

ERIE RISE LEADERSHIP ACADEMY CHARTER SCHOOL BOARD  
MEETING MINUTES  
THURSDAY, FEBRUARY 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 (Present)  
Wayne Patterson (Excused)  
Leamon Plott (Conference Call)  
Dr. Margaret Smith (Present)  
Shantel Hilliard (Conference Call)  
Carolyne Crawford (Excused)  
Michael Hooks (Present)  
Tim Kuzma (Excused)  
Brenda Abreu-Baker (Present)

**Non Board Members:**

Attorney Tom Fitzpatrick (Conference Call)

**Rise Staff:**

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

Note: The Board noted that one of our board members, Ms. Crawford has a stroke, and is at St. Vincent Medical Center recuperating. Our thoughts and prayers are with her and her family.

**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 Brenda Abreu Baker hereby approves the February 16, 2017 Agenda. All in favor, Motion carried.

**C. Approval of Minutes-**

A motion by Sonya Adams seconded by Dr. Margaret Smith to accept the minutes of the January 19, 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**

- Mr. Lang presented a copy of the Academic Recovery Plan that was submitted to the Erie School District on January 23, 2017 with details found on page 2 of the CEO report.
- PSSA test preparation information can be found on page 3 and 4 of the CEO report. This report contains strategies to increase time on task for PSSA preparation in the classroom. The report also has data on the January testing process, student's statistics report. Discussion followed on students in grades 3, the ability to chart students who have been at Rise since kindergarten. Identify factors that increase opportunities for success i.e.... environment, parental involvement and support systems.
- The February PSSA testing preparation will include the following activities
  1. Conduct a lesson learnt analysis
  2. Continue with the After School tutorial program
  3. Conduct a 2<sup>nd</sup> PSSA practice test (February 15<sup>th</sup> & 16<sup>th</sup>)
  4. Tally test results and distribute to teachers in Grades 3 – 8
- The CEO reported to the Board, announcements and accomplishments for the month of February, 2017 (See the CEO Report for more details.)

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

The Finance Committee report was presented by Sonya Adams, Board Treasurer. She reported that the committee met on January 13, 2017 at 10:00 a.m. Members present Sonya Adams, Treasurer, Ed Williams, VP & Finance Chair; Leamon Plott; Andrea Brauer and Mike Whisman from Charter Choice, Terry Lang, CEO. The agenda items included the Financial Statements for December 31, 2016; AP Summary for December 2016.

#### **1. Financials**

Page 1-Summary of the Balance Sheet, our operating cash is up at the end of January, 2017. The District Tuition Payments Receivables has a credit balance. This is due to an overpayment from the 2015/2016 school year. Our current ratio and Days operating cash is still good at 8.8 and 132.8 respectively.

Page 2-Income Statement Summary-Revenue/Expenses:

- The end of year projection has been updated. Charter Choices sat down with the CEO to go over the budget item that were/were not being used and made projections on this discussion. Total revenues for this month \$ 50,476 greater than budgeted. Expenditures are less than budgeted as well. Our net income to date is \$ 331,516.00 Expenditures are less than budgeted at \$ 1,974,094 which is \$ 144,578 less than budgeted.

Page 3 of 13 Balance Sheet Detail

- The District Tuition Receivable Credit balance. Charter choices does an audit of the end of year receivable based on the actual days the students to make sure that we billed correctly or if there needs to be adjustments. At this time, we owe ESD \$ 50,245.13; MSD \$ 1,366.09; and ISD \$ 2,033.25.

Page 4 – 7 of 14 Explanation for the new projected year end income of \$ 223,000.

- Our original budget is based on 379 students. At this time we are averaging 362, the latest actual numbers billed for in February were 367 and we will hopefully be at 369 in March.
- Personnel costs: Total salaries are over budgeted by 94K. In contrast to that is the under-budgeted amount of 131 K in contract services.

Page 7 of 13 Net Income

- We are projecting a surplus at the end of the year of \$ 233,010.00

Page 8 – 11 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 \$ 112,591.47

3. Discussion if we would pay off the overpayment of receivables to the (3) districts now or do we wait?

**Recommendations:**

To hold off paying EPS \$ 50K until we see what they intend to do about the \$ 65,694 from FY 2015/2016 for the bus invoice, and the possibility of the EPS running out of funds before the end of the year.

