

PACE Academy
Board Meeting (In-Person)
Sep 19, 2023

Item I: Meeting Opening

1.01 Meeting called to order at 6:12pm

1.02 Roll Call

Present: B. Harris, R. Walker, T. Poole, H. Rice, R. Hudson,
R. Diamond-Gamble (late/virtual)

1.03 Approval of Agenda

Motion to approve agenda as presented by R. Hudson

Seconded by H. Rice

Aye: 5 Nay:0

1.04 Approval of Minutes

Motion to approve as presented by R. Walker

Seconded by T. Poole

Aye: 5 Nay:0

1.06 Public Comments

None

Item II: Old Business

2.01 None

Item III: New Business

3.01 America's Back Office Report (Kelly Jewett)

- Benefits & Payroll
 - The government has issued a new one page I9 form. Pace does have the updated form.
 - Benefits - sending new employees email to make them aware of upcoming deadlines so that they don't miss enrollment.
 - "Will you continue to send reminder emails?" - B. Harris
 - Yes, benefits correspond with K. Jewett and she continues to send the emails.
- Employee Recruitment
 - Approximately 43 offer letters were sent.
 - 16 declined 1 pending
 - 24-26 new employees
 - 8 termination

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- Calls and emails to survey why employees chose to leave. Will report responses at the next board meeting.
- Open Positions
 - 3rd Grade
 - Special Education Resource Room
 - Waiting on onboarding to be completed
 - Expecting start date of 9/25/23
- Handbook
 - Met with Principal Brown to review
 - Presented at August's board meeting
 - Tracking all acknowledgements of receipt
 - (B. Harris) Send acknowledgement to the board as well and require that they sign it.
- Worker's compensation
 - No unemployment claims
 - 1 requesting leave - have not received medical forms yet.
 - 1 on intermittent leave - meeting with them 9/20/ to ensure they know how to track their hours.
 - 2 on FMLA
 - Ensuring they are returning on the agreed upon date and will give us ample notice if they are not returning.
- Teaching Certificates
 - Working with SLT and Mrs. Tanner
 - Audit scheduled for 10/10
- Visits to Pace
 - Kelly will be at Pace every Wednesday for at least the next 6 weeks. Will update the board whenever that schedule changes.

Motion to accept as presented by: H. Rice

Seconded by: R. Walker

Aye: 5 Nay: 0

3.02 Business Manager Financial Report (J. Hill)

- Last 5 years audit financial compared to most recent year (revenue pg 4)
 - Shows percentages of revenues and expenditures make up is constant year to year
 - 6/30/23 (pink column) close to historical percentages (no more than 5%)
- Difference in FY 23 vs FY 22
 - Dollar change

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- Anything over \$30K has a note
- Decrease of 95K
 - \$454K decrease in state aid based on enrollment decline
 - \$305K increase Federal funds due to ESSER funds in 22/23
 - Note D - right sizing personal to match enrolment decline
- Cash flow (next page)
 - Positive cash flow each month, projecting positive cash flow in october
 - June column has been updated to \$819K did have 1.6 mil on June 30
 - Sept ending balance of 1.4 mil is more accurate
 - Balances in July and August are beefed up to account for payroll in September in which we don't receive any State funding
- Update of ESSER funds
 - June 30 spent all the ESSER II dollar allotted by State & Federal spent
 - Have until June 30 2024 to spend \$1.4 million in Esser III dollars
- \$600K of that for HVAC
 - 30 units total
 - 29 units will be replaced. 1 was replaced last year.
- President putting in bid for board to attend training June 2024 would like funds allocated
 - Hill will look into it after count day
- President – can you use ESSER for a sign, needs something to let the public know where we are?
 - Response, A committee is needed to go to the city of Southfield for approval.
 - ESSER funds have to be covid related
- Resolution that brown be allowed to sign the contract as soon as we receive the documents requested so we can proceed instead of waiting until after the next board meeting. Attorney has already provided a contract which is in the packet.

