

ERIE RISE LEADERSHIP ACADEMY CHARTER SCHOOL BOARD  
MEETING MINUTES  
THURSDAY, MAY 18, 2017

**Section I: Call to Order**

The meeting was called to order at 6:42 p.m. by Constance M Ratcliff, Board President. The body was led in the pledge of allegiance to the flag by Carolyn Crawford followed by a prayer by Aubrey Favors.

**A. Roll Call:**

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

**Non Board Members:**

Attorney Tom Fitzpatrick (Conference Call)

**Rise Staff:**

Terry A. Lang, CEO  
David Bouie, Principal  
Mike Whisman  
Andrea Brauer  
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 May 18, 2017 Agenda. All in favor, Motion carried.

**C. Approval of Minutes-**

A motion by Leamon Plott seconded by Sonya Adams to accept the minutes of the April 20, 2017 Board of Directors meeting with any necessary correction. All members in favor; Motion carried.

## **Section II: Reports**

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

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

- **PSSA Testing Participation Statistics (Page 2)**
- **Academic Recovery Plan update due to the Erie School District by June 30, 2017**
- **Project Emerson Status Report (Page 3)**
- **Grant Writer Proposal of \$ 3,500.00 to be added into the CEO report**
- **21<sup>st</sup> Century CLCC Grant is due by May 26, 2017.**
  
- **Announcements**

### **May, 2017-New Programming**

1. Introduction to Filmmaking with Erie Arts & Culture-Hanna Paul (Coach)
2. Introduction to Golf-A. Buettner & T. Cook (Coaches)
3. Introduction to Yoga-C. Brode (Teacher)

**May 23, 207-ERLACS choir singing at the Sea Wolves baseball game**

**June 7, 2017-Kindergarten Graduation @ Sacred Heart-10:00 a.m.**

**June 7, 2017- 8<sup>th</sup> Grade Graduation @ East High School-6:00 p.m.**

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

The Finance Committee report was presented by Sonya Adams, Treasurer. Ms. Adams reported that the committee met on May 12, 2017 at 1:00 p.m. Members present Sonya Adams, Treasurer; Ed Williams, VP & Finance Chair; Leamon Plott, Mike Whisman and Andrea Brauer from Charter Choice, Terry Lang, CEO. The agenda items included the Financial Statements for April 30, 2017 and the AP Summary for April, 2017.

#### **1. Financials**

Page 1-Summary of the Balance Sheet, our operating cash is up at the end of April, 2017. Our current ratio and Days operating cash is still good at 7.1 and 136.8 respectively.

Page 2-Income Statement Summary-Revenue/Expenses:

- Total revenues for this month \$ 241,665 greater than budgeted. Expenditures are less than budgeted as well by \$ 104,763. Our net income to date is \$ 207,421.

Page 3 of 15 Balance Sheet Detail

Page 4 – 8 of 15 Details for the Income Statement

Page 8 of 15 Net Income

- We are projecting a surplus at the end of the year of \$ 403,916.

Page 9 - 15 Projections/Accounts Receivable/Check Register

- These pages show the month to month amounts used to make the projections and Accounts Receivable Summary Report and the Check Register done by Charter Choices.
2. **AP Summary**-The committee recommends paying the AP totaling \$ 158,470.37
- Discussion

The committee discussed the 2017/2018 budget that has been made available to the board members for the May 18, 2017 meeting. The committee received Check # 1015 from Friends of Andre Horton in the amount of \$ 300.00 for reimbursement.

### **Recommendations:**

To approve the May 2017 Financials and A/P reports (\$231,795.85) for April 30, 2017. The committee recommended holding moving checks until confirmation that there are contracts signed and in place.

The Committee also recommends that the Board send a donation to the 25<sup>th</sup> Annual Walking in Black History Field trip next month, June 2017, in the amount of \$ 3,000.00

Charter Choice indicated ERLACS will be soliciting an RFP for Auditing Services. Mike Whisman invited those attending the Charter School Conference in Washington, DC that he will be hosting a Statewide Reception on Tuesday, June 13, 2017.

