

ERIE RISE LEADERSHIP ACADEMY CHARTER SCHOOL BOARD  
MEETING MINUTES  
THURSDAY, NOVEMBER 15, 2018

**Section I: Call to Order**

The meeting was called to order at 6:17 p.m. by the Board Chairperson, Mrs. Constance M. Ratcliff. The body was led in the pledge of allegiance to the flag by Attorney Fitzpatrick followed by a prayer from Mrs. Brenda Abreu Baker.

**A. Roll Call:**

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

**Non Board Members:**

Attorney Thomas Fitzpatrick  
Attorney Kevin Mincey

**Rise Staff:**

Terry A. Lang, CEO  
Veronica Will, Principal  
William Butler  
Homer Smith  
Pearl Jeffries-Steele  
Westley Williams  
Carolyn Crawford (RFO)

**B. Approval of Agenda**

Resolved that the Board of Trustees of Erie Rise Leadership Academy Charter School on a motion by Dr. Margaret Smith seconded by Brenda Abreu baker hereby approves the November 15, 2018 Agenda with the following revisions. Strike Letter B under New Business. (Motion Carried.)

**C. Approval of Minutes**

Motion made by Dr. Margaret Smith seconded by Brenda Abreu-Baker to accept the board minutes from the September 20, 2018 meeting with following corrections. Mr. Patterson and Mr. Kuzma should be marked present. The Board went into Executive Session at 8:27 p.m.; the board came out of Executive Session at and went back into regular session at 9:25 p.m. Attorney Fitzpatrick reviewed Article 11.2.4 Section F, discussion with Q&A was followed by a vote with results 8 to remove 1 to retain the RFO Representative from the Board of Trustees effective immediately after voting process. The meeting concluded at 9:30 p.m. All members in favor (Motion Carried)

## **Section II: Reports**

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

### **B. CEO Report Mr. Terry A. Lang (More details available in the Written Report)**

- The CEO reported and gave updates on the following items:
- The CEO presented an ESD Renewal/Expansion update that highlighted items that presented challenges. Page 2 - November CEO Report
- The CEO prepared & provided each Board Member with the User Guide provided to the Solicitor, to assist with navigating through the 37 items (Exhibits) requested by the Erie School District for the ERLACS Reauthorization Project:
  1. Mr. Lang highlighted the specific questions that present a challenge for Erie Rise. The questions can be found on Page 2 of the CEO 2018 November Report.
  2. Mr. Lang referenced Exhibit 1 that identifies student enrollment at 446 students and identifies the Penguin Model staffing for classrooms with 25 or more students.
  3. Board questions can be found on page 4 of the Charter School Renewal submittal. Note a correction need to be made to Mrs. Baker's name (Brenda Abreu-Baker)
  4. Mr. Lang provided a detail report on the following items:
    - The School Improvement Plan (*Exhibit 4*)
    - 21<sup>st</sup> Century/After School programming (*Exhibit 5*)
    - Staff Roster and Position (*Exhibit 6*)
    - Parental Complaint Policy (*Exhibit 7*)
    - ERLACS By-Laws with the board approved revisions made to School Location and CEO Office location of operation (*Exhibit 8*)
    - Human Resources & Hiring Policy (*Exhibit 9*)
    - Completed Financial Interest Forms (*Exhibit 10*)
    - Erie Times Advertisement/Posting of Rise Board Meetings (*Exhibit 11*)
    - School Calendar (*Exhibit 12*)
    - Financial Audits & Statements (*Exhibit 13*)
    - Historical PVAAS/SSP Data (*Exhibit 14/15*)
    - Special Education Report (*Exhibit 16*)
    - Teacher/Student Ratio (*Exhibit 18*)
    - Academic Recovery Plan 2.0 (*Exhibit 19*)
    - Lease arrangement with BTW (*Exhibit 20*)
    - Copy of Student Code of Conduct/Truancy Elimination Plan (*Exhibit 21*)
    - Copy of the Board of Trustee minutes for FY 2017-2018 (*Exhibit 22*)
    - Copy of Administrative employees and teaching staff clearances (*Exhibit 24*)
    - Charter School operations changes (*Exhibit 25*)
    - Amendments/capital improvements sought by the Charter School (*Exhibit 26*)
    - Note: Board vote required for Exhibit 26
    - Copy of Suspensions/Expansions for the past 5 years (*Exhibit 27*)
    - Copy of the (SHARRS Report) 2012 - Present (*Exhibit 28*)
    - Copy of the Charter School Organization chart/administrative structure (*Exhibit 29*)
    - Copy of the Title I monitoring and budgetary reports for the past five years (*Exhibit 30*)
    - Report on current technology status (*Exhibit 31*)
    - Copy of Letters for past three years (MAP/SLP) *Exhibit 32*
    - Copies of executed non-exempt employee contracts for current employees (*Exhibit 33*)
    - Copies of agreement with Booker T. Washington center (*Exhibit 34*)
    - Copies of curriculum plan for each grade and each course utilized at Rise (*Exhibit 35*)
    - Identify programs provided by the Charter School students at BTW (*Exhibit 36*)

