

ERIE RISE LEADERSHIP ACADEMY CHARTER SCHOOL BOARD
MEETING MINUTES
THURSDAY, AUGUST 20, 2020
6:00 p.m.
Conference Call Number (978)990-5164
Access Code # 1580310

Section I: Call to Order

The meeting was called to order at 6:14 p.m. by the Board Chairperson Mrs. Constance Ratcliff. The body was led in the pledge of allegiance to the flag by Mr. Ms. Sonya Adams followed by a prayer from Mr. Aubrey Favors.

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 (Excused))

Non Board Members:

Attorney Thomas Fitzpatrick (Present)
Dr. Lee Nunnery (Present)

Rise Staff:

Aubrey Favors, Interim CEO (Present)
Diantha McCaughtry (Present)
Homer Smith (Present)
Anthony Nicoletta (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 Mr. Wayne Patterson seconded by Dr. Margaret Smith hereby approves the August 20, 2020 meeting agenda. All members in favor, the motion carried unanimously (8 yes; 0 no)

Mr. Hooks-Yes
Mr. Kuzma - 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 Dr. Margaret Smith seconded by Ma. Sonya Adams to accept the board minutes from the July 16, 2020 meeting with necessary corrections.

Page 1 Dr. Nunery is to be marked present

Page 3, correction to minutes to read PPP Loan not PPE Loan

Page 3, the amount of the PP Loan is for \$ 800,000

Page 6, correction to minutes to read PPP Loan not PPE Loan

Page 6, the Executive Session was on Zoom, not Google Hangout

All members in favor, the motion carried unanimously (8 yes, 0 no)

Mr. Hooks-Yes

Mr. Kuzma-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. CEO Report-Mr. Aubrey Favors

- Zannette Zigler a 2020 Erie Rise Graduate was inducted into ROTC at Villa Maria Academy
- Dr. Nunery suggested the Board send an acknowledgement to Miss Zigler
- The Summer Session at Erie Rise ended on July 31st and was conducted remotely with limited Special Education classes provided in school.
- The Erie Rise Annual report for FY 2019/2020 was submitted July 29, 2020
- Erie Rise Leadership Academy Safe Schools Report was submitted August 10, 2020
- Erie Rise Phased Reopening Health and Safety Plan have been revised to start face to face instruction November 4, 2020. The additional time will be used to improve airflow in the building in an effort to keep Erie Rise COVID-19 free.
- Special Education students will be permitted in the building beginning September 14, 2020.
- Part of our 2019 Special Compliance Review by USAC required we adopt the E-rate Policy and Procedures outlined in Exhibit 1.
- The work by 3iNetworking has been very well received publically. The school has received many compliments for our flyers, posters, brochures, TV ad and billboards.
- The 21st Century Program is back up and running, the summer program restarted with a daily attendance of 119 students per day.
- The Erie Rise Leadership Academy Charter School's Comprehensive Plan is being submitted for approval following the Executive Session.

B. Academic Updates: Mrs. McCaughtry (Page 4-9)

- Review of Student participation for the Summer Session, Average of 84%
- Continually made efforts to reach parents whose students did not participate.
- The Administration reached out on social media, Home visits conducted by teachers, administration, and support staff to obtain updated contact information.
- Online Live Zoom Teaching sessions;
- The Board inquired about the results from the outreach efforts made by the Teaching staff reaching out to Parents.
- How are the parents adjusting to virtual learning; a survey was sent to the Parents. Most parents were choosing to have their children continue on line.
- Due to COVID-19, (24) of the 92 special education students were in the building for the week of July 20 – 24, 2020 and July 27 – 31, 2020 to receive face to face compensatory services. Reviewed the example of services, attendance that were tracked each day. Rise provided 539.03 face to face hours of compensatory services during that (2) week period.
- Parent and Student support services update
- Receiving parent troubleshooting calls
- Offering instructional support with challenging materials
- Recommendation that Teachers have at least (1) live zoom session.
- Enrollment Update by Gender and Class size; 396 Students
- 3 pending students
- Kindergarten enrollment is low, (6) boys and (5) girls

C. HR Report: Aubrey Favors

- Human Resources is seeking approval for the following new positions:
- Mrs. Dianntha McCaughtry – Interim Principal
- Mr. Robert Compton – Special Education Supervisor
- Ms. Rebecca Sprague – Special Education Teacher
- Ms. Deatrice Dillard – Title I Teacher
- Ms. Rachel Troutman- 5&6 Grade Math
- Ms. Spring Stephens – 2nd Grade Boys Teacher
- Ms. Yvette Cain – Executive Assistant

Resignations/Non-Renewals:

- Ms. Ashley Vella 8/10/20
- Ms. Emily Durovchic 8/14/20
- Ms. Samantha Monin 8/14/20

