

ERIE RISE LEADERSHIP ACADEMY CHARTER SCHOOL BOARD  
MEETING MINUTES  
THURSDAY, JULY 16, 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 6:22 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 (Excused)  
Tim Kuzma (Excused))  
Brenda Abreu-Baker (Present)

**Non Board Members:**

Attorney Thomas Fitzpatrick (Present)  
Dr. Lee Nunnery

**Rise Staff:**

Aubrey Favors, Interim CEO (Present)  
Diantha McCaughtry (Present)  
Homer Smith (Present)  
Anthony Nicoletta (Present)  
Gabrielle Malinowski (Present)  
Pearl Jeffries-Steele (Present)

**B. Approval of Agenda**

Resolved, that the Board of Trustees of Erie Rise Leadership Academy Charter School on a motion by Ms. Sonya Adams seconded by Dr. Margaret Smith hereby approves the July 16, 2020 meeting agenda. All members in favor, the motion carried unanimously (7 yes; 0 no)

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

C. Approval of Minutes-

Motion made by Ms. Sonya Adams seconded by Mr. Shantel Hilliard to accept the board minutes from the June 18, 2020 meeting with necessary corrections. All members in favor, the motion carried unanimously (7 yes, 0 no)

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

Motion by Mr. Wayne Patterson seconded by Ms. Sonya Adams to accept the minutes from the June 29th Special Call meeting with necessary corrections. Correction, that the Solicitor Contract was received with no changes to the previous contract. All members in favor, the motion carried unanimously (7 yes, 0 no)

Mrs. Abreu-Baker-Yes  
Ms. Adams-Yes  
Mr. Hilliard-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. Finance & Audit Committee: presented by Mr. Ed Williams

- Financials-Summary of the Balance Sheet, page 1 of 11.
- The Finance Committee met on July 16, 2020.
- Reviewed the July, 2020 Financials and July AP Summary.
- Reviewed the Balance Sheet
- Compared to June 30, 2019 our cash and savings balance is down.
- District Tuition Receivables are up
- Other receivable remain about the same.
- Federal and State Receivables are down.
- Accounts payable balance has increased, and accrued expenses are down.
- Current Ratio 3.1; day's operating cash on hand is 17.7
- Total revenues for the year, at \$ 6,696,305, were \$ 138,263 less 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 was decreased by \$92,260 due to COVID 19.
- Due to COVID-19, transportation revenue has been decreased by \$ 15,204.
- Local revenues are \$82,728 more than budgeted.
- ADM at June 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 rate.
- Total expenditures from the year \$ 7,037,337, were \$ 303,607 more than budgeted.
- Total Personnel Costs are projected to be \$ 271,626 greater than budgeted. This increase is a result of hiring in-house transportation employees and medical insurance.
- Total Books and Instructional Aides are projected to be \$ 7,300 higher than budgeted.
- Total Bus contracted services are projected to be \$ 88,636 less than budgeted. The school has hired their own bus drivers thus reducing the scope of work for Durham Bus Service. The Bus Aides salaries and payroll taxes are projected to come in at approximately \$ 62,835 higher than budget. The net of these comes to a projected \$ 25,801 savings. Adjustments were made due to the shutdown of the school due to COVID-19.
- Total Professional Development Contracted Services are projected to be \$ 41,608 less than budgeted. Training adjustments were made due to COVID-19.
- Total Advertising costs are \$16,228 less than budgeted.
- Total Student activities are projected to be \$ 54,989 less than budgeted. All student activity was cancelled for the remainder of the year due to COVID-19.
- Net change in the fund balance for the year is a negative \$341,033.
- Review of monthly metrics (Page 3 of 11)
- 21st Century, total program revenues for the period, at \$ 280,467, were \$ 67,391 less than budgeted.
- Total school funded non-reimbursable expenditures for the period totaled \$ 47,906. These costs are for non-reimbursable expenditures, but are necessary to run the program.
- The Finance Committee has applied for an \$ 800,000 PPE loan/grant. The loan would become a grant if used for the purposes of payroll, health insurance, loans. There is a 1% loan interest with two years to pay off the loan.
- Negotiating with Durham School Services and Clean Wright, Inc. regarding billing

#### Committee Recommendations:

- Approval of the June, 2020 Financials, the PPE Loan request in the amount of \$ 800,000 and the AP summary in the amount of \$ 108,952.31

## **Section III: Reports**

### **A. CEO Report-Mr. Aubrey Favors**

#### **Academic Report: Page 3 of 16**

1. The Summer Session started on Monday, July 6, 2020 with online instruction provided for all students K-8. (Details provided in the Principal's report).
2. Erie Rise's Phased Reopening Health and Safety Plan submitted and accepted by the State on July 7, 2020. In addition to the 27 page approved plan, the school has prepared and is the process of publishing a shorter and less technical version to be distributed to all Erie Rise families. Question asked regarding cleaning and sanitizing of the classrooms, busses, main office and bathrooms.
3. The package policy which includes the fire, liability, auto, sexual abuse liability, educator's legal liability coverage, and umbrella coverage went up approximately 7%. The total insurance premium including the package policy, cyber liability, and the workers compensation coverage decreased by a total of \$ 4,861.
4. 3inetworking filmed its first commercial for Erie Rise. The Board was given an advanced preview. The school's recruitment efforts have been affected by the Pandemic and school related issues.
5. The schools TSI plan has been submitted and received and is part of the school's Comprehensive School Plan due September 1<sup>st</sup>.

