

PACE Academy  
Board Meeting (In-Person)  
Tuesday, October 17, 2023

Item I: Meeting Opening

1.01 Meeting called to order at 5:48pm

1.02 Roll Call

Present: B. Harris, R. Walker, T. Poole, H. Rice, R. Hudson,  
R. Diamond-Gamble

1.03 Approval of Agenda

- Board President Harris requests to rearrange the agenda in-order for the auditor to present immediately following the public comment.

Motion to approve agenda with change by R. Hudson

Seconded by H. Rice

Aye: 6 Nay:0

1.04 Approval of Minutes

Motion to approve as presented by R. Walker

Seconded by T. Poole

Aye: 6 Nay:0

1.06 Public Comments

None

Item II: Auditor's Report

2.01 Audit of financial statements and federal awards

- Tested ESSER funds
  - Represented \$1.3million of \$1.9million total federal expenditures
  - 70% of total awards
- Expresses and unmodified opinion on each report
  - Highest level that an independent accounting firm can offer
- Highlights of the report
  - Academy's general fund balance decreased approximately \$212,000 or about 7%
  - Fund balance is 2.8 million dollars at fiscal year end.
  - Final budget passed by the board in June 2023 included a plan to use \$260,000. Academy came in under budget.
  - Decline in enrollment from fiscal year 22 to fiscal year 23.
    - Approximately 17% decrease from 688 pupils to 573 pupils.

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- Fund balance percentage of expenditures which describes the academy's financial health is 32.8% which is a comfortable position overall but advises caution in this climate with the looming fiscal cliff in regards to ESSER funds expiring. Recommends avoiding legacy cost and focusing on one-time, non-recurring big ticket items to improve programming and other elements.
- Among trends to note in the future: State wide decline in enrollment.
- Kudos to Jeff and his team as the work was tested through the highest rigor.
- Members of the Board will receive the deliverables from the auditor.
- Pace's financial health of 32.8% is on the higher end of the metric compared to the state average of 20%

Motion to approve audit financial presented by T. Poole

Seconded by H. Rice

Aye: 6 Nay:0

Item III: Old Business  
3.01 None

Item IIII: New Business  
4.01 America's Back Office Report (Kelly Jewett)

- Benefits & Payroll
  - No benefit or Payroll issues
  - 2 Terminations
    - Kindergarten and 6th Grade
    - One voluntary and one involuntary
    - Kindergarten replacement has already taken over the classroom. 6th grade has been consolidated from 4 classrooms to 3.
  - 2 offers accepted - Special Education Resource room and 2nd Grade
  - 1 opening for Operations of Strategic planning
  - 1 open position for a floating Sub
  - Possible worker's comp claim
  - Unemployment claim
  - 3 employees on FMLA
  - Certifications process is almost complete working with Tanner & Brown

Motion to accept as presented by: R. Diamond-Gamble

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Seconded by: R. Walker  
Aye: 6            Nay: 0

#### 4.02 Principal's Office Report

- Acknowledgement of New Family to Pace
  - Attended Winans Academy under Ms. Brown's leadership and have decided to follow her to Pace Academy.
  - New Math steps are hard for students therefore we need a Parent Math curriculum night.
  - Upcoming request for stipend to provide professional development to parents so they may be successful with their students.
    - President Harris, can staff be paid with a compensation day instead of monetary compensation to provide these trainings?
      - Don't want to have teachers absent unnecessarily. An extra PTO day could be given.
    - Want to provide a 3-week training in November with a combination of day and after school trainings.
- On pace with fire drills
- Upcoming events have been provided to the Board
  - Pink Day, Harvest Fest hosted by Zeta Phi Beta sorority inc. southfield chapter, MSU/UofM
  - Mulch Update: We have 99 bags of mulch donated, it is not enough for the 6 inches to be topped off. Mr. Weems has volunteered his time to find a vendor to acquire enough mulch. Will need to revisit this project. Crossover ministries will present a check of \$1,200 towards the project along with financial contributions from AT&T, Alpha Kappa Alpha Sorority Inc., New Mt. Moriah Baptist Church, Zeta Phi Beta Sorority Inc., Omega Psi Phi Fraternity Inc. Playground will be closed one week prior to preparation. Volunteer meeting on October 24th.
- Assistant Principal Elementary A. Weems' report:
  - MICIP conference
  - Climate and culture – First 15 minutes to allow for restorative practice circles.
- Assistant Principal Middle School L. Ramirez's report:
  - Exam schools window for Detroit Public School has opened and closes November 19th.
  - Restorative circles are aligned with the curriculum.
- Curriculum Coach V. Pettway's Report:
  - Data tables
    - Responding to NWEA Data - Charts are linked in
    - Before and After school tutoring



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- AM tutoring is limited to 6 students
- Targeted students that are under the 21st percentile
- Focuses on math and reading
- Goal to have all of our teachers to have a professional development in their curriculum areas
- Guided reading K-3 differentiate instruction with NWEA data
- President Harris: IT situation needs to be addressed. Dr. Hill from Eastern Michigan would like the option to use zoom, owl, etc. for board meetings.
- Exceptional Learners Coordinator S. Palmer's Report:
  - Selected a new name because our learners are unique and their needs are being met by the exceptional staff.
  - Approximately 25 students are lacking foundational skills.
    - Rescheduled the paraprofessionals to better serve that specific population.
    - Technology (IT) is needed to update our Student Information system. We need SpedTrak to connect Single sign-on as well as start with the integration period.
    - (Question from the board) Why is there such a backlog if we have only been without IT for 3 weeks?
      - The request was put in several times and never responded to.
- IT
  - Principal Brown offered the previous IT person an opportunity to train in software and hardware that he did not have experience with. He did not respond to that response.
  - Why was he contacted to work during the summer months when he was a 10 month employee? (RH)
  - J. Hill - it is not uncommon for a 10-month employee who is the only one working in their capacity to be contacted during the summer months to assist the school but it is not something that is forced upon the employee. The employee never indicated that he had an issue and didn't want to be contacted over the summer. He had been working during each summer from the beginning of the pandemic and was paid a stipend in advance. This year he was not offered a stipend at the beginning of the year. However, he was paid for the hours that he worked during the summer.
- Board President Comment
  - I received a call that an employee was in the building who was not supposed to be in the building and there was a concern because this employee was not supposed to be around children at the time. Kelly commented that she was on FMLA but cleared to work at

