

ERIE RISE LEADERSHIP ACADEMY CHARTER SCHOOL BOARD  
MEETING MINUTES  
THURSDAY, JANUARY 17, 2019

**Section I: Call to Order**

The meeting was called to order at 6:25 p.m. by the Board Chairperson, Mrs. Constance M. Ratcliff. The body was led in the pledge of allegiance to the flag by Dr. Margaret Smith followed by a prayer from Mrs. Brenda Abreu Baker.

**A. Roll Call:**

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

**Non Board Members:**

Attorney Thomas Fitzpatrick

**Rise Staff:**

Terry A. Lang, CEO  
Veronica Will, Principal  
William Butler  
Homer Smith  
Pearl Jeffries-Steele  
Westley Williams  
Aubrey Favors  
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 January 17, 2019 Agenda. All members in favor (Motion Carried)

**C. Approval of Minutes-**

Motion made by Brenda Abreu-Baker seconded by Wayne Patterson to accept the board minutes from the November 15, 2018 meeting with necessary corrections. All members in favor (Motion Carried)

## **Section II: Reports**

### A. Hearing of Citizens (none)

### B. Mr. Matt Harris Presentation “Character Be About It, Troopers Teaching Students)

- The program is a K-8, Best practice Program
- Law Enforcement teaching character traits to students
- 17 Troopers mostly in Erie County are participating in this program as Instructors
- NBC is doing a Feature taping on the Today Show, Spring, 2019
- Mr. Harris would like to implement the program at Erie Rise
- Currently scheduling for the FY 2019/2020 Academic Year.
- (32) week program
- Program cost \$ 26,000.00
- The program has been successful in helping to reduce school violence in the schools where it has been implemented.

### C. **Finance & Audit Committee: presented by Mike Whisman**

#### 1. Financials-Summary of the Balance Sheet, page 3 of 16

- Cash trending is up
- Savings are up
- Total revenue for the period greater than budgeted
- Total expenditures for the period greater than budgeted.
- Accounts payable are down
- Current ratio 4.1
- Day’s Operating Cash on hand is 43.6
- 21<sup>st</sup> Century School funded expenditures are greater than budgeted. These costs are for items not paid for by the program, but which are necessary to run the program.
- Total school funded non-reimbursable expenditures for the year to date (October – December, 2018) totaled. \$ 55,253.00A revised budget was submitted to the department for approval to capture most of these expenses as reimbursable. If approved retroactively to October 1, 2018, the expenses currently showing as school funded will be reduced.
- Bus contracted Service expenditures are trending higher than budgeted.
- A question was asked if we still owed money back to Savings. Mr. Whisman will look into this and get back with Mr. Butler and Mr. Lang.
- AP Summary Total \$ 218,020.15

### 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 6th Annual Cotillion will be held on Friday, May 17, 2019 at the Siebenburger Club.
- The RFO is conducting a Box Tops Fund drive. The RFO is 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 Girls Basketball Team will be playing in the St. George Girls Basketball Tournament January 30 – February 3, 2019.
- The JV Boys Basketball Team will be participating in the Erie School District 6<sup>th</sup> Grade Tournament being held at Strong Vincent Middle School, January 24 – 26, 2019.
- The Varsity Boys Basketball Team has begun league play in the Independent Basketball league (IBL)
- The RFO will begin outreach meetings at the local community centers. Meetings in January and February will be held at the BTW Center. Meeting sin march and April will be tentatively held at the JFK Center.

**E. CEO Report: Presented By Mr. Lang**

- Mr. Lang presented The “Way Forward” Expansion Plan (Phase 1 of 2) is an educational economic development strategy that highlights growth opportunities for Erie Rise Leadership Academy Charter School. The plan includes expansion strategies for the following functional areas: Additionally, the “Way Forward” Expansion Plan (Phase 1 of 2) is also a request for at-large board approval to complete and/or begin feasibility studies to determine the requirements for organizational implementation:

**Academics/Curriculum Management-** involves monitoring the educational levels and needs of the students at the Erie Rise Leadership Academy Charter School. The “Way Froward” Expansion Plan will highlight strategies for:

Academic Recovery Plan 3.0-is under development by a cohort of instructors.