Motion to approve Principal T. Brown to sign the contract by R. Walker
Seconded by T. Poole
Aye: 5 Nay:0

- 5 year audit compared to most recent audit (pg. 4)
 - Make-up is constant year to year

3.03 Principal's Office Report

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- Outdoor Clean-Up Initiative
 - Over 20 stumps that need to be removed due to safety concerns.
 - Trees on the north side of the building need to be removed.
 - Has requested quotes for both, a decision needs to be made so work can be completed before weather no longer permits.
- New Mission - Staff MVP Recognition
 - All of SLT signs the football. When a staff member becomes the MVP they sign the football and it stays in their classroom for a week.
 - 4 MVPs so far:
 - Dr. Siehl - went to training over the summer and attended BMEA workshop. Has done a phenomenal job in his new role.
 - Mr. Penson - Leads a mentor program that he brought his own funding for, chaplain for the Detroit Police Department, demonstrates "value added"
 - Ms. Oliver - Appointed over MTSS program along with teacher 1st grade.
 - Sigmon - "Rookie teacher", building community within the 4th grade through quality interactions.
- Pace has been adopted by AT&T, Southfield Chapter of Zeta Phi Beta Sorority Inc., Crossover Ministries, and Mt. Moriah Missionary Baptist Church.
 - First time ever having a relationship with AT&T although we share a lot with each other.
 - Crossover ministries are coming to fill the fridge, surprise a staff member with gifts, and hosting a sock drive.
- Mulch Drive
 - \$6,000 project
 - Asked each family that attended the open house to donate 1 bag.
 - Crossover ministries and BMEA have volunteered to help lay the mulch.
 - Black rubber mulch is a safer and better optional.
 - Home depot will deliver mulch to the school.
- Student Enrollment
 - Over 600 students enrolled
 - L.Tanner's report:
 - **School Year 2019/2020** : *beginning of a lot of transition* -
 - Loss: 248 students (Including 104 graduates).
 - **School Year 2020/2021**: *Year of pandemic* -
 - Loss : 166.
 - **School Year: 2021/2022** -
 - Loss: 192
 - **School Year 2022/2023**:

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- Loss 286

- Every year gain in enrollment is 100-150 students. Last year 155 new students. This year 218 new students. 1/3 of the current population is new students. Succeeded in goal to increase enrollment due to billboards, career fair, car tags, etc.
- 3 weeks left until count day. Will continue to enroll after count day. Can continue to gain funds all the way until spring count day.
- (Principal Brown Resumes) Impress upon the board to take into consideration the gain in enrollment and revisit stipend.
 - Students are being put in behavior programs so they aren't turned away.
- No longer a uniform school but we do have a dress code.
 - Students are happy to come to school
 - Proudful in their clothes and about their business.
 - Coming on a more consistent basis due to removal of worry around not having uniform.
- SLT has a standing hour long 1-on-1 weekly meeting.
- Assistant Principal Elementary A. Weems' report:
 - Climate and culture – we've been through ups and downs. You can check in with any teacher and ask how their year is going and they will say they are happy. Teachers are receiving support from SLT and BIS.
 - Elementary will be fully staffed as of next Monday.
 - Goals
 - Purchased rolling desk to move in and out of classrooms to conduct observations.
 - My kit programs – scheduled trainings.
 - Wingman Wednesday – staff has been provided with a list to document their favorite things and will be paired up based upon similarities to do check-ins with one another.
- Assistant Principal Middle School L. Ramirez's report:
 - Mandatory parent meeting for middle school.
 - Very good showing. Went over changes in student code of conduct & academic and parent expectations. Off to a great start. Came ready on the 1st day!
 - New (staff) warriors
 - Only had 2 openings. Had both filled before the first day of school.
 - 6th grade math
 - 7th grade social studies.

