would like to address next year's contract by Spring Break so responses from the firms are due by 3/28/17.

2. Finance. K. Perkinson was recognized to give the report from the Finance Committee. She gave an update on the School's Form 990. The school's taxes have been filed and accepted by the IRS.

She noted the School's financial information is located on the Board's Google folder. It was reported that the School's finances look to be tracking as projected and there is still a solid Debt Service Coverage Ratio.

The Finance Committee has proposed a motion to add a 457(b) retirement plan to the current 403(b) plan offered to faculty/staff. The Committee is recommending using the North Carolina State Plan because there is a low cost to participate and the State will be the fiduciary, leaving no exposure to the School. Acting at the recommendation of the Finance Committee, the Board unanimously adopted the resolution reviewed at the meeting and attached to these minutes to add a 457(b) retirement plan to the current 403(b) plan offered to faculty/staff.

3. Development. J. Simone reported that as of 2/25/17, the Phoenix Fund had received contributions or pledges totaling \$298,000. That number reflects 48% participation from student families.

DJ Hill was recognized to provide an update on the Foundation Fund. 10 school families have been approached about contributing to the Fund. Committee members have met with 7 families, 5 of which have responded with contributions or pledges. Between the 5 families, \$102,000 was pledged over the next few years. He said there will be a community-wide meeting/initiative on 4/4/17 at 7 p.m. at the Community Learning Center on Hillsborough Street in Raleigh.

**PASTA Report:** G. Satsky was recognized to provide a report from PASTA. She noted that PASTA's Valentine's Day staff appreciation was a success. Staff was able to come "shop" for items from a closet of donations collected by PASTA. She also reported PASTA would be feeding the staff 2/28/17 and providing refreshments for the We the People competition in March.

**Principal's Report:** L. Huddleston reviewed the School's enrollment numbers, including a discussion of the School diversity.

She gave a report on the School's open houses. 680 (estimated 2.2 people per ticket in attendance) tickets to open house were distributed. This number is up from previous years. In an effort to increase diversity, this year the School has advertised admissions in the "Carolinian," a predominantly African-American weekly newspaper.

She reported on her speech to the NC Charter School Advisory Board. The Board was interested in the School's graduation requirements and process.

She reported on the results from a parent survey. 241 responses were received. The School is working to put together "Building Balance" and "Navigating Pressure and Expectations" programs for parents.

The Chair requested that members of the Board provide the Nominating Committee with names of individuals they believe to be good candidates for membership on the Board.

On proper motion by K. Perkinson and second by J. Philips, the Board unanimously voted to adjourn at approximately 6:32 p.m.

Respectfully submitted by: Jameson Marks

# Raleigh Charter High School Board of Directors' Meeting February 27, 2017, 5:30 pm Agenda

1. Call to Order and welcome
2. Approval of minutes - January 23, 2017 Board meeting
3. Committee Reports
  - a. Audit Sharon McConnell
    - i. Acceptance of audit
    - ii. RFP update
  - b. Finance Kathy Perkinson
    - i. Form 990 update
    - ii. 457(b) Plan
4. Development Simone/laquinta
  - a. SAVE THE DATE - 4/4/17 Foundation Fund Community meeting
5. PASTA report Graham Satsky
6. Principal's Report Lisa Huddleston
7. Call for nominations
8. Upcoming Meetings
  - March 27, 2017
  - April 24, 2017 (if needed)
  - May 15, 2017
  - June 12, 2017
9. Adjourn

# BOARD RESOLUTION

WHEREAS, Raleigh Charter High School's Board of Directors wishes to provide a qualified defined contribution plan to the employees of Raleigh Charter High School.

AND WHEREAS, the State of North Carolina has established the North Carolina Public Employee Deferred Compensation Plan, a qualified governmental Deferred Compensation Plan under Internal Revenue Code § 457(b) for public employees of North Carolina.

THEREFORE, be it resolved that Raleigh Charter High School has adopted the North Carolina Public Employee Deferred Compensation Plan also known as NC Deferred Comp. under the terms of the Plan Document and the Third-Party Administrator Agreement. All employees shall become eligible to defer compensation immediately.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Sharon McConnell, Chairperson of the Board

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Date