Baby University (Pre-K)-will involve the R/D required to implement a Pre-K component for Scholars ages 2-5.

Curriculum Evaluation

PSSA Curriculum-identify PSSA test material to supplement Study Island and PSSA Coach Research for potentially new curriculum

- Evaluating current tools being used
- Proposed tools to be incorporated
- 21<sup>st</sup> Century impact on Academics and Character
- Opportunities to move this targeted group to advanced or proficient
- Formulating smart goals/PSSSA prep in the classroom
- Incentive report

Discussion items:

- **What is the number of students attending 21<sup>st</sup> Century?**  
160 Students are enrolled  
89 students have attended (30) days or more in a 3 month p0eriod  
282 students seen at least once in 21<sup>st</sup> Century
- Teachers do the outreach regarding 21<sup>st</sup> Century participation
- Students whose parents are involved in 21<sup>st</sup> Century are more successful.
- Tools to measure the anxiety level of students prior to PSSA testing
- Proposed coaching for stress release
- **What parental engagement is undertaken for students who might be retained?**  
Parents are informed about the teacher concerns regarding retention at the Student conference or meeting.

Note: More details can be found on Page 3 of the CEO report

**Property Management Expansion Plan**-is inclusive of managing a real estate portfolio that includes: leased property or purchased property as well as temporary structure for ISS/OSS and other academics.

- Leasing a property that will allow ERLACS to continue the current lease with GECAC after the expiration date of 2021.
- Make the determination to stay in the GECAC building or relocate total school operations.
- Purchasing a facility that will allow ERLACS to relocate 10<sup>th</sup> Street operation to one central location with the capacity to expand operations within that location.
- Expand with both locations: 10<sup>th</sup> Street and a second location.
- Temporary structures that will allow ERLACS to: Relocate ISS/OSS operations to an exterior trailer that is stationed on campus away from the school operations for scholars that require immediate and/or long term refocusing.
- Maintain a temporary structure that will allow for other academic programs (21<sup>st</sup> gardens, etc.)
- Lease Property facts, page 5 of the CEO Report
- Page 6-8 of the CEO report deals with conditions, identified repairs and projected costs to purchase Wayne Elementary, Irving School, and Temple Anshe Hessed.

#### **Wayne Elementary**

- Roof issues
- Boiler concerns
- Request for utility costs
- Suspected Environmental issues
- Financials with First national Bank, see page 6 of the CEO report
- Information needed for FNB application process, page 6 of the CEO Report
- Submit a Letter of Intent pending ESD Reauthorization

#### **Irving School (Details on Page 7 of the CEO Report)**

#### **Temple Anshe Hessed (Details on Page 8 of the CEO Report)**

**Transportation Management:** The Transportation Management Expansion Plan is inclusive of strategy to continue leasing and/or purchasing school buses.

- Erie Rise will continue its contractual relationship with Durham Transportation.
- Inclusive of leasing (5) school buses, with two buses in a standby rotation.
- All seven buses will be parked on school property, 1006 west 10<sup>th</sup> Street.
- Research the total cost associated with the purchasing of school buses, for a potential blend solution for ERLACS transportation solution.
- Prospective Vendors (MacAllister Transportation)

#### **Research-Based Management Methodologies:**

The primary management methodologies that have been adapted and adopted to improve overall school operational performance:

- Total Quality Management-Comprehensive Management Methodologies
- Instructional System Design-Curriculum Development/Procurement
- Six Gamma Theory-Invoice/Process Improvement-Lifecycle

- Project Management Theory-Operational Compliance & Client Management
- W.E. Deming (16) minute video email sent to BOT members
- ESD Invoicing Process-Six gamma, Erie Rise is the only Charter School that doesn't use Unipay.

### **Economic Development Expansion Plan (Phase 1 of 2)**

The Economic Expansion Plan is inclusive of increasing Erie Rise Leadership Academy Charter School's market share of school-age eligible students, and the increased employment of instructional, non-instructional and support staff to support the expansion.

