

ERIE RISE LEADERSHIP ACADEMY CHARTER SCHOOL BOARD
MEETING MINUTES
THURSDAY, DECEMBER 17, 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 6:05 p.m. by the Board Chairperson Mrs. Constance Ratcliff. The body was led in the pledge of allegiance to the flag by Mr. Tim Kuzma followed by a prayer from Mr. Wayne Patterson.

A. Roll Call:

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

Non Board Members:

Attorney Thomas Fitzpatrick (Present)

Rise Staff:

Aubrey Favors, Interim CEO (Present)
Dianntha McCaughtry, Interim Principal (Present)
Homer Smith (Present)
Anthony Nicoletta (Present)
Robert Compton (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 Mr. Tim Kuzma hereby approves the November 19, 2020 meeting agenda with the necessary corrections. All members in favor, the motion carried unanimously (5 yes; 0 no)

Pg. 1 Meeting properly advertised on July 20, 2020; facilitate this scheduled December.2020 meeting

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

C. Approval of Minutes-

Motion made by Mr. Patterson seconded by Ms. Adams to accept the board minutes from the November 19, 2020 meeting with the necessary corrections. All members in favor, the motion carried unanimously (8 yes; 0 no)

Page 3 The Finance report was presented by Ms. Adams

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

Section II: Reports:

A. Hearing of Citizens (None)

Section III: Reports

A. CEO Report-Mr. Aubrey Favors (Page 2)

- Mr. Favors submitted a Mid-Year Report
- Briefed the Board on the tragic death of Kasir Gambill. Spoke about the type of young man he was and how saddened everyone is.
- The school started a Go Fund me account to assist the family with funeral expenses.
- The Board set a tentative time, Monday, December 21, 2020 to review the CEO Report.

B. Academic Updates: Mrs. McCaughtry (Page 3-10)

- Attendance Update (November 2020 Snapshot) and grade level breakdowns.
- Student Progress Report (1st Quarter – 2nd Quarter)
- Teacher Effectiveness-Walk Through and Professional Development
- Enrollment update (386) students. We are currently at 391 with (2-3) students pending.

C. HR Report: Aubrey Favors (Page 11)

1. Mr. Favors requesting approval to hire staff to fill the following positions:
 - Arrianna Pickens, 2nd Grade Girls Teacher
 - Tyshawn Ward, 5/6 Grade ELA
 - Peggy Conn, Instructional Coach
2. Employee Separations
 - Ms. Tarra Brown, 11/13/20
 - Ms. Nicolina Barbero 11/24/30
3. School Nurse Activities (Page 11)
- 4.

D. RFO Update: Pearl Jeffries (Page 13-14)

- Erie Rise Title I program in conjunction with the RFO will be participating in a virtual Families Turned onto Literacy workshop.
- Ms. Jeffries in partnership with the RFO obtained a \$ 500.00 grant from the Cafaro Foundation to assist our Homeless and Transitional students.
- Pending COVID-19 restrictions, Middle School basketball will begin on Monday, January 4, 2021.
- BTW in partnership with the Social Work Department delivers meals to (30) Erie Rise Families on Tuesday's and Fridays.
- Elevate Church is giving away toys on Saturday, December 19, 2020 at 11:00 a.m.
- BTW Christmas boxes will be made available to families on Monday, December 21, 2020.

E. Finance & Audit Committee: presented by Ms. Adams

- **The committee met on December 15, 2020 at 12:00 noon**
- Financials-Summary of the Balance Sheet, page 1 of 15
- Reviewed the November, 2020 Financials and AP Summary
- Reviewed the Balance Sheet
- Compared to June 30, 2020 our cash was up; and savings balance is up.
- PPP Loan Funds expended
- District Tuition Receivables are down
- Other receivable remain are down
- Federal Receivables are down.
- State Receivables are down.
- Accounts payable balance has decreased, and accrued expenses are up slightly.
- Current Ratio 9.3 day's operating cash on hand is 88
- Total revenues for the period, at \$2,199,553 were \$ 598,763 less than budgeted.
- We are currently waiting for information regarding Student Transportation for July through October, and will update these revenues accordingly.
- Local Student tuition revenues are currently \$ 248,918 less than budgeted. Our current ADM is 387 compared to a budget of 435.
- Total expenditures for the period \$ 2,125,791, were \$ 556,525 less than budgeted. This decrease is due to decreased personnel costs, and timing of receipts of invoices.

- Personnel Costs are \$ 328,497 less than budgeted. This decrease is a result of reducing staff hours due to COVID-19.
- Books are \$ 21,059 less than budgeted. We are projecting half the budget for books, \$ 46,500 will be expended by the end of the year
- The school purchased five buses in November. The projected cost to purchase and maintain the buses through the end of the year is \$ 91,284. The contract with the Bus Contracted Service Provider will also cease which will result in savings of approximately \$ 242,000. The net savings to own and operate buses is projected to be approximately \$ 151,000.
- Food Services are \$ 94,116 less than budgeted. Adjustments were made due to the shutdown of the school due to COVID-19. We are projecting to be \$121,929 less than budgeted at year end.
- Special Ed Contracted Services are \$ 71,027 less than budgeted. This is due to the shutdown of the school due to COVID-19. Due to decreased enrollment, we are projecting to be \$ 97,680 less than budgeted at year end.
- Cleaning Services are \$ 31,250 less than budgeted. This is due to the shutdown of the school due to COVID-19. We are projecting to be \$ 37,500 less than budgeted at year end.
- Net change in fund balance for the period is \$73,762.
- 21st Century Program Summary
Total program revenues for the period, at \$ 49,119, were \$ 17,548 less than budgeted.
Total school funded non-reimbursable expenditures for the period totaled \$ 1,720. These costs are for non-reimbursable expenditures, but are necessary to run the program.

Committee Recommendations:

- Approval of the November, 2020 Financials, and the AP summary for the month of November, 2020 in the amount of \$ 148,721.19.
- Discussion about unpaid invoices (Lamar and WSEE Advertisements)

A. Approval of Report:

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

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

Section IV: Unfinished Business

A. Transportation

The Erie School District has not issued contract with area districts. **Erie Rise has been consulting with Attorney Fitzpatrick and feels Durham has been paid in full for their services. Currently negotiating a final settlement.**

B. Ventilation Update

A proposal to resolve the ventilation concern was submitted to GECAC. GECAC is soliciting quotes from Scobell to repair the current system.

C. GEEDC Grant Application

The application form has been received and will be processed by the next Board meeting.

D. Diversity, Equity and Inclusion Statement

The statement was tabled until January to allow the Solicitor time to review and make necessary revisions.

Board Committees:

The Board Chairperson spoke of the importance of the various Board Committees. Board members have agrees to serve on the following committees.

1. Academic Committee (Dr. Smith, Mr. Hilliard, Mr. Favors, Mrs. McCaughtry)
2. CEO Support Committee (Mr. Hilliard)

Mr. Hilliard will chair the Interim CEO evaluation. Mr. Hooks, Dr. Smith and Mr. Kuzma will also serve on the committee.

3. Development Committee

Section V: New Business:

1. PDE Update
 - All virtual classroom experience until further notice
 - No face to face instruction
 - No Athletics
2. Mrs. Ratcliff thanked Mr. Hilliard for coordinating the Thanksgiving Dinner that was a tremendous success. This event fed Approximately (300) people.
3. Mrs. Ratcliff informed the body about the donation of items to Erie Rise from the previous owner of the Sunset Inn.

On a motion by Mr. Tim Kuzma seconded by Mr. Ed Williams the meeting was adjourned at 7:20 p.m. All in favor, the motion carried unanimously.