To approve the Financials and A/P reports (\$112,591.47) for January 31, 2017 (including the Millcreek and Iroquois school district overpayments of \$ 2,033.25 and \$ 1,366.09 respectively.)

To approve the Financials and A/P reports for 12/31/16

8. RFO Report (Written Report Submitted)

Resolved, the Board of Directors of Erie Rise Leadership Academy Charter School on a motion by Dr. Margaret Smith seconded by Michael Hooks accepts the Finance reports, all documents submitted and AP Summary (\$112,591.47) including the reimbursements to Millcreek School District and Iroquois Districts (respectively) thereby, which shall be incorporated into the record of this meeting. (Motion carried unanimously.)

### Section III: Resolutions

#### A. Approval of Reports

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 Reports and all documents submitted thereby, which shall be incorporated into the record of this meeting. All in favor, Motion Carried unanimously.)

Resolved, the Board of Directors of Erie Rise Leadership Academy Charter School on a motion by Dr. Margaret Smith seconded by Michael Hooks accepts the Finance reports, all documents submitted and AP Summary (\$112,591.47) including the reimbursements to Millcreek School District and Iroquois Districts (respectively) thereby, which shall be incorporated into the record of this meeting. (Motion carried unanimously.)

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

### Section IV: Unfinished Business

#### A. Teacher Hiring

Recording of the e-mail vote submitted to Mr. Lang. Seven Board members responded; six (6) in favor; one (1) abstained. (Motion carried)

#### B. Principal Position

The principal candidate was being recommended for hire. Six (6) in favor; two (2) opposed and (1) abstention. (Motion carried)

Note: Mr. Hilliard requested a meeting with Mr. Favours and Mr. Lang to discuss the selection process. The meeting is tentatively scheduled for Friday, February 17, 2017 at 9:30 a.m.

#### C. Project Emerson Update

- Amendments to the lease were submitted to GECAC; revisions from GECAC have been received and will be reviewed by Attorney Fitzpatrick.
- It looks like we are on course to enter into a lease agreement; it was suggested that Mr. Lang do another walk through the building.
- The proposed lease is tentatively scheduled to begin on April 1, 2017
- Suggested that we get another warm and fuzzy form the Erie School District concerning our moving forward with the Wiley Building relocation.
- Completion of the environmental study
- Attorney Fitzpatrick stated the Erie School District approved the move to the Wiley Building pending the award of an occupancy permit.

D. National Charter School Conference June 11 – 14, 2017

- The Board Chairperson asked the Directors about 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 interested in attending  
Dr. Margaret Smith  
Michael Hooks  
Leamon Plott  
Brenda Abreu Baker  
Shantel Hilliard

E. Employee Pension Educational Seminar (time and date to be determined)

**Section V: New Business**

A. Erie School District Request for Academic Plan Update

- The Academic Recovery Plan was submitted to EPS on January 23, 2017
- Suggestion that we develop a Team Structure
- Review Salary for Lead Teachers
- Professional Development
- Support Services
- Discussion to incorporate Trauma Informed Teaching and Learning

Note: Dr. Smith briefed the group about the purchase of the Hidden Figures book as part of the Stem Program being initiated at Erie Rise. In addition, there will be a program to target Trauma Informed teaching and Learning. These programs will incorporate student and mentor interactions through classroom activities, speaker series and introduction of stem related careers.

- B. JFK Annual Soul Food & Black History Month Trivia Game Night (ERLACS purchased a table of (4) adults and (4) children.

A motion by Sonya Adams to close the General Session was second by Brenda Baker at 8:00 p.m.

**Minutes from Executive Session**

The Board of Directors went into executive Session at 8:05 p.m.

The Executive Session held on February 16, 2017 commenced at 8:10 P.M.

- Attorney Fitzpatrick has not heard back from former employee attorney regarding final offer.
- The board voted to extend a revised 2016-2017 CEO Contract to Mr. Lang.
- Discussion was held to have the Annual School Climate Survey prepared.

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