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home. When Ms. Brown alerted Kelly that this employee was on premises, Kelly reached out to her FMLA expert (Andrew). Ms. Brown stated that she did not invite this employee to the building. When she saw the employee she asked why she was in the building and she stated that Mr. Hill called her and asked her to come to the building. She was told that she is not allowed to report to the building by Ms. Brown as ABO employees are under the direction of Ms. Brown.

- (J. Hill) I made a mistake and did not remember that Ms. Brown told me that she didn't want her in the building unless it was after students were gone and also I didn't see or remember seeing what her doctor's note said at home. It will not be a trend as it was a mistake. I invited her via email as the federal grants coordinator. She will be asked to attend via zoom in the future.

Motion to accept as presented by: R.Hudson

Seconded by: H.Rice

Aye: 6            Nay: 0

### 3.04 EMU Report

- 20 participants at board leaders meeting
- School leaders meeting - 11/2/2023
- New lobbyist bill upcoming: greater transparency
- New Liaison Position to work with Charter School Office to identify partnership opportunities.
- Compliance issues were not due to financial reporting. Board Meeting minutes and other documents were not being uploaded timely into epicenter.
- The Office Manager will start uploading the necessary documents monthly in conjunction with the Operations manager and Principal.

- Motion to accept as presented by: R. Diamond-Gamble

Seconded by: T. Poole

Aye: 6            Nay: 0

### 3.05 Business Manager's Report

- See the additional handouts that were passed out. Please notice the preliminary count and the first amended budget vs the 2022-23 Audited Actual Budget Change Comparison.
  - November we will have the audited count available to us.
  - Fund balance \$1.9 million
  - \$917,000 projected net loss
  - We have to adjust the budget to compensate for the projected loss.
- Quotes and bids



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- Janitorial services - 4 bids; Emerson, Jan-Pro, Coverall and Noor's were awarded points based on price, prior experience with pace, number of staff members on site at Pace, experience, responsiveness to RFP, Maintenance Management.
    - Noors received highest number of points but finance committee is recommending the contract to Emerson. The second in overall point and best price.
  - Motioned to approve the Emerson's Executive Cleaning Service LLC. Janitorial services - T.Poole.  
2nd R.Hudson  
Aye 6 Nay 0
  - B. Harris signed the contract
    - IT services
      - 4 vendors
      - Macro Connect received the most points based on their experience with the school. We already pay them licensing fees. They waived these fees because it is already in the contract that we have with them.
      - Letter from Tech it Out solutions states they will not need any additional licensing fees for any software or equipment. It was submitted after the initial bid was submitted. Other vendors did not have the opportunity to submit any new offers. Ms. Brown said that there was never an official RFP. The recommendation from the financial committee is to use Macro Connect.
- Motioned to approve Macro Connect . - T. Poole  
2nd R. Walker  
Regina Walker - Yes  
Tina Poole - Yes  
Harriet Rice- Yes  
Robynn Diamond-Gamble - Questions - Are there any reservations about Macro Connect.
- Principal brown only concern is that macro connect did all their communications outside of her so there was no opportunity to build a relationship and discuss the needs of the school
- Ridgeley Hudson - No  
Bessie Harris - No  
Motioned to approve the Macro Connect - HR 2nd RH Aye 4 Nay 2
- Enrollment Marketing Team Incentives
  - Targeted Amount of 650
  - Unaudited 10-4-23 611
  - B. Harris - Stated that she does not remember saying that incentives were all or nothing. We have seen some increased enrollment efforts. Suggest marketing team be compensated for their time and effort.

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- Principal Brown: we lost 64 8th grade students before we added any new students. There are over 200 new families at Pace this year. We went to concerts, parks, pre-schools and grocery stores.
- I believe that there was a valiant effort to add students to our enrollment. Please note that they worked so hard to add to the climate and culture to this school.
- Principal Brown: The Board has given us some levels, standards, and expectations that are going well. Please note that we are working hard to help these students. We are not looking for praise but we are bringing solutions to our parents. We are making partnerships with churches, businesses and families. We may not be perfect but we are trying to make small changes to help make a difference in this community.
- Per person the incentive would be \$2,698 per person based on 14 people. Based on 611 current student count.
- Brown's incentive is 60% of \$10,000 so \$6,000

Motioned to approve the Marketing Team Incentive - R. Hudson

2nd T.Poole

Aye 6 Nay 0

Motioned to approve the Financial Report - H. Rice

2nd T.Poole Aye 6 Nay 0

- Dr. Hill would like the Board to schedule a meeting with Mark Windburg of the National Charter Schools Council to have a strategic planning meeting. We need a few dates to schedule the meeting.
  - 15th or 16th of November from 6pm-8pm
  - Eastern Michigan University - Do you know your mission statement? We would like to make it shorter. Learners today, leaders tomorrow.

Motioned to adjourn the meeting at 8:32 - H. Rice 2nd R. Hudson Aye 6 Nay 0

Item IV: Board Comments  
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

Approved by: \_\_\_\_\_

*B. Harris - Board Pres.*  
Tina Poole, Secretary  
*for Tina Poole in her absence*