### D. RFO Report (Written Report Submitted)

- Title I coordinated and completed all PSSA testing
- The BEST team continues to meet to discuss academic and behavioral strategies to support Rise Students and Families.
- The RFO is coordinating Concession sales for the Spring MLK-ACE Spring Basketball League
- The Box-Tops program is ongoing; donations of box tops are encouraged from students, staff and Board members. The RFO received a check for \$ 76.60.
- Information concerning the Baby & Me Tobacco Free Program at GECAC was distributed to RFO parents and families.
- The 3<sup>rd</sup> Quarter Academic Awards Bowling event will be held on May 31, 2017 at Green Garden Lanes.
- 8<sup>th</sup> Grade Luncheon at Golden Corral on June 1, 2017.
- Kindergarten Graduation, Wednesday, June 7, 2017 at Sacred Heart at 10:00 a.m.
- 8<sup>th</sup> Grade Graduation, Wednesday, June 7, 2017 @ East High School at 6:00 p.m.
- RFO Waldameer Social, Tuesday, June 12, 2017 from 11:00 a.m. until 4:00 p.m.

**Section III: Resolutions**

A. Approval of Reports

Resolved, the Board of Directors of the Erie Rise Leadership Academy Charter School on a motion by Wayne Patterson and seconded by Carolyn Crawford accepts the contract proposal of Dr. Alex Scrub in the amount of \$ 3,500.00 the CEO Report 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 Dr. Margaret Smith seconded by Wayne Patterson accepts the Finance and Audit Committee reports, all documents submitted and AP Summary (\$ 231,795.85) in addition to the \$ 3,000.00 donation to Walking in Black History. 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 Dr. Margaret Smith 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

- Painting and Flooring ongoing
- Coming Soon signage installed
- 4<sup>th</sup> Grade team has done door to door campaigning
- Target goal (500) students
- Minority painting vendor contract \$ 19,900
- Solicit quotes for the permanent Erie Rise sign and relocation of the Wiley sign

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 following Board members and staff are planning to attend/\$ 500.00 Voucher for Per diem
 

Dr. Margaret Smith	Wayne Patterson
Michael Hooks	Tim Kuzma
Leamon Plott	Attorney Tom Fitzpatrick
Brenda Abreu Baker	Shantel Hilliard
Pearl Jeffries	Carolyne Crawford

C. Vendor Contracts

- Flooring Zone \$ 30,000.00  
Note: The contract was reviewed by Attorney Fitzpatrick
- Phantom Graphics
- Fast Signs

- Lawn Service Vendor-Mr. Lang will have the discretion to have the lawn taken care of as needed
  - Cleaning Contract Vendors (Clean Wright; Bonded Services; Sunshine Cleaning)
  - Minority Business Development Component
- D. Erie School District Final Charter Amendment Request
- Mr. Brockman has indicated the need to visit the Emerson building prior to student occupancy, as a final checklist item on behalf of the Erie School District.

## **Section V: New Business**

### **A. Principal Updates (Mr. David Bouie, Principal)**

- 227/235 students in grades 3 – 8 took the PSSA
- 100% of students participated in grades 7 and 8
- Completed classroom observations
- Erie Rise will be incorporating a PBIS/Positive Behavior Intervention System managed through the IU5.
- Upcoming Professional Development on “Destressing at work”
- Sending a Robo-call to all parents thanking them for their assistance with the PSSA

### **B. Enrollment and Marketing Plan**

- Door to Door campaign
- Enrollment activity being channeled to the school website
- Distributing handbills at area grocery stores
- Strategic enrollment to fill the gaps in classrooms from K-8
- The Board requested the specific enrollment numbers in each class as of June 8, 2017.
- Family Fun Night
- Meet The Teachers Night
- Radio promotion on 90.5/WERG (Ongoing)

### **C. Teacher Appreciation Vote**

- The Board approved the recommendation of the CEO to give each teacher \$100.00 for Teacher Appreciation week.

### **D. Painting Vendor Vote**

- The board approved the contract for Linda Carol Painting in the amount of \$ 19,990. Both Erie Rise and GECAC will be responsible for 50% of the contract \$ 9,950.00 each.

The Board of Directors went into executive Session at 8:08 p.m.

**Attendees:**

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

**Non Board Members:**

Attorney Tom Fitzpatrick (Conference Call)

**Rise Staff:**

Aubrey Favors