

ERIE RISE LEADERSHIP ACADEMY CHARTER SCHOOL BOARD
MEETING MINUTES
THURSDAY, JANUARY 21, 2021
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. Wayne Patterson followed by a prayer from Mr. Tim Kuzma

A. Roll Call:

- Constance M. Ratcliff (Present)
- Ed Williams (Present*)
- Sonya Adams (Excused)
- Wayne Patterson (Present)
- Dr. Margaret Smith (Present)
- Shantel Hilliard (Excused))
- 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 Mr. Wayne Patterson seconded by Dr. Margaret Smith hereby approves the January 21, 2021 meeting agenda with the necessary corrections. All members in favor, the motion carried unanimously (5 yes; 0 no)

Pg. 1 Meeting properly advertised on June 27, 2020; facilitate this scheduled December, 2020 meeting

- Mr. Hooks- Yes
- Mr. Kuzma-Yes
- Dr. Smith-Yes
- Mr. Patterson-Yes
- Mr. Williams-N/A
- Mrs. Ratcliff-Yes

C. Approval of Minutes-

Motion made by Mr. Patterson seconded by Dr. Smith to accept the board minutes from the December 17, 2021 meeting with the necessary corrections. All members in favor, the motion carried unanimously (5 yes; 0 no)

- Page 2, 403 B Report
- Page 4, (Invoices for Lamar, WSEE, WJET)

Mr. Hooks-Yes
 Mr. Kuzma-Yes
 Dr. Smith-Yes
 Mr. Patterson-Yes
 Mr. Williams-N/A
 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 Quarter Report
- Briefed the Board on the increase in Erie County COVID-19 cases and the (PDE, Attestation Letter.)
- Erie Rise has elected to follow the State's recommendation to provide remote only instruction.
- The School is preparing a COVID-19 informational packet for families concerning the vaccine program.
- The School is working within state guidelines to provide mandatory dental, vision and physical exams. These health checks are still required even in a remote learning environment.
- The School is seeking approval for a new security system proposed by Verkada.
- The School is recommending the PGIM QMA Mid Cap Value fund replace the fund with the American Century Mid Cap Value fund.
- Right to Know Requests, proposed actions. Respond by sending the document. The public has a right to your documents and are entitled to a response.
- Discussion about virtual board meetings.

B. Academic Updates: Mrs. McCaughtry (Page 3-5)

- Erie Rise has been continuously improving its participation/attendance since the first day of school. Due to targeted communication and support efforts, ERLACS has improved its participation/attendance from September to present whole-school.
- Increasing Student Achievement (1st Quarter – 2nd Quarter) (Page 4)
- Student Progress Report (1st Quarter – 2nd Quarter) Bi-weekly Progress reports December 9th and January 8th.
- Teacher Effectiveness-Walk Through and Professional Development (Page 5)
- Testimony from a parent whose son got his first honor card ever at Erie Rise.
- Virtual Student Incentive Program. Utilizing Kickboard an online token economy incentive program students can earn virtual money that can be redeemed for various rewards. (Page 5)
- Special Education Update, the Special Education Team is in their final stages of closing the Cyclical Review performed last spring a month ahead of schedule. (Page 5)
- The Board asked the question, how are parents notified about poor performance. The school has developed a no contact generic google form to gather this data.

C. HR Report: Aubrey Favors (Page 6)

1. Mr. Favors requesting approval to hire staff to fill the following positions:
 - Eduardo Tapia, Executive Assistant

D. RFO Update: Pearl Jeffries (Page 6-7)

- Erie Rise Title I program in conjunction with the RFO will be participating in a virtual Families Turned onto Literacy workshop between January – April, 2021.
- Due to COVID-19 restrictions, the Middle School basketball season for Boys and Girls at Erie Rise has been cancelled.
- BTW in partnership with the Social Work Department delivers meals to (30) Erie Rise Families on Tuesday's and Fridays.
- Outstanding invoice for gym usage has been processed for Glenwood United Methodist Church in the amount of \$ 480.00

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

- **The committee met on January 19, 2021 at 9:00 a.m.**
- Financials-Summary of the Balance Sheet, page 1 of 17
- Reviewed the December, 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 have been expended
- District Tuition Receivables are up
- Other receivable remain have been collected
- Federal Receivables are down.
- State Receivables are down.
- Accounts payable balance has decreased, and accrued expenses are up slightly.
- Current Ratio 8.1 day's operating cash on hand is 57.3
- Total revenues for the period, at \$ 2,622,006 were \$ 761,857 less than budgeted.

