

ERIE RISE LEADERSHIP ACADEMY CHARTER SCHOOL BOARD
MEETING MINUTES
THURSDAY, APRIL 16, 2020

Section I: Call to Order

The meeting was called to order at 6:05 p.m. by the Board Chairperson Constance Ratcliff. The body was led in the pledge of allegiance to the flag by Mr. Wayne Patterson followed by a prayer from Homer Smith.

A. Roll Call:

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

Non Board Members:

Attorney Thomas Fitzpatrick (Conferencing)

Rise Staff:

Terry A. Lang, CEO (Conferencing)
Veronica Will, Principal (Conferencing)
Aubrey Favors (Conferencing)
Homer Smith (Present)
Pearl Jeffries (Conferencing)

B. Approval of Agenda

Resolved, that the Board of Trustees of Erie Rise Leadership Academy Charter School on a motion by Mr. Wayne Patterson seconded by Ms. Sonya Adams hereby approves the April 16, 2020 meeting agenda. All members in favor, the motion carried unanimously.

C. Approval of Minutes-

Motion made by Mr. Wayne Patterson seconded by Mr. Tim Kuzma to accept the board minutes from the March 26, 2020 meeting with necessary corrections. Dr. Smith should be marked as present. The Finance Committee offered up the Financial Report and the AP Summary for approval. All members in favor, the motion carried unanimously.

Section II: Reports

- A. Hearing of Citizens (None)

Section III: Reports

A. CEO Report-Mr. Terry A. Lang

COVID-19 Update- Pursuant to the coronavirus, Governor Wolf mandated that all schools be closed for the remainder of the 2019-2020 School Year. This CEO report focuses on school activities that will be affected by the determination. Discussion on how COVID-19 has affected student learning as we know it. Develop strategies that can assist parents and guardians motivate their students to work independently.

Continuity of Education Plan (See Exhibit A) Page 2

Instructional Designing-eLearning Platform Development (A.D.D.I.E.)

- The following eLearning and ISD methodology awareness was provided to BOT members and members of the Administration. To visit the eLearning and Instructional System Design methodology, click on the link below to see YouTube videos that support the methodology.

<https://www.youtube.com/playlist+PLSQkBFWQ2ODQBAXXOKsJHvu3e4Li8vP-k>

Website to review the design is listed on Page 2

LMS “Data Coms” – Evaluation & Effectiveness

1. ConnectEd – Exhibit B (Weekly engagement documentation to show an increase in utilization) digital and print assistance
2. USA Test Prep – Exhibit C
3. Khan Academy – Exhibit D

B. Principals Corner – Mrs. Veronica Will Page 4

- Instructional Model Continuation (Digital Resources, At-Home Learning)
- Teachers are able to see in real time with digital learning platforms.
- Special Education Teachers are reaching out to our students every day or every other day.
- 5th grade teacher is online with instructional teaching through face-time etc.
- Distribution of (79) laptops to Rise families with (45) identified families who have not picked up their laptops yet.
- Created a template of all the digital platforms. Allows teachers to track the time students are utilizing the digital platforms.
- Data shared on percentage of classrooms on digital platforms
- Parent engagement class dojo, posting of stories and student engagement.
- Teachers using webinars to obtain skills to interface with their students.
- Shout out to the students who are utilizing the online instructional materials.
- Erie Rise was featured on all the local TV stations on Teacher and staff testimonials.
- Outreach to parents through Robo-Calls and Rise Facebook.
- IU5 training on using the Google Class-room management.
- RFO using incentives for students who complete printed and online materials.
- Requesting consideration for Teachers who don't have access to technology.

- Concept of a traditional Summer Session or will it become an enrichment component. What charter changes would be required; however, attendance should not be the primary issue driving the discussion. The Administration should make a recommendation to the Board.

C. HR Report: Aubrey Favors

- Act 13 - as it pertains to payroll. The state of Pennsylvania has put in place for LEA's to pay all of our staff their salary as of March 13, 2020.
- Erie Rise will receive almost \$ 200,000 - \$250,000 from the Cares Act in July, 2020 to cover payroll during the COVID-19 pandemic.
- Financial Statements are due by April 30, 2020; the Department of Ethics did not extend the deadline date. The form has to be signed before May 1, 2020.
- Erie Rise is in an appeal process with E-rate \$42K plus. The broker for Erie Rise has submitted (two) appeals.

D. RFO Update: Homer Smith and Pearl Jeffries

- The Erie Rise Academic & Sports Banquet scheduled for Friday, May 15, 2020 @ the Siebenbuerger Club has been postponed due to the COVID-19 pandemic.
- When the COVID-19 pandemic subsides, the RFO will be working with the local community centers to host a Mobile Technology Center to assist Rise families and families served by the three local centers that will include parental engagement strategies, PSSA Prep, Language conversion and other soft skill services.
- In conjunction with the Board of Trustees distributed Easter Candy to Erie Rise Students.
- In conjunction with the Board of Trustees, the RFO will award (2) \$ 1,000.00 scholarships to members of the 2016 Erie Rise 8th grade graduating class, who are the 2020 High School graduates and first group of Erie Rise Students that will attend college in the 2020-2021 Academic Year. The deadline for applications has been extended to May 15, 2020.
- (19) Erie Rise families with a total of 51 students who attend our school who don't have transportation to get to Erie Rise are being serviced by the BTW food distribution program. The BTW will also assist with the distribution of written instructional materials.

