

ERIE RISE LEADERSHIP ACADEMY CHARTER SCHOOL BOARD
MEETING MINUTES
THURSDAY, MAY 21, 2020
6:00 p.m.
Conference Call Number (978)990-5164
Access Code # 15803010

Section I: Call to Order

The meeting was called to order at 6:02 p.m. by the Board Chairperson Mrs. Constance Ratcliff. The body was led in the pledge of allegiance to the flag by Mr. Wayne Patterson followed by a prayer from Mrs. Brenda Abreu Baker.

A. Roll Call:

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

Non Board Members:

Attorney Thomas Fitzpatrick (Present)

Rise Staff:

- | | |
|--------------------------------------|--------------------|
| Aubrey Favors, Interim CEO (Present) | Diantha McCaughtry |
| Veronica Will, Principal (Present) | Michelle Shanti |
| Homer Smith (Present) | Jenesia Buschman |
| Pearl Jeffries (Present) | |

B. Approval of Agenda

Resolved, that the Board of Trustees of Erie Rise Leadership Academy Charter School on a motion by Mrs. Brenda Abreu-Baker seconded by Ms. Sonya Adams hereby approves the May 21, 2020 meeting agenda. All members in favor, the motion carried unanimously (8 yes; 0 no)

- Mrs. Abreu-Baker-Yes
- Ms. Adams-Yes
- Mr. Hilliard-Yes
- Mr. Hooks-N/A
- Mr. Kuzma-Yes
- Mr. Patterson-Yes
- Dr. Smith-Yes
- Mr. Williams-Yes
- Mrs. Ratcliff-Yes

C. Approval of Minutes-

Motion made by Dr. Margaret Smith seconded by Mr. Wayne Patterson to accept the board minutes from the April 23, 2020 meeting with necessary corrections. All members in favor, the motion carried unanimously (8 yes, 0 no)

- Mrs. Abreu-Baker-Yes
- Ms. Adams-Yes
- Mr. Hilliard-Yes
- Mr. Hooks-N/A
- Mr. Kuzma-Yes
- Mr. Patterson-Yes
- Dr. Smith-Yes
- Mr. Williams-Yes
- Mrs. Ratcliff-Yes

Section II: Reports:

- A. Hearing of Citizens (None)

Section III: Reports

A. CEO Report-Mr. Aubrey Favors

1. On May 4th, Erie Rise transitioned from providing enrichment and review activities designed to reinforce or extend a student’s prior learning, to providing planned instruction.
2. Due to COVID-19 the 2020-2021 open enrollment period for new students has begun totally online, with assistance provided to interested parents by phone. Additional details available on the school’s website: erierise.org
3. Plans for the Kindergarten and Eight grade graduations have begun! Further information can be found in the RFO Report.
4. Talks have begun as of May 6th and continue, to assess teaching staff needs for the upcoming (2020-2021) school year. Teacher retention is expected to be good.
5. Erie Rise has bene informed its 21st Century program which ends in October will be extended an additional three years at (\$400,000/year.) However, years five and six will be dependent on continued availability of funds, strict adherence to the rules of the program, and satisfactory performance by the grantee as evaluated by PDE.
6. The school is currently striving towards providing seamless online and other distance learning services. There is still room for improvement in the delivery of services, and Rise is working diligently to ensure all students receive the education, we have been entrusted to provide.

B. Principals Corner – Mrs. Veronica Will Page 4 of 13

- Updated the Continuity of Education Plan
- Materials provided Updated Continuity of Education Plan (Accounting for shift to Planned Instruction); Distance Learning Plan; and Abridged 4th Quarter Curriculum Map.
- Student participation is tracked weekly and made available to review with teachers during weekly staff meetings and or grade level meetings (via ZOOM)
- As of May 11th, the Student participation rate was (72%); As of May 18th that rate had improved to 93%.
- Student/Parent Support, planned instruction files are posted on the website under the COVID-19 resources by Monday morning every week. All parent support materials are posted on the website.
- Website overhaul in process to make it more user-friendly for parents and students.
- Instructional Staff identified students without WIFI.
- Printed “Printed Instruction” packets are delivered to their homes Monday morning by the Booker T. Washington Center Staff.
- Erie Rise front office is staffed in shifts from (8:30 – 5:30 every day.
- Weekly Zoom calls happening per grade level.
- Recorded ZOOM calls placed on YouTube channel and Google Classroom for parents to view at any time.

