

MINUTES
RISE Southeast Raleigh Charter School, Inc.

The Executive Committee of the RISE Board of Directors of Southeast Raleigh Charter School, Inc. met on Thursday, December 11, 2023, from 5:00-6:00 pm. The meeting was held by Zoom video.

ATTENDEES:

Board Members:

NAME OF DIRECTOR	TITLE (IF ANY)	PRESENT IN PERSON	PRESENT BY TELEPHONE/VIDEO	UNABLE TO ATTEND
Kwan Graham*	Board Chair		X	
Crawford Crenshaw*	Board Vice-Chair		X	
Annette Corona*	Board Secretary		X	
Willette Morman*	Trustee		X	
Tucker Mann*	Board Treasurer		X	
Lauren Vance*	Trustee		X	
Andrew Lakis	Trustee		X	
Dexter Herbert	Trustee		X	
Lynette Aytch	Trustee		X	
Spencer Robertson	Trustee		X	
Taylor Dewberry	Trustee		X	

*Indicates members of the Executive Committee

Please note: Other Board Trustees are welcome to attend all Executive Committee meetings, but not required to.

Staff and Other Attendees Present:

NAME	TITLE (IF ANY)	PRESENT IN PERSON	PRESENT BY TELEPHONE/VIDEO	UNABLE TO ATTEND
Dawn Arthur	Executive Director		X	
Jason Jowers	Principal			X
Jay Sharpe	Auditor		X	

MEETING ITEMS:

1. CALL TO ORDER AND ROLL CALL

Kwan Graham determined that the meeting was duly noticed that a quorum was present and called the meeting to order at 5:05pm.

2. PUBLIC COMMENT

There was no one present or who signed up for public comment.

3. APPROVAL OF PRIOR BOARD MEETING MINUTES

A motion to approve the meeting minutes from the September and October board meetings was made by Tucker Mann, seconded by Lauren Vance and unanimously approved.

4. EXECUTIVE DIRECTOR REPORT

Executive Director Dawn Arthur discussed the following items:

- Finance
- Safety
- Policies
- Enrollment
- Strategic Planning, 2023 – 2026

Ms. Arthur introduced Jay Sharpe of Sharpe Patel CPA who is the school's new auditor. Mr. Sharpe presented the audit to the board, advising that the school received a clean audit opinion from the organization. Below are the shared results of the 2023 Audit.

- Scope and timing of the audit are on track.
- Independent Auditors' Report:
 - *Unmodified Opinion*
- Findings:
 - No material weaknesses
 - One Significant deficiency – paperwork on concussions protocols

Finance

The Finance Committee met on November 2, 2023, and have advised the following:

- Final Audit: clean, unmodified with 1 compliance finding.
- Solar Project underway with cost outlays but no rebates yet.
- State Budget allotments final with <1% increase.
- Cash is healthy again though was tight over the summer.
- Budget Headlines include the need to increase enrollment, pull down staffing and expenses, and plan more comprehensively (e.g. stipends, bonuses, etc.)

Safety

Ms. Arthur discussed the recent tragedy at Southeast Raleigh High School and the school. The School safety policies were shared and she advised on new tools that the school will be utilizing:

- RAVE Panic Button
- Crisis Team Meetings
- Safety Grant (CPI, ALICE training)

Policies

Ms. Arthur shared and outlined the policies that will need to be voted on in January. Those included the Parent Bill of Rights, the Admissions & Enrollment, and the Lottery Application.

Enrollment

An update on enrollment goals for the 2024-25 school year was provided, advising that the target for an ADM is 535 that will assist in gaining the school and additional \$500K in funding. Leadership is watching attrition. The school is at a good pace for applications as compared to previous years. Leadership has also enlisted tools, such as Google Ads, mailers and potentially radio for advertising the school.

Strategic Planning, 2023 – 2026

Ms. Arthur shared a working version of the Strategic Plan with the Board. The Plan outlines short and long-term goals, describes actions to take to meet goals and discusses resources needed.

The timeline of the plan is as follows:

- Finish Draft 1 by Jan. 1
- Receive feedback Jan - Mar (staff, parents, Board)
- Vote to approve the plan in May's Board Meeting

Ms. Arthur also shared RISE's "Big Rock Goals" for 2023-2026 around achievement and growth, developing pathways for 8th graders to achieve beyond RISE, finalizing plans and policies to minimize change at RISE and establishing RISE as a critical asset within the Southeast Raleigh community.

5. Committee Updates

Finance Committee will meet again in February.

Respectfully submitted:

Annette Corona

Approved on January 22, 2024
Kwan Graham, President