

ERIE RISE LEADERSHIP ACADEMY CHARTER SCHOOL BOARD
MEETING MINUTES
THURSDAY, SEPTEMBER 21, 2017

Section I: Call to Order

The meeting was called to order at 6:31 p.m. by Constance M. Ratcliff, Board President. The body was led in the pledge of allegiance to the flag by Ed Williams followed by a prayer by Pearl Jeffries.

A. Roll Call:

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

Non Board Members:

Attorney Tom Fitzpatrick (Present)

Rise Staff:

Terry A. Lang, CEO
David Bouie, Principal
Aubrey Favors
Homer Smith
Pearl Jeffries
Kirk Paskell

B. Approval of Agenda

Resolved, that the Board of Trustees of Erie Rise Leadership Academy Charter School on a motion by Sonya Adams seconded by Shantel Hilliard hereby approves the September 21, 2017 Agenda with the inclusion Board Resolutions from the August 17, 2017 meeting agenda. All in favor, Motion carried.

C. Approval of Minutes-

A motion by Sonya Adams seconded by Brenda Abreu Baker to accept the minutes of the August 17, 2017 Board of Directors meeting with any necessary corrections. All members in favor; Motion carried.

Section II: Reports

A. Hearing of Citizens (None)

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

- Status report on the Emerson Project (Page 2 and 3)
- Student Enrollment Data by Grade and Gender as of September 18, 2017
- Transportation Analysis
- Erie School District Charter Amendment Vote
- Expansion of Rise Performing Arts Services
- Project 21st CCLC Grant
- Baby University

C. Finance & Audit Committee Report

The Finance Committee report was presented by Sonya Adams, Treasurer. Ms. Adams reported that the committee met on September 19, 2017 at 9:30 a.m. Members present Sonya Adams, Treasurer; Ed Williams, VP & Finance Chair, Terry Lang, CEO, Mike Whisman and Andrea Brauer of Charter Choices. Excused - Leamon Plott. The agenda items included the Financial Statements for August 31, 2017 and the AP Summary for August, 2017.

1. Financials

Page 1-Summary of the Balance Sheet, our operating cash is up by \$ 65K and our savings balance is up by the interest amount. We will be transferring the budgeted \$ 10K in September. District Tuition payments have been billed thru August and other receivables are current.

- Accounts payable are up.
- Our current ratio and Days Operating Cash is increasing at 4.9 and 104 respectively,
- Page 2-Income Statement Summary-Revenue/Expenses:
- Total revenues for this month are \$ 11,609 less than budgeted. (See notes on page 2.) Expenditures are less than budgeted as well by \$ 30,015 (See notes on page 2.) Our net income to date is (\$ 31,226.)

Page 3 of 11 Balance Sheet Detail

Page 4 – 8 of 11 Detail for the Income Statement

Page 8 of 11 Net Income (Projections will be identified next month)

Page 9 - 11 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 A/P totals includes moving expenses from the New Year as well. The committee discussed the number of students (367) originally budgeted and the number of students (426) as of September 19, 2017. The committee is recommending an electronic alternative to signing vouchers.

Group discussion on transportation cost for an increase in enrollment. Bus costs are estimated at \$ 243.00 per bus plus bus monitor salaries. Mr. Favors has secured a discounted rate for monthly bus passes that will provide unlimited rides. The audit is almost complete, a soft thumbs up has been given.

Committee Recommendations:

To approve, the August 2017 Financials and A/P reports (\$ 234,032.83) for the month of August, 2017.

D. RFO Report (Written Report Submitted)

- The WQLN Turned onto Literacy Program for students in grades K-2 will be held October 3rd, 10th, 17th and 24th.
- The Box-Tops program is ongoing; donations of box tops are encouraged from students, staff and Board members. The goal is to raise \$1,000.00.
- The RFO will meet on Tuesday, October 3, 2017 at 5:00 p.m.
- The Back Pack Program with Second Harvest Foodbank will begin on October 6, 2017.
- Rise Basketball Teams will participate in the IBL Basketball League.
- The 5th Annual Rise Cotillion will be held on Friday, November 10, 2017 at the Maennerchor Club, 1607 State Street, Erie, PA 16501.
- School Uniform Policy, policing violations.
- RFO projection in conjunction with Student Council to support Hurricane victims.

Section III: Resolutions

A. Approval of Reports

Resolved, the Board of Directors of the Erie Rise Leadership Academy Charter School on a motion by Dr. Margaret Smith and seconded by Carolyn Crawford accepts 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 Tim Kuzma accepts the Finance and Audit Committee reports, all documents submitted and AP Summary (\$ 234,032.83) all in favor, the motion carried unanimously.

Resolved, the Board of Directors of Erie Rise Leadership Academy Charter School on a motion by Tim Kuzma 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.)

Note: In addition, the board voted to accept action items from the August 17, 2017 meeting.

Resolved, the Board of Directors of the Erie Rise Leadership Academy Charter School on a motion by Sonya Adams and seconded by Dr. Margaret Smith accepts the CEO Report and all documents submitted thereby from the August 17, 2017 Board of Trustee meeting, 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 Sonya Adams seconded by Dr. Margaret Smith accepts the Finance and Audit Committee reports, all documents submitted and AP Summary for the month of August, 2017) all in favor, the motion carried unanimously.

Resolved, the Board of Directors of Erie Rise Leadership Academy Charter School on a motion by Sonya Adams seconded by Dr. Margaret Smith accepts the RFO Reports and all documents submitted thereby at the August 17, 2017 meeting, which shall be incorporated into the record of this meeting. All in favor, the motion carried unanimously.)

Section IV: Unfinished Business

- A. Employee Pension Educational Seminar
 - Mr. Williams shared with the group the Board needs to establish a committee to meet with the Financial Advisor.
 - Disseminate literature to the employees

Section V: New Business

- A. New Hires (Moved to Executive Session - Via Email vote, the Board voted to approve the CEO HR Report 4.0).
- B. Date and Time for Meet and Greet with Teachers (Mr. Hooks and Mr. Lang).
- C. 21st CCLC Grant (Phase I-Planning and Implementation).
- D. Plan for Academic Improvement for Taking the State Tests.
 - Preliminary Achievement Test Data.
 - We are still waiting on PSSA Data for the 2016/2017 School Year.
 - Study Island Test Prep Materials.
 - Promotion of the 2017 Rise graduates attending Prep; Villa and NWPA Collegiate Academy.
 - Rise Choir CD/DVD Project.

- Committee to determine the effect of Trauma on Education/Trauma Sensitive Schools
- Raising Kings Mentoring Component.

The Board of Directors went into executive Session at 7:45 p.m.

- A. Attorney Fitzpatrick Updates – settlement check to former CEO mailed. The terms of agreement will not be disclosed but are subject to right to know act.
- B. October Board Retreat – The dates of the Retreat are Oct. 20th & 21st
- C. June Conference – 2018 NCSC arrangements will be made by school assigned designee. Conference is in Austin, TX June 17th-20th. Identifying board member participates will be at the October Board Retreat.