

ERIE RISE LEADERSHIP ACADEMY CHARTER SCHOOL BOARD  
MEETING MINUTES  
THURSDAY, MARCH 16, 2017

**Section I: Call to Order**

The meeting was called to order at 6:48 p.m. by Constance M Ratcliff, Board President. The body was led in the pledge of allegiance to the flag by Aubrey Favors followed by a prayer by Aubrey Favors.

**A. Roll Call:**

Constance M. Ratcliff (Present)  
Ed Williams (Present)  
Sonya Adams (Excused)  
Wayne Patterson (Present)  
Leamon Plott (Present)  
Dr. Margaret Smith (Conference Call)  
Shantel Hilliard (Conference Call)  
Carolyne Crawford (Present)  
Michael Hooks (Present)  
Tim Kuzma (Present)  
Brenda Abreu-Baker (Conference Call)

**Non Board Members:**

Attorney Tom Fitzpatrick (Conference Call)

**Rise Staff:**

Terry A. Lang, CEO  
Aubrey Favors  
Homer Smith  
Pearl Jeffries

**B. Approval of Agenda**

Resolved, that the Board of Trustees of Erie Rise Leadership Academy Charter School on a motion by Leamon Plott seconded by Wayne Patterson hereby approves the March 16, 2017 Agenda. All in favor, Motion carried.

**C. Approval of Minutes**

A motion by Leamon Plott seconded by Dr. Margaret Smith to accept the minutes of the February 16, 2017 Board of Directors meeting with any necessary correction. The Board Chairperson submitted the following names to be added to the list of those attending the National Charter School Conference; Wayne Patterson, Tim Kuzma and Attorney Fitzpatrick. All members in favor; Motion carried.

## **Section II: Reports**

### **A. Hearing of Citizens (None)**

### **B. CEO Report Mr. Terry A. Lang (Written Report Submitted)**

CEO Report included the following detail information:

- Academic Recovery Plan Update
- PSSA Practice Test Update & Sample student data (3<sup>rd</sup> grade)
- Project Emerson Update (Lease readiness & City Inspection/A. Zimmerman)

CEO Report also included the following announcements:

- March 2017 - Leukemia & Lymphoma (Pennies for Patience)
- March 20, 2017-Principal Start Date
- March 20 - 23, 2017-Final PSSA Practice Test (ELA & Math)
- March 23 - 31, 2017 Spring Break
- April 2017 - PDE granted ELA PSSA testing date change (April 10<sup>th</sup> - 13<sup>th</sup>)

### **C. Finance & Audit Committee Report**

The Finance Committee report was presented by Ed Williams, Board VP & Finance Chair. Mr. Williams reported that the committee met on March 13, 2017 at 10:00 a.m. Members present Sonya Adams, Treasurer; Ed Williams, VP & Finance Chair; Andrea Brauer and Mike Whisman from Charter Choice, Terry Lang, CEO. The agenda items included the Financial Statements for February 28, 2017 and the AP Summary for February, 2017.

#### **1. Financials**

Page 1-Summary of the Balance Sheet, our operating cash is up at the end of February, 2017. Our current ratio and Days operating cash is still good at 8.7 and 115.9 respectively.

Page 2-Income Statement Summary-Revenue/Expenses:

- Total revenues for this month \$ 123,580 greater than budgeted. Expenditures are less than budgeted as well by \$249,549. Our net income to date is \$ 213,523.

Page 3 of 15 Balance Sheet Detail

Page 4 – 8 of 15 Explanation for the new projected year end income of \$ 223,000.

- Our original budget is based on 379 students. Expenses which are under budgeted at this time include-Contracted Services and Site Costs.

Page 8 of 15 Net Income

- We are projecting a surplus at the end of the year of \$ 213,523.

Page 9 - 15 Projections

- These pages show the month to month amounts used to make the projections done by Charter Choice.