C. HR Report: Aubrey Favors

- Human Resources is seeking approval for the following:
- **Electronic Signature Policy**
The Erie Rise Leadership Academy Charter School accepts electronic signatures as though signed in handwriting. By using an electronic signature the parent or guardian agrees to the terms or conditions in the document being signed.
- **E-Rate**
The FCC has granted a review of USAC’s decision against Erie Rise regarding our telephone service for the Audit year (2016). See Appendix D , the FCC Public Notice.
- **Separations of employment & Layoffs:**
Terry Lang (Separation) 4/16/20
Ruth Lanzo (Layoff) 4/3/20
Kenneth Duck (Layoff) 3/13/20

D. RFO Update: Homer Smith and Pearl Jeffries

- The Erie Rise Academic & Sports Banquet scheduled for Friday, May 15, 2020 @ the Siebenbuerger Club was postponed due to the COVID-19 pandemic.
- Social Services is assisting to locate students and update records for students/families and to make connections for computer and virtual learning needs.
- 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. This is the first group of Erie Rise Students that will attend college in the 2020-2021 Academic Year.
- Families, Teachers, Board Members and the Administration are encouraged to submit their Box Tops to the Rise Office. Outreach program to Parents, Administration, Staff, Board Members and local churches will be sent out later this month.
- Working with the Kindergarten Teachers and 8th grade Teachers to host virtual graduation ceremonies.
- Met with Erie Multi-Media Company to assist Erie Rise to produce (a) Kindergarten Graduation video; (b) 8th grade graduation video and (c) an Enrollment video.
- Received a quote from Multi-Media for \$ 2,040.00 and a quote from Roderick Jones for \$ 1,000.00.
- Contacted Community stakeholders to provide a graduation salute to our 8th grade students. Identifying prospective commencement speakers.
- Coordinating the Erie Rise Food Delivery System. Providing 150 breakfast and 150 lunches every Tuesday and Friday. Over the past (9) weeks Erie Rise has distributed 8,010 units of food.
- (26) Erie Rise families with a total of 63 Rise 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..

Action Item:

- Seeking Board of Trustees approval for \$ 1,000.00 to produce 8th Grade and Kindergarten Videos. The recommended vendor is Roderick Jones, quote attached.

E. Finance & Audit Committee: presented by Sonya Adams

1. Financials-Summary of the Balance Sheet, page 1 of 16.
 - The Finance Committee met on May 21, 2020.
 - Compared to June 30, 2019; our operating cash is up.
 - The Savings balance is down. From the June audit.
 - District Tuition Receivables are up \$ 18,000.00
 - 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.
 - Current Ratio 3.1; day's operating cash on hand is 27.2
 - Total revenues for the period \$ 5,543,828, were \$ 1,115 higher than budgeted.
 - Total revenues for the year are projected to be \$ 108,566 higher than budgeted.
 - Erie Rise has been awarded the PA Smart Grant in the amount of \$ 33,312. The projection has been updated to reflect these changes. The food revenue has been adjusted due to COVID-19.
 - Due to COVID-19, transportation revenue has been decreased by \$ 46,656. The CARES Act has increased Federal revenue by \$ 197,046.
 - Local revenues are projected to be \$ 66,518 more than budgeted.
 - Projected ADM at April 30, 2020 was 430 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 \$ 5,884,762, were \$ 381,308 more than budgeted.
 - Total expenditures for the year are projected to be \$ 343,365 higher than budgeted.
 - Total Personnel Costs are projected to be \$ 322,365 greater than budgeted. This increase is a result of hiring in-house transportation employees and medical insurance projected to exceed budget.
 - 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 \$ 16,477 less than budgeted.
 - Total Student activities are projected to be \$ 55,499 less than budgeted.
 - 21st Century School program budget has been approved. Total program revenues for the period, at \$ 275,738, were \$ 5,182 greater than budgeted.
 - Total school funded non-reimbursable expenditures for the period totaled \$ 47,006. These costs are for items not paid for by the program, but which are necessary to run the program.