### **B. HR Report: Aubrey Favors**

1. Human Resources is seeking approval for the following new positions:
  - Ms. Grace Bohlen – 3<sup>rd</sup> Grade Boys Teacher
  - Ms. Tarra Brown-Special Education Teacher (transferred from 3<sup>rd</sup> Grade Boys)
  - Mr. Tajh Pacley-Maintenance Worker (replacing our former 1099 worker)
  - Mr. Demon Moffett – Part Time IT Worker
2. Erie Rise was successful in its appeal through our insurance carrier to remove the \$ 33,892.01 payoff charged to the school for totaling the rental check used for food transportation.
3. The school's SHARRS report has been submitted as of 7/14/20. Documenting Rise's health care expenses, which are expected to increase this year due to the Pandemic.

### **C. Academic Updates – Diantha McCaughtry (CEO Report, pages 4-13)**

- Student Participation for the week of July 6 – 10, 2020 overall 80%.
- Teachers are contacting on a daily basis via a variety of communication outlets to connect with the other 20% approximately (60) students,
- The Erie Rise Student Support Team under Mrs. Steele’s leadership is making door to door family visits and making calls.
- Recommendation from the Board that the Support Team also include Teachers.
- Mrs. McCaughtry reviewed content/standards of the CARES Act Grant Requirements found on Page 7, and sample Google Classroom snapshot.
- Student participation is being tracked on both a daily and weekly basis and notes partial and total completeness on Google Classroom as well as print packet completion. 2nd Grade Instructional gaps example on (Page 8)
- Review of roles and responsibilities of the Teachers (Page 9); Expectations (Page 9); Parent/Student Contacts (Page 10) along with an Assessment Review Zoom Video on Page 10.
- Student/Parent Support on Page 11
- Erie Rise Zoom Call Schedule on Page 12
- Enrollment Update on Page 13
- The Board inquired about system to track computers that are issued to the students and those in the classroom.

### **D. RFO Update: Homer Smith and Pearl Jeffries**

#### **Action Item:**

- Families, Teachers, Board Members and the Administration are encouraged to submit their Box Tops to the Rise Office.
- In conjunction with the Board of Trustees, the RFO is awarding a \$ 1,000.00 scholarship to Jaylen M. House a 2016 graduate of Erie Rise Leadership Academy and a 2020 graduate of Cathedral Prep. Jaylen will be attending Clarion University majoring in Early Childhood Education. The presentation will be made on Saturday, July 25, 2020.
- Social Services assisted in the Erie Rise Food Delivery System through the Booker T. Washington Center, (26) families, approximately (63) Erie Rise Students are being served.
- The RFO in conjunction with Erie Rise staff donated clothing and household items to support a Rise family who had a house fire. Three students in this family attend Erie Rise.
- Social Services assisted in the process to locate students and update student records, make connections and help distribute computer and virtual learning needs. Calls made by members of the School Support Staff Team to identify student retention and inform parents of the July 6, 2020 Summer Session.
- Making connections with local Churches, Day Care providers and local Businesses. Distributed flyers to assist with Kindergarten and Grades (1-8) enrollment for the 2020-2021 academic year.

#### **Upcoming Events**

- Brain storming prospective RFO major fundraising events.
- Erie Rise Alumni Scholarship check presentation to Jaylen House, Saturday, July 25, 2020.
- Tentative Family event on Saturday, August 15<sup>th</sup> or August 22<sup>nd</sup>.

**A. Approval of Report:**

Resolved, the Board of Directors of Erie Rise Leadership Academy Charter School on a motion by Mr. Wayne Patterson seconded by Ms. Sonya Adams accepts the Interim CEO Report, Principal Corner, and RFO Report with the exception of the HR Report. Ask able items include the release of payment of \$500.00 to Jaylen M. House recipient of the Erie Rise Leadership Academy Charter School Alumni Scholarship. Roll call vote, all in favor, the motion carried unanimously. (7 yes; 0 no)

Mrs. Abreu-Baker-Yes  
Ms. Adams-Yes  
Mr. Hilliard-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 by Wayne Patterson seconded by Dr. Margaret Smith accepts the reports of the Finance and Audit Committee, the PPE Loan request and the A.P. Summary in the adjusted amount of \$ 108,952.31 to include Plus Ultra. Roll call vote, all in favor, the motion carried unanimously. (7 yes; 0 no)

PPE Loan for \$ 800,000.00  
AP \$ 108,952.31

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

**Section IV: Unfinished Business (None)**

**Section V: New Business time**

A. Dr. Lee Nunnery – Organizational Leadership Change

Recommendation by Dr. Nunnery to keep the Interim CEO in place and focus on finding a strong Academic Leader in the building. Dr. Nunnery has volunteered to cut his consultant contract in half.

On a motion by seconded by Mr. Wayne Patterson seconded by Ms. Sonya Adams the meeting was adjourned at 8:05 p.m. at which time the Board went into Executive Committee on Google Hangout