- We are currently waiting for information regarding Student Transportation for July through December, and will update these revenues accordingly.
- Local Student tuition revenues are currently \$ 308,632 less than budgeted. Our current ADM is 387 compared to a budget of 435.
- Total expenditures for the period \$ 2,730,811 were \$ 606,588 less than budgeted. This decrease is due to decreased personnel costs, and timing of receipts of invoices.
- Personnel Costs are \$ 221,942 less than budgeted. This decrease is a result of reducing staff hours due to COVID-19.
- Books are \$ 28,809 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 \$ 81,876. The contract with the Bus Contracted Service Provider will also cease which will result in savings of approximately \$ 242,481. The net savings to own and operate buses is projected to be approximately \$ 160,606.
- Food Services are \$ 115,492 less than budgeted. Adjustments were made due to the shutdown of the school due to COVID-19. We are projecting to be \$ 152,750 less than budgeted at year end.
- Special Ed Contracted Services are \$ 50,789 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 \$ 85,350 less than budgeted at year end.
- Cleaning Services are \$ 37,500 less than budgeted. This is due to the shutdown of the school due to COVID-19. We are projecting to be \$ 75,000 less than budgeted at year end.
- Net change in fund balance for the period is \$ 108,805.
- 21st Century Program Summary
Total program revenues for the period, at \$ 88,714, were \$ 11,286 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.
- End year loss down to \$ 3,055.
- PSER rate up from 34.51 to 34.94
- Federal COVID Relief through another round of funding could provide \$ 1,070,408 support for Title I programming and other eligible uses.

Committee Recommendations:

- Approval of the December, 2020 Financials, and the January AP summary in the amount of \$ 201,002.86.

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. Kuzma accepts the Interim CEO Report, Principal Corner, the HR Report (Request to hire an Executive Assistant) and the RFO Report. Roll call vote, all in favor, the motion carried unanimously. (5 yes; 0 no)

Mr. Hooks-Yes
 Mr. Kuzma-Yes
 Dr. Smith-Yes
 Mr. Patterson-Yes
 Mr. Williams-N/A
 Mrs. Ratcliff-Yes

Resolved, the Board of Directors of Erie Rise Leadership Academy Charter School on a motion by Dr. Smith seconded by Mr. Patterson accepts the Finance and Audit Committee Report and all documents submitted thereby, the AP Summary in the amount of \$201,002.86 which shall be incorporated into the record of this meeting. Roll call vote, all in favor, the motion carried unanimously. (5 yes; 0 no)

Mr. Hooks-Yes
Mr. Kuzma-Yes
Dr. Smith-Yes
Mr. Patterson-Yes
Mrs. Ratcliff-Yes
Mr. Williams-N/A

Section IV: Unfinished Business

A. Ventilation Update

GECAC is waiting for an engineer report on how to move forward. The Board stressed the need to expedite a meeting with Mr. Jones.

B. GEEDC Grant Application

The grant application was submitted to GEEDC requesting \$ 20,000 to fund the Character Be About It Program.

C. Diversity, Equity and Inclusion Statement

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

D. Board Committees Updates:

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. Hooks and Mr. Hilliard are meeting to discuss the Interim CEO evaluation the week of January 25, 2021.

- Discussion, encouraging staff to reach out to families to determine the type of support families may need and or have due to virtual learning.

Section V: New Business:

A. PPP Loan Funds

- Erie Rise is planning to apply
- The finance committee is looking into and are on top of the proposed deadlines.
- Also looking into submitting an application for forgiveness for the first round of funding.

B. New COVID-19 Relief Distribution

- Nurse Dent prepared a COVID-19 packet together (facts and benefits)
- Request by the board to have a copy sent to them
- Discussion on whether we need a vaccine policy

C. Board Membership Advertisement

- The Board discussed reaching out personally to prospective board members.
- The Board Chairperson would like to have an advertisement posted soliciting diverse candidates and skill sets.
- Suggestion to place an advertisement on Facebook and Goerie.com

On a motion by Mr. Patterson seconded by Dr. Smith the meeting was adjourned at 7:44 p.m. All in favor, the motion carried unanimously.