- Opportunities with a K-2 Model; 3-8 Model and Pre-K-Baby University Models.
- Employment opportunities/expand the number of Instructors/Non Instructional staff.
- Expand the number of Instructors hired
- Expand the number of Teacher Assistants T/A's hired
- Expand the number of Non-Instructional support staff
- Expand the use of consultants
- Contracting local/regional skilled trade professional for facility renovations
- Facility maintenance
- Cleaning Services

### **Board Approval Request (Phase 1 of 2) Page 14 of the CEO Report**

The Administration is requesting at-large board approval for the following:

- Approval to continue the "Facility" feasibility study.
- Approval to fund the "Facility" feasibility study.
- Approval to submit a "Letter of Intent" to ESD for Wayne Elementary (when the time is opportune)
- Approval to fund associated cost with "Letter of Intent" for Wayne Elementary due diligence process. 5K)
- Approval of Realtor to represent ERLACS with the procurement of Purchased property.
- Securing Architectural consulting/drawing for a potential 2<sup>nd</sup> location (\$3,200.0)
- Environmental commercial inspection.

## **Section III: Resolutions**

### **A. Approval of Reports**

Motion by Wayne Patterson seconded by Michael Hooks to receive and approve moving forward with the "Character Be about It Program". All members voted in favor, Motion Carried

Resolved, the Board of Directors of Erie Rise Leadership Academy Charter School on a motion by Michael Hooks seconded by Wayne Patterson accepts the CEO Report and all documents which shall be incorporated into the record of this meeting and authorizes the CEO to continue the Feasibility Study. All in favor, the motion carried unanimously.

Resolved, the Board of Directors of Erie Rise Leadership Academy Charter School on a motion by Breda Abreu-Baker seconded by Dr. Margaret Smith accepts the reports of the Finance and Audit Committee, the A.P. Summary in the amount of \$ 218,020.15 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 Brenda Abreu Baker and seconded by Dr. Margaret Smith 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. Ratify votes-the AP summary, December 2018 in the amount of \$ 250,331.25.

Resolved, the Board of Directors of Erie Rise Leadership Academy Charter School on a motion by Brenda Abreu-Baker seconded by Dr. Margaret Smith ratify the votes to approve the December, 2018 AP Summary in the amount of \$250,331.25 and Holiday Bonus for school employees. All in favor, the motion carried unanimously.

B. 3i Network Update

- Proposed contract for \$8,200.00
- Proposed length of contract (2) months
- Collect (1,000) signed petitions from citizens
- Collect (10-25) signed letters from businesses
- Collect (7-12) signed letters form stakeholders
- 20% down payment at the start of the process
- 30% payment at the first review
- 20 %payment at the 2<sup>nd</sup> review
- 30% payment at the completion of the contract

Resolved, the Board of Directors of Erie Rise Leadership Academy Charter School on a motion by Brenda Abreu Baker seconded by Michael Hooks approved the contract agreement with 3i network to assist in the Rise Renewal process to solicit signed petitions, letters from businesses and stakeholders. All in favor, motion carried.

Contract identified as \$8,200.00 over (2) months

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

A. PSSA Student prep

A discussion was held about the preparation strategies for the students in the school.

B. Request for interviews during the reauthorization process.

All requests for interviews during the reauthorization process need to go through legal first.

C. Office Space for the CEO

The CEO will hold two offices-one at 1006 West 10<sup>th</sup> street and another one TBD.

D. Recognition from Community Organizations (Gem City Elks)

A reminder was given to acknowledge community organizations in a timely manner.

On a motion by Dr. Margaret Smith seconded by Wayne Patterson to adjourn the meeting at 8:30 p.m. at which time the Board of Directors went into Executive Session.

Executive Session 7:59 p.m. Notes January 18, 2019

- A. Right To Know Request
- B. Article 11 2.4 Section F. Discussion with Q & A followed. By a vote of 6 to 1 to retain.
- C. Review of CEO Contract 2017-2019

Executive Session concluded at 9:01 p.m., followed by General Session and motion from Mrs. Baker to report to accept the vote with Dr. Smith seconded, motion carried.

Moved to adjourn at 9:03 p.m.