Committee Recommendations:

- Approval of the April, 2020 Financials
- Approve the AP summary in the amount of \$ 384,230.08
- Review the proposed draft Budget for FY 2020-21. The budget is based on enrollment of 435 students.
- 21st Century Discussion

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 Dr. Margaret Smith accepts the CEO Report, Principal Corner, RFO Report. Askable items include the Electronic Signature Policy and the RFO Video Graduation Proposal from Roderick Jones in the amount of \$ 1,000.00. Roll call vote, all in favor, the motion carried unanimously. (9 yes; 0 no)

Mrs. Abreu-Baker-Yes
Ms. Adams-Yes
Mr. Hilliard-Yes
Mr. Hooks-Yes
Mr. Kuzma-Yes
Mr. Patterson-Yes
Dr. Smith-Yes
Mr. Williams-Yes
Mrs. Ratcliff-Yes

Resolved, the Board of Directors of Erie Rise Leadership Academy Charter School on a motion Ms. Sonya Adams seconded by Dr. Margaret Smith accepts the reports of the Finance and Audit Committee, the draft Budget for FY 2020-21, the A.P. Summary in the adjusted amount of \$ 384,230.08. Roll call vote, all in favor, the motion carried unanimously.

Mrs. Abreu-Baker-Yes
Ms. Adams-Yes
Mr. Hilliard-Yes
Mr. Hooks-Yes
Mr. Kuzma-Yes
Mr. Patterson-Yes
Dr. Smith-Yes
Mr. Williams-Yes
Mrs. Ratcliff-Yes

Section IV: Unfinished Business

- A. Statement of Financial Interest Forms – BOT (All forms were turned in)
- B. Board Trainings Next Steps-Dr. Nunnery will set up a virtual training. The District will need to review the proposed training agenda. It was suggested to have the training June 24 – 27, 2020. Dr. Nunnery is recommended the training in (3) hour blocks preferably on Saturday, June 27, 2020.
- C. Annual Board Evaluation
- D. NCSC 2020 Registration Update, the Board will be seeking to be reimbursed for registration costs.

Section V: New Business

- A. 3i Network outcomes - Mr Favors spoke briefly about the meeting with Mr. Clark and the assistance 3inetwork has provided thus far.
- B. Kronos (Time and Attendance Product)
 - Takes 90 – 100 days to implement, includes training and getting the system in place
 - Annual Fee \$ Monthly fee is \$
 - This line item was tabled at this time and will be presented at the June, 2020 board meeting.

On a motion by seconded by Mr. Tim Kuzma seconded by Ms. Sonya Adams the meeting was adjourned at 7:34 p.m. which time the Board went into Executive Committee on Google Hangout.

Executive Session (Discussion Points)

- All SFI forms have been submitted by all board members.
- T. Lang severance, return of Rise property by Mr. Lang, appropriate leave payouts. Severance amount will be presented to the board for review at a later date.
- Erate-ERLACS files an appeal with Erate. We are currently waiting on a response. We anticipate that we will reach an agreement with Erate resolving both claims against us.
- Dr. Nunnery discussion, we are moving forward utilizing his academic guidance/mentorship.
- V. Will resignation letter submitted, effective June 5, 2020. Mr. Favors discussed initial plans for replacement.
- Budget comments by the Board of Trustees are due by June 4, 2020.

On a motion made by Mr. Wayne Patterson seconded by Dr. Margaret Smith, the Executive session closed at 8:45 p.m. The Board went back into general session at 8:45 p.m.

The General session reconvened at 8:45 p.m.

Motion by Mr. Wayne Patterson seconded by Dr. Margaret Smith, to accept the resignation of Mrs. Will. The motion carried with a vote of 8-0; Tim Kuzma was excused.

Mrs. Abreu-Baker-Yes
Ms. Adams-Yes
Mr. Hilliard-Yes
Mr. Hooks-Yes
Mr. Patterson-Yes
Dr. Smith-Yes
Mr. Williams-Yes
Mrs. Ratcliff-Yes
Mr. Kuzma (Excused)

On a motion by Mr. Wayne Patterson seconded by Dr. Margaret Smith the meeting was adjourned at 8:48 p.m.