E. Finance & Audit Committee: presented by Sonya Adams

1. Financials-Summary of the Balance Sheet, page 1 of 18.
 - The Finance Committee met on twice April 1st and April 14, 2020.
 - Compared to June 30, 2019; our operating cash is down.
 - The Savings balance is down.
 - District Tuition Receivables are up.
 - Other receivables are up.
 - State Receivables are about the same
 - Federal Receivables-21st Century monies and some estimates for food service.
 - Accounts payable balance has increased, and accrued expenses are down.
 - Our rations are coming back to where we need them to be.
 - Current Ratio 5.7; day's operating cash on hand is 20.7
 - Total revenues for the period \$ 5,020,243, were \$ \$68,100 more than budgeted.
 - Total revenues for the year are projected to be \$ 38,048 more than budgeted.
 - Erie Rise is no longer eligible to receive the Student Intervention Grant.
 - Erie Rise has been awarded the PA Smart Grant in the amount of \$ 33,312
 - Local revenues are projected to be \$ 62,746 more than budgeted.
 - Projected ADM at February 29, 2020 was 429 versus a budget of 440.
 - Increase in revenue is due to an increase in the City of Erie School District tuition rates. The Special Education Tuition rate increased from \$ 21,448.32 to \$ 23,302.95 per pupil. Regular Ed Tuition rate increased from \$ 8,898.03 to \$ 9,044.00 per pupil.
 - Total expenditures from the period \$ 5,217,300, were \$ 251,539 more than budgeted.
 - Total expenditures for the year are projected to be \$ 137,302 higher than budgeted.
 - Total Personnel Costs are projected to be \$ 295,923 greater than budgeted.
 - Total Books and Instructional Aides are projected to be \$ 5,957 higher than budgeted.
 - Total Bus contracted services are projected to be \$ 126,776 less than budgeted.
 - Total Professional Development Contracted Services are projected to be \$ 39,122 less than budgeted.
 - Total Advertising costs are projected to be \$ 16,562 less than budgeted.
 - Total Student activities are projected to be \$ 55,239 less than budgeted.
 - 21st Century School program budget has been approved. Total program revenues for the period, at \$ 269,763, were \$ 37,858 greater than budgeted.
 - Total school funded non-reimbursable expenditures for the period totaled \$ 45,339. These costs are for items not paid for by the program, but which are necessary to run the program.

Committee Recommendations:

- Approval of the March, 2020 Financials.
- Approve the AP summary in the amount of \$ 170,482.33
- Decision to cancel BOT attendance for the Charter School Conference.

Section III: Resolutions

A. Approval of Report:

Resolved, the Board of Directors of Erie Rise Leadership Academy Charter School on a motion by Ms. Sonya Adams seconded by Mr. Wayne Patterson accepts the CEO Report, Principal Corner, the RFO Report. Roll call vote, all in favor, the motion carried unanimously.

Mr. Tim Kuzma - Yes
Mr. Shantel Hilliard - Yes
Mrs. Brenda Abreu-Baker - Yes
Ms. Sonya Adams - Yes
Dr. Margaret Smith - Yes
Mr. Ed Williams - Yes
Mr. Wayne Patterson - Yes
Mrs. Constance M. Ratcliff - Yes
Mr. Michael Hooks - Yes

Resolved, the Board of Directors of Erie Rise Leadership Academy Charter School on a motion Ms. Sonya Adams seconded by Mrs. Brenda Abreu Baker accepts the reports of the Finance and Audit Committee, the A.P. Summary in the adjusted amount of \$ 170,482.33 and the cancelation of BOT Members to attend the 2020 Charter School Conference requesting registration fees be refunded and all documents submitted thereby, which shall be incorporated into the record of this meeting. Roll call vote, all in favor, the motion carried unanimously.

Mr. Tim Kuzma - Yes
Mr. Shantel Hilliard - Yes
Mrs. Brenda Abreu-Baker - Yes
Ms. Sonya Adams - Yes
Dr. Margaret Smith - Yes
Mr. Ed Williams - Yes
Mr. Wayne Patterson - Yes
Mrs. Constance M. Ratcliff - Yes
Mr. Michael Hooks - Yes

Section IV: Unfinished Business

- A. COVID-19 (Update)
- B. Statement of Financial Interest Forms – BOT

Section V: New Business

- A. COVID-19 (New Development)
- B. Committee Report
 - Dr. Margaret Smith-(Written report to be attached)
 - Ms. Sonya Adams-Development Committee (Written report to be attached)

On a motion by seconded by Ms. Sonya Adams seconded by Mrs. Brenda Abreu Baker the meeting was adjourned at 8:15 p.m. at which time the Board went into Executive Committee on Google Hangout.

On a motion made by Dr. Margaret Smith seconded by Mr. Tim Kuzma, the Executive session closed at 9:58 p.m. The Board went back into general session at 10:00 p.m.

Dr. Smith made a motion seconded by Mr. Michael Hooks that the board exercises the termination without cause language as stated in the 2019-2021 employment contract of Mr. Terry Lang. With said action, ERLACS would compensate Mr. Lang in accordance with the contract language. The board at large voted as follows. Votes tallied 5 yes and 4 no.

Mr. Tim Kuzma - Yes
Mr. Shantel Hilliard - No
Mrs. Brenda Abreu-Baker - No
Ms. Sonya Adams - No
Dr. Margaret Smith - Yes
Mr. Ed Williams - Yes
Mr. Wayne Patterson - No
Mrs. Constance M. Ratcliff - Yes
Mr. Michael Hooks - Yes

On a motion by Mr. Wayne Patterson seconded by Ms. Adams the meeting was adjourned at 10:10 p.m.