D. RFO Update:

- Special thank you to the Board of Trustees, Ms. Adams, RFO Parent Mrs. Tonya Kinnard for presenting the 1st Annual Erie Rise Alumni Scholarship to Jaylen House on July 25, 2020.
- Social Services working with Community Country Day School (CCDS) on referrals for students.
- Social Services met via telephone to discuss with parents and identified students who had multiple behavioral concerns during the FY 2019/2020 academic year.
- Social Services assisted the Booker T. Washington Center to continue food delivery assistance for (26) families; approximately (63) Ere Rise students.
- Updated listing of community partners that include local churches, childcare center sand local businesses.
- Distributed flyers and posters to local childcare centers, local businesses and churches to support enrollment efforts.

E. Finance & Audit Committee: presented by Mr. Ed Williams and Ms. Adams

- Financials-Summary of the Balance Sheet, page 1 of 11.
- Reviewed the July, 2020 Financials and July AP Summary.
- Reviewed the Balance Sheet
- Compared to June 30, 2019 our cash is up; and savings balance remained the same.
- District Tuition Receivables are down
- Other receivable remain about the same.
- Federal Receivables are down.
- Sate Receivables are down.
- Accounts payable balance has slightly decreased, and accrued expenses are down.
- Current Ratio 4.5; day's operating cash on hand is 22.
- Total revenues for the period, at \$ 401,442, were \$ 46,379 less than budgeted.
- We are currently waiting for information regarding the Food Service clam for July and will update these revenues accordingly.
- Due to COVID-19, transportation revenue has been decreased by \$ 13,896.
- Total expenditures for the period \$ 324,928, were \$ 183,101 less than budgeted.
- Total Personnel Costs are \$ 89,329 less than budgeted. This decrease is a result of reducing staff hours due to COVID-19.
- Bus contracted services are \$ 18,030 less than budgeted. Adjustments were made due to the shutdown of the school due to COVID-19.
- Special Ed Contracted Services are \$ 25,877 less than budgeted. This is due to the shutdown of the school due to COVID-19.
- Net change in the fund balance for the period is \$ 76,514. We will continue to work with school management in order to identify budget overages and plan to re-baseline as needed...
- Review of monthly metrics (Page 3 of 11)
- 21st Century, total program revenues for the period, at \$ 288,562, were \$ 97,947less than budgeted.
- Total school funded non-reimbursable expenditures for the period totaled \$ 50,112. These costs are for non-reimbursable expenditures, but are necessary to run the program.

Committee Recommendations:

- Approval of the July, 2020 Financials, and the AP summary in the amount of \$ 164,305.19.

F. Dr. Nunery Report: Principal Search

- Dr. Nunery reported, he was charged by the Board to head the Principal search.
- Dr. Nunery reported he Identified (5) prospective candidates
- Spoke with and interviewed several candidates
- Dr. Nunery, made a recommendation to keep Mrs. McCaughtry in the Interim Principal position until a Lead Principal can be found.
- Dr. Nunery, recommended the Board provide support to the current team.

A. Approval of Report:

Resolved, the Board of Directors of Erie Rise Leadership Academy Charter School on a motion by Mrs. Sonya Adams seconded by Mr. Wayne Patterson accepts the Interim CEO Report, Principal Corner and the RFO Report. Roll call vote, all in favor, the motion carried unanimously. (8 yes; 0 no)

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

Resolved, the Board of Directors of Erie Rise Leadership Academy Charter School on a motion by Mrs. Sonya Adams seconded by Mr. Wayne Patterson accepts the Finance and Audit Committee Report and AP Summary in the amount of \$154,305.19. Roll call vote, all in favor, the motion carried unanimously. (8 yes; 0 no)

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

Section IV: Unfinished Business (None)

1. GECAC Building Lease Agreement
 - Mr. Favors reported a zoom meeting was held on August 18, 2020 with Mr. Danny Jones, CEO and Jim Dollard, Director of Finance of GECAC. Discussion centered on the lease renewal, purchase options and needed building repairs due to COVID-19.
 - Lease and purchase option, the lease expires on June 30, 2020.
 -

Section V: New Business time

A. Erie Rise Revised Renewal Plan-Update (Tabled)

B. Transportation

On a motion by Ms. Adams seconded by Dr. Margaret Smith the meeting was adjourned at 7:39 p.m. at which time the Board went into Executive Committee on Zoom

Executive Session (Discussion Points)

On a motion made by _____ seconded by _____,
the Executive session closed at _____ The Board went back into general session at _____

The General session reconvened at _____

Motion by _____ seconded by _____, to accept
the _____.

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

On a motion by _____ seconded by _____ meeting was adjourned at _____

