

ERIE RISE LEADERSHIP ACADEMY CHARTER SCHOOL BOARD
MEETING MINUTES
THURSDAY, FEBRUARY 18, 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 Ms. Sonya Adams followed by a prayer from Dr. Margaret Smith.

A. Roll Call:

Constance M. Ratcliff (Present)
Sonya Adams (Present)
Dr. Margaret Smith (Present)
Shantel Hilliard (Present)
Tim Kuzma (Present)
Michael Hooks (Present)

Ed Williams (Excused)
Wayne Patterson (Excused)

Non Board Members:

Attorney Thomas Fitzpatrick (Present)

Rise Staff:

Aubrey Favors, Interim CEO (Excused)
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 Dr. Margaret Smith seconded by Mr. Shantel Hiliard hereby approves the February 18, 2021 meeting agenda with the necessary corrections. All members in favor, the motion carried unanimously (6 yes; 0 no)

Corrections:

- Change the date of the meeting on the agenda to “February 18, 2021” on page 1
- Change wording to “this scheduled February Board meeting” on page 1
- Correction to the name of the Solicitors firm “Mincey, Fitzpatrick, Ross, LLC” on Page 2

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

C. Approval of Minutes-

Motion made by Dr. Smith seconded by Mr. Hooks to accept the board minutes from the January 21, 2021 meeting with the necessary corrections. All members in favor, the motion carried unanimously (6 yes; 0 no)

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

Section II: Reports:

A. Hearing of Citizens (None)

Section III: Reports

A. CEO Report-Mrs. McCaughtry gave the report for Mr. Favors Page 2 of 23

- The school is requesting that the Board approve changes to our Attestation letter and Phased School Reopening Health and Safety Plan to allow students back in the building starting March 1st.
- The school is requesting approval to purchase an Express Van to replace the Ryder Truck.
- The school’s heating system is being repaired by GECAC. Two boilers are scheduled to be replaced as soon as possible.
- The school is seeking approval for the Air filtration system presented to the Board to provide a high level of protection against COVID 19 for our students, staff and guests in the building.

- Received Chrome books that are being prepared for students.
- The school's Financial Interests forms are in; Forms are due back by May 1, 2021.

B. Academic Update: Mrs. McCaughtry (Page 3-)

- Erie Rise has been continuously improving its participation/attendance since the first day of school. Due to targeted communication and support efforts. (Page 4 -5)
- Increasing Student Achievement (1st Quarter – 2nd Quarter) (1-12)
- Professional Development Update - Providing Teachers with targeted Professional Development opportunities that will allow them to improve their knowledge and skills which in turn should lead to school-wide improvement, mainly increased student achievement.
- Enrollment Update, currently ERLACS has (*383) students with 3 enrollments pending.

C. HR Report: Aubrey Favors (Page 6)

1. Human Resources is seeking to fill the following positions:
 - Dr. Noelle Jacqueline, 5&6 Grade ELA (Contracted Sub thru June 2021)
 - Lauren Schroeder, 5&6 Grade ELA
 - Sadie Brown, 5&6 Grade Science
 - Richard Rondeau, Bus Driver
2. Resignations
 - Marie Renshaw (Nurse) 2/5/21
 - Nick Burke (Maintenance) 1/21/21

The Board discussed the suggestions to hire one teacher as an Independent Contractor.

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

- Gave an update on the Go Fund Me Account set up to assist the Gambill Family in the loss of their son and grandson. Spoke with members of the family who were thankful for all Erie Rise did for them in their time of need.
- Due to COVID-19 restrictions, the Middle School basketball season for Boys and Girls at Erie Rise was cancelled. Team members were disappointed that the season didn't work out as everyone thought.
- In partnership with the RFO and the Erie Rise Board of Trustees scholarship applications are available for the 2nd annual Erie Rise Leadership Academy Alumni Scholarship. Applications can be picked up at Erie Rise, local High School Guidance Counselors and Churches. Deadline for applications is April 1, 2021.

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

- **The committee met on February 16, 2021 at 10:30 a.m.**
- Financials-Summary of the Balance Sheet, page 1 of 15
- Reviewed the January, 2021 Financials and February 2021AP Summary
- Reviewed the Balance Sheet
- Compared to June 30, 2020 our operating cash is up; and savings balance is the same.
- PPP Loan Funds have been expended
- District Tuition Receivables are down
- 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 7.8 day's operating cash on hand is 81.4
- Total revenues for the period, at \$ 3,085,888 were \$ 825,071 less than budgeted.
- We are currently waiting for information regarding Student Transportation for July through January, and will update these revenues accordingly.
- Local Student tuition revenues are currently \$ 367,507 less than budgeted. Our current ADM is 383 compared to a budget of 435.
- Total expenditures for the period \$ 3,140,785 were \$ 779,082 less than budgeted. This decrease is due to decreased personnel costs, and timing of receipts of invoices.
- Personnel Costs are \$ 414,121 less than budgeted. This decrease is a result of reducing staff hours due to COVID-19.
- Books are \$ 35,899 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 \$ 85,451. 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 \$ 157,031.
- Food Services are \$ 133,652 less than budgeted. Adjustments were made due to the shutdown of the school due to COVID-19. We are projecting to be \$ 146,076 less than budgeted at year end.
- Special Ed Contracted Services are \$ 51,283 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 \$ 81,773 less than budgeted at year end.
- Cleaning Services are \$ 43,750 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 negative \$54,897. Special Ed student enrollment data was reconciled in January which resulted in an increase in SPED tuition. This increase resulted in a projected year end net income of \$ 63,096.
- 21st Century Program Summary
Total program revenues for the period, at \$ 108,963, were \$ 24,370 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.