Copy of contract with Northwest Intermediate Unit No. 5 (*Exhibit 37*)

- Attorney Fitzpatrick indicated the need to meet with each Trustee to get updated/corrected financial interest forms.
- Attorney Fitzpatrick indicated there would be a request for extension to submit the documentation to the ESD. January 2019 would be the projected extension request.

**Principal Corner:**

- Mrs. Will gave a report on Rise enrollment which is (446) scholars. The Penguin model is being used in KB; 2G; 5B. This model is applied when enrollment exceeds (25) scholars in the class room. The penguin model may be inclusive of a second certified teacher plus a TA
- Suspension statistics, (45) students were suspended during the period of October 19 - November 14, 2018.
- Mrs. Will indicated that Dr. Smith assisted with an Edinboro University visit to their Literacy Center.
- (127) families participated in the Parent teacher Conferences.
- November Activities:
  1. Book Fair (11/5 - 11/9/18)
  2. Parent Teacher Conferences (11/8 - 11/9/18)
  3. PSSA Practice testing (11/13 - 11/14/18)
  4. Thanksgiving School Closure (11/21 - 11/26/18)
  5. Picture Retake Day (11/30/18)
- December Activities:
  1. 21<sup>st</sup> CCLC Drug & Alcohol Program (Hilliard, Smith & Cook)
  2. Middle School Dance (12/21/18)
  3. Holiday School Closure (12/24/18 - 1/2/19)

**A. Finance & Audit Committee:** presented by Ed Williams

1. Financials

Page 1-Summary of the Balance Sheet, page 3 of 16

Compared to June 30, 2018:

1. Our Operating cash is up
2. Savings are up
3. We were able to transfer money back to savings
4. District Tuition receivables are down (Waiting on the October, 2018 payment)
5. Creation of a cash flow problem
6. Federal receivables are down
7. Accounts payable balance is down
8. Total revenue is higher than budgeted
9. Total expenditures, greater than budgeted.
10. Personnel costs have increased and 21<sup>st</sup> Century School funded expenses higher than budgeted.
11. Mr. Butler and Charter Choice were able to go over projections and make adjustments that are expected to result in a surplus of \$ 50,005.
12. 21<sup>st</sup> Century Budget vs. Actual  
The second year of 21<sup>st</sup> Century will run from October 1, 2018 through September 30, 2018.  
The Finance and Audit Committee will show (2) Budgets.

1. Budget A-Federal
  2. Budget B Student Services
13. AP Summary Total \$ 158,331.75

**Discussion/Action:**

1. Projections: We had a lot of discussion on invoicing ESD and how best to proceed in order for us to be paid on time. The Finance Committee will be reviewing this.
2. We also discussed the Audit and how it was progressing.