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- New classes:
 - Drama class taught by Ms. Hall who used to be in a classroom. She has found her niche. Wanted out of kindergarten but it's her most interactive class, it's going well.
 - Creative writing course. Each course will publish a book at the end of the course.
 - 2nd gym teacher - African American male. "He's there before you but the m on him" even if he only has 20 mins to spare.
 - Virtual Spanish and Mandarin
- BMEA has been working – resistance in the beginning but one teacher reported that the session was dynamic (teacher was Heath)
- Middle school staff meetings
 - Was supposed to be 30 mins long but became 2 hours long. Teachers dedicated & chose to stay overtime.
 - No major discipline issues. Students comply with teachers, not just Mrs. Ramirez.
- Curriculum Coach V. Pettway's Report:
 - Data tables
 - 1st set how Pace did overall in areas assessed.
 - Seeing progress from Spring 22-23.
 - Number of students proficient and advanced has increased
 - 2nd table – Different claims
 - Majority struggling in writing and reading is right behind
 - Every teacher will teach writing and provide feedback to students.
 - Starting at sentence level and moving on to paragraph level.
 - Looking for an at-risk teacher for middle school.
 - Hired 2 retired teachers to be math interventionist
 - Spring 2022 math – 8 students proficient, 3 advanced. Spring 2023 math - 21 students proficient, 6 advanced.
 - School wide data walls to track academic and attendance data.
 - Working with assistant principals and teachers to review data and discuss goals
 - Department priorities:
 - Extremely proud – growth, teamwork, support.
 - Goal was to make sure no one was sitting in front of a guest teacher on day one. Team was committed to being in

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short-term positions to make sure students were welcomed
by Pace staff members

- Coaches will continue their PLC work
- Pacing guides implemented last year
 - More of the curriculum is being taught because a guide is provided.
- NWEA extended the window to make sure all IEP students were tested. Window will close next Wednesday, September 27th and data will be available next board meeting
- Received positive feedback on staff team building activities before diving right into PDs
- New staff receiving PDs
- Academic Achievement Coordinator S. Palmer's Report:
 - Update to report given – There are currently 19 students with IEPs added 1 new student.
 - Special education compliance:
 - Explained in PD to all staff: What we do is governed by law – Federal, State, Oakland county, and Oakland schools
 - Instituted processes so there is no gray area
 - IEP
 - 30 day placements to determine if IEP will be adopted or rewritten.
 - Instituted color folder system
 - Green folder: get to it when you can.
 - Yellow folder: 48-72 hour response.
 - Red folder: I need you now.
 - Working on creating Special education manual
 - Para manual is 99% complete
 - Rationale is that paras are often used as errands people
 - Special Education Trainings
 - 3-Day IEP essentials
 - 6 separate meeting for paras o
 - IEP COP training
 - Para COP training
 - Weekly team meetings
- Upcoming Events
 - Coffee and Donuts with the Principal
 - Every 4th Thursday from 8:30am-9:30am beginning on 9/28.
 - 1st Daddy-Daughter Sneaker Ball
 - December 9th
 - Mother-son jersey dance
 - April 20th
 - Mother-Daughter tea

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■ Purses and Pearls

- Dismissal
 - Last year parents picked up as late as 6:00pm. This year we are challenging parents to pick up on time.
 - We are mandated to keep students 30 minutes after dismissal.
 - Parents can pick up from the Southfield Police Department if they are late.
 - New school hours:
 - 7:45am - Breakfast
 - 8:00am - Class Begins
 - 2:45pm - Dismissal
 - After School Programs
 - Champions
 - Track - parent meeting on October 10th
 - Biddy-Ball for 1st and 2nd Grade
 - More programs to come after count day

Motion to accept as presented by: H. Rice

Seconded by: B. Harris

Aye: 4 Nay: 0

3.04 EMU Report (Dr. J. Hill)

- Pace is on the map! Haven't seen this many men of color - where students can see themselves in their teachers and leadership.
- Board of regents report hasn't been completed since 2018 due to covid therefore Dr. Hill will be making rounds looking for good stories for publication that will go out to the masses.
- Currently without an associate director
- Will continue school leader meetings for the basis of coming together, learning from and supporting each other.
 - Next tentatively scheduled for Oct 12, 2023 survey forthcoming to confirm date.
 - Topics covered:
 - Leadership development, self care of administrators, value added niche goals, etc.
- In-person board training on October 10
 - Board is going to receive additional training funded by Dr. Hill

Motion to accept as presented by: R. Walker

Seconded by: R. Hudson

Aye: 5 Nay: 0

Item IV: Board Comments

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4.01 Thank you SLT from H. Rice

Item V: Reconfirmation of Next Meeting

Item VI: Adjournment

6.01 Motion to adjourn meeting at 8:16pm by: R. Walker

Seconded by: H. Rice

Aye:4 Nay: 0

Meeting adjourned



Secretary, Board 9/19/2023