2. **AP Summary**-The committee recommends paying the AP totaling \$ 164,491.75

- Discussion was held on the lease agreement for the new site, the 2017/2018 budget which will begin later this month. The first draft will be one over hopefully in April, 2017.

**Recommendations:**

To approve the February, 2017 Financials and A/P reports (\$164,491.75) for February 28, 2017

D. RFO Report (Written Report Submitted)

- Title I focusing on PSSA and midyear dibels
- The RFO coordinated the Concession sales for the Independent basketball league tournament
- Saturday, March 25, 2017, the IBL 8<sup>th</sup> Grade Superstar Showcase
- Tuesday, March 28, 2017, Girls Spring Basketball league play at Strong Vincent High School
- Mr. Plott would like to make a presentation at the next RFO meeting about the Baby & Me Tobacco Free Program at GECAC.

**Section III: Resolutions**

A. Approval of Reports

Resolved, the Board of Directors of the Erie Rise Leadership Academy Charter School on a motion by Leamon Plott and seconded by Wayne Patterson accepts the CEO Reports and all documents submitted thereby, which shall be incorporated into the record of this meeting. All in favor, the motion carried unanimously.)

Resolved, the Board of Directors of Erie Rise Leadership Academy Charter School on a motion by Leamon Plott seconded by Michael Hooks accepts the Finance reports, all documents submitted and AP Summary (\$164,491.75) all in favor, the motion carried unanimously.)

Resolved, the Board of Directors of Erie Rise Leadership Academy Charter School on a motion by Leamon Plott seconded by Michael Hooks accepts the RFO Reports and all documents submitted thereby, which shall be incorporated into the record of this meeting. All in favor, the motion carried unanimously.)

**Section IV: Unfinished Business**

A. Project Emerson Update:

- A copy of the environmental report provided by GECAC is available upon request from the CEO.
- The lease agreement has been reviewed by both parties and final revisions are being implemented by Attorney Fitzpatrick.
- Signed copies of the lease are projected to be presented to GECAC on March 17, 2017.

- Upon written approval from the Board of Trustees, the CEO will begin the project management activity required to prepare the Emerson building for occupancy.
- Attorney Fitzpatrick and/or the CEO will serve as the lead contact persons to initiate the final request for Charter Amendment from the Erie School District.

B. National Charter School Conference, registrations and travel June 11 – 14, 2017:

- The Board Chairperson reported the following individuals will be attending the National Charter School Conference scheduled for June 11 - 14, 2017. The deadline for early registration is approaching; travel arrangements and hotel accommodations need to be finalized.
- The following Board members are planning to attend:

Dr. Margaret Smith  
 Michael Hooks  
 Leamon Plott  
 Brenda Abreu Baker  
 Shantel Hilliard

Wayne Patterson  
 Tim Kuzma  
 Attorney Tom Fitzpatrick  
 Sonya Adams

**Section V: New Business**

A. MOU-ERLACS & Erie County Human Services Department office of Children & Youth:

- Ms. Jeffries briefed the Board of Trustee on the MOU with OCY; she gave the Board statistical data on the number Erie Rise students in Foster Care situations, experiencing homelessness and/or transitional living.
- The memorandum address transportation related provisions between the Local Education Agency (LEA)/County of Children and Youth Agency (CCYA).
- The MOU ensures the provision of transportation for foster care youth enrolled at ERLACS.
- Joint responsibilities of the LEA and Office of Children & Youth

The Board of Directors went into executive Session at 7:12 p.m.

**EXECUTIVE SESSION MINUTES:**

The Executive Session held on March 16, 2017 commenced at 7:20 P.M.

- Attorney Fitzpatrick has not heard back from former employee attorney regarding final offer
- CEO Contract Committee will provide follow-up to the board in April

- Board accepted the School Climate Survey prepared by Mr. Favors, HR Director/Compliance Officer
- Preliminary Budget discussion to begin in April for 2017-2018 school year.

Mr. Patterson motioned to adjourn the executive session, Mr. Ed Williams seconded. The Executive Session concluded at 9:00P.M.