**Committee Recommendations:**

1. Approve the September Financials and A/P reports (\$158,331.75)

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

- Title I services continue to be available to all students.
- Title I is coordinating PSSA Prep examinations
- The BEST Team meets weekly to discuss additional scholar support services.
- The Back Pack program is servicing (110) families.
- The Seminar “Searching for the Man in Me” will be held on Saturday, November 17, 2018 at the school from 9:00 a.m. until 11:00 a.m.
- The 6<sup>th</sup> Annual Cotillion will be held on Friday, May 17, 2019 at the Siebenburger Club.
- The following events are being discussed for prospective fund raisers. A Car Wash, Talent Show, 70’s Dance for Parents and First Purse Bingo.
- Requesting Rise Parents/Families, Staff and the Board of Trustees to submit Box Tops to support the RFO Box Tops Program. The goal is to raise \$1,000.00 in FY 2018/2019.
- The Erie Rise Basketball Programs are underway. The Girls team has been practicing since September 6, 2018. The Girls team has played games against East Middle School, Charter School of Excellence (Discovery Center) and Mother Teresa.
- The JV Boys will be playing in local tournaments and will scrimmage Public, Charter and Catholic Schools.
- The Boys Varsity Boys will be playing in the Independent basketball League. They will also be playing in local tournaments and will scrimmage Public, Charter and Parochial Schools.

**Section III: Resolutions**

A. Approval of Reports

Resolved, the Board of Directors of Erie Rise Leadership Academy Charter School on a motion by Dr. Margaret Smith and seconded by Brenda Abreu-Baker accepts the CEO Report and all documents with the exclusion of Exhibit 26 (Board vote required) 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 and seconded by Breda Abreu-Baker accepts the reports of the Finance and Audit Committee, the A.P. Summary in the amount of \$ 158,331.75. 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 and seconded by Brenda Abreu-Baker accepts the RFO Report 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. Mr. Williams discussed the update for the Employee Pension Program. A meeting was held with Pat Geary, Mr. Lang, Mrs. Ratcliff, Mr. Williams and Mr. Hooks.

Resolved, the Board of Directors of Erie Rise Leadership Academy Charter School on a motion by Brenda Abreu-Baker seconded by Dr. Margaret Smith accepts the recommendation of the Pension Committee to drop four (4) underperforming accounts for four (4) better performing accounts. All in favor, the motion carried unanimously.

- B. AP Summary for November, 2018 in the amount of \$ 150,000

Resolved, the Board of Directors of Erie Rise Leadership Academy Charter School on a motion by Michael Hooks seconded by Dr. Margaret Smith approved the Mid-Month AP Summary in the amount of \$ 41,811.01. All in favor, motion carried.

- C. The OSS/ISS proposal at BTW - On Hold.

#### **Section V: New Business**

- A. 3i Networking-Consulting Services Presentation

Mr. Tyrone Clark made a presentation on behalf of his company 3i Networking. His presentation discussed a proposed marketing strategy to address the challenges and opportunities for Erie Rise.

- B. There was no vote required to reflect any cosmetic changes made to the By-laws document. Note: By-laws amendments to reflect new Site Location (1006 West 10<sup>th</sup> Street, Erie, PA) and the CEO Office Location (1006 West 10<sup>th</sup> Street, Erie, PA) were approved during the October 2018 Board of Trustees meeting.
- C. Comprehensive Plan Due November 30<sup>th</sup> for Phase 3 LEA's (Discussed in the CEO Report)

On a motion Brenda Abreu-Baker and seconded by Dr. Margaret Smith the meeting was adjourned at 8:42 p.m. at which time the Board of Directors went into Executive Session.

#### **Executive Session Notes November 15, 2018**

- A. Bonded Service Final Statement of \$8,750.00
- B. BOT Financial Interest Forms Completed
- C. Time Sheets for All Employees/CEO

Executive Session concluded at 9:01 p.m., followed by General Session and motion from Mrs. Baker to approve the payment of \$8,750 for Bonded Services Settlement. Seconded by Dr. Smith, motion carried.

Moved to adjourn at 9:03 p.m.