

December Board Meeting Notes 12/16/2021

ERIE RISE LEADERSHIP ACADEMY CHARTER SCHOOL  
1006 West 10<sup>th</sup> Street, Erie PA  
BOARD OF DIRECTORS MEETING  
6:00 P.M **ZOOM**

1. Roll Call & Call to Order by Dr. Margret Smith (6:12pm). Meeting held on Zoom at Erie Rise Leadership Academy CS.
  - a. Mike Hooks – Absent
  - b. Shantel Hillard- Excused
  - c. Dr. Margret Smith, Chairperson- Present
  - d. Ed Williams, Vic-Chairperson- Present
  - e. Constance Ratcliff, Secretary- Present
  - f. Diva Ricart -Present
  - g. Tom Fitzpatrick, School Solicitor- Absent
  
2. Motion to approve the December agenda
  - a. Mrs. Ratcliff motion to approve
  - b. Mr. Williams second
  - c. Roll Call:
  - d. Mike Hooks – Absent
  - e. Shantel Hillard- Excused
  - f. Dr. Margret Smith- Yes
  - g. Ed Williams- Yes
  - h. Constance Ratcliff- Yes
  - i. Diva Ricart -Yes
  - j. Motion approved
  
3. Motion to approve the November minutes with corrections to location and time of the meeting. Additionally, the resolution of the reports should be added to the minutes.
  - a. Mr. Williams motion to approve
  - b. Mrs. Ricart second
  - c. Roll Call:
  - d. Mike Hooks – Absent
  - e. Shantel Hillard- Excused
  - f. Dr. Margret Smith- Yes
  - g. Ed Williams- Yes
  - h. Constance Ratcliff- Yes
  - i. Diva Ricart -Yes
  - j. Motion approved
  
4. Hearing of Citizens

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- a. None
5. CEO Report
  - a. Delivered by Mr. Favors
  - b. Principal report delivered by Dr. Wilson
  - c. RFO Report given by Mr. Smith
6. Finance and Audit Committee Report
  - a. Delivered by Mr. Williams
  - b. AP Summary total \$168,348.46 (seeking approval)
7. Approval of Reports (CEO Report & Finance and Audit Committee Report)
  - a. Approval of the Finance report and the RFO report
  - b. HR report tabled until executive session
    - i. Mr. Hillard motioned to accept
    - ii. Ms. Ricart second
    - iii. Roll Call:
    - iv. Mike Hooks – Absent
    - v. Shantel Hillard- Yes
    - vi. Dr. Margret Smith- Yes
    - vii. Ed Williams- Yes
    - viii. Constance Ratcliff- Yes
    - ix. Diva Ricart -Yes
    - x. Motion approved
8. Unfinished Business
  - a. Academic Committee Report (Mr. Hillard)
    - i. Mercyhurst meeting upcoming
    - ii. Committee meeting planned for January
  - b. Payroll Committee (Mr. Williams)
  - c. Family Committee Report (Mr. Hooks absent)
  - d. Board Training
  - e. Health Care Professions
  - f. Parent Academy
9. New Business
  - a. Pension Update
  - b. Building Lease
    - i. Sent to solicitor for review
10. Executive Session
  - a. Motion to close general session at 7:45- made by Mrs. Ricart
  - b. Second by Mr. Hillard
  - c. Roll Call:

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- d. Mike Hooks – Absent
  - e. Shantel Hillard- Yes
  - f. Dr. Margret Smith- Yes
  - g. Ed Williams- Yes
  - h. Constance Ratcliff- Yes
  - i. Diva Ricart –Yes
11. Board returned to general session at 8:56
- a. Motion to accept items 1,3 & 5 of the HR report
    - i. Mrs. Ricart made motion to accept
    - ii. Mrs. Ratcliff second
    - iii. Roll Call:
    - iv. Mike Hooks – Absent
    - v. Shantel Hillard- Yes
    - vi. Dr. Margret Smith- Yes
    - vii. Ed Williams- Yes
    - viii. Constance Ratcliff- Yes
    - ix. Diva Ricart -Yes
  - b. Overtime procedures were tabled.
12. Motion to conclude meeting at 9:00
- a. Motioned by Mrs. Ricart
  - b. Second by Mrs. Ratcliff