- The Board and Mr. Favors are continuing to review Erie Rise eligibility for the PPP Round 2 funding.
- Discussion on the Ryder Lease agreement of \$ 800.00 per week and purchasing our own vehicle.
- Discussion on transferring funds back to savings.

Financial Updates with Potential Impacts on the PA Charter School Community

- Proposed cuts to Special Education funding for charter school students.
- Rate changes for Regular Ed (\$600); Special Ed (\$200.00) in 2021-2022. These new rates project \$ 200,000 in additional revenue.

Committee Recommendations:

- Approval of the January, 2021 Financials, and the February AP summary in the amount of \$ 254,189.96.

A. Approval of Report:

Resolved, the Board of Directors of Erie Rise Leadership Academy Charter School on a motion by Mr. Kuzma seconded by Ms. Adams accepts the Interim CEO Report (Attestation Letter revision, Express Van purchase, filtration system) Principal Corner, the HR Report (Request to hire Educational Staff listed, a Bus Driver and resignations listed) and the RFO Report. Roll call vote, all in favor, the motion carried unanimously. (6 yes; 0 no)

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

Resolved, the Board of Directors of Erie Rise Leadership Academy Charter School on a motion by Dr. Smith seconded by Ms. Adams accepts the Finance and Audit Committee Report and all documents submitted thereby, the AP Summary in the amount of \$ 254,186.96 plus NCSC registrations for Board Members and designated staff which shall be incorporated into the record of this meeting. Roll call vote, all in favor, the motion carried unanimously. (6 yes; 0 no)

Mr. Hooks-Yes
 Mr. Kuzma-Yes
 Mr. Hilliard-Yes

Dr. Smith-Yes
Ms. Adams-Yes
Mrs. Ratcliff-Yes

Section IV: Unfinished Business

A. Ventilation Update

This information was presented in the Interim CEO report.

B. Diversity, Equity and Inclusion Statement

The Solicitor reviewed and returned the statement back to the Board Chairperson.

C. Board Committees Updates:

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

Dr. Smith reported the committee will meet on Wednesday, February 24, 2021. Dr. Smith shared she would like to see Black History incorporated throughout the year in instructions. She is reviewing the 1619 Project that could guide and assist in this effort.

The Board Chairperson asked if anyone had the chance to listen in on the Penn State Behrend Speaker Series that featured one the founders of the Black Lives Matter Movement.

2. CEO Support Committee (Mr. Hilliard)

Mr. Hooks and Mr. Hilliard met to discuss the Interim CEO evaluation. Mr. Hilliard reported the committee have received self-evaluations from the Interim CEO and Interim Principal and will be reviewing them.

Section V: New Business:

A. Board Membership Advertisement

- Mr. Williams is chairing this committee, it was reported that he has received (2) prospective applications to date.

- The Board wishes to receive additional applicants, and will come back to review all applicants at a later date.
- The announcement went out on Facebook and Goerie.com

B. NCSC Conference will be virtual, June 20 – 23, 2021

- Early bird registration ends 2/22/21
- Administration attending (Mr. Favors; Mrs. McCaughtry; Mr. Compton)
- Board members wishing to attend should contact Ms. Adams

C. Attorney Thomas Fitzpatrick reviewed protocol for Right to Know requests

- Request received for June/July 2015 minutes
- 403B Concern regarding a resignation letter needed to replace Mr. Lang as a signature for the 403B program.

On a motion by Ms. Adams seconded by Mr. Kuzma the meeting was adjourned at 7:43 p.m. All in favor, the motion carried unanimously (6 yes; 0 no)

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

The Board went into Executive Session at 7:45 p.m.

Executive Session 8:20 p.m. Notes February 18, 2021

- A. CENTA CONTRACT
- B. RTK LEGAL REQUIREMENTS
- C. PRIVATE CRIMINAL INDIVIDUAL COMPLAINT

EXECUTIVE SESSION CONCLUDED AT 8:30 P.M. THE GENERAL SESSION WAS CALLED BACK TO ORDER AT 8:30 P.M.

MOVED TO ADJOURN AT 8: 31 P.M., WAS MADE BY MS. ADAMS AND SECOND BY MR. KUZMA. MEETING ADJOURNED.

