

PACE Academy  
Board Meeting Minutes  
Tuesday, December 19, 2023

**Item I: Meeting Opening**

1.01 Meeting called to order at 5:43pm

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:  
Swearing In of Harriet Rice, Public Comments then Mrs. Pettway,  
Curriculum Director be allowed to present under the Principal's  
Report
- Update Old business to include janitorial bid, ABO Evaluation tool
- New Business add Operations Manager position

Motion to approve agenda with changes 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

1.05 Oath Swearing of Board Treasurer Harriet Rice by Jolie Hill, EMU

1.06 Public Comments

Demond Young - His daughter received a suspension and he was  
requesting more information about the incident. Board President Harris  
assured Mr. Young that she would follow up with him.

**Item II: Old Business**

2.01 Old Business

- Janitorial Contract -
  - Harriett Rice: The Emerson's Executive Cleaning Service  
LLC contract is canceled. We need to sign a new contract  
with a new vendor. Please consider that we are currently  
\$750,000 over budget. Board members received a matrix  
to help determine the pros and cons of each vendor.
  - Coverall

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- Pros - Offers 3 day porter 4-5 night crew. When on site they will set up chairs and tables for meetings.
- Cons - Year long contract that can not be broken. If you are not satisfied with their services you are required to work with them you can not terminate their services. They have a 30 automatic renewal policy. If you do not terminate in writing before the last 30 days of your contract it will automatically be renewed and you will not be allowed to break it for another year. There is an additional \$20,000 fee to strip and wax the floors.
- Noors Janitorial Service
  - Pros - More day porters it includes snow removal, salting, stripping and waxing of the floors, repairs. Quote includes plumbing, door repair, painting, furniture assembly, repairing walls, replacing batteries, replacing switches and plugs, setup and take down of tables. If we contract with Noors we will not need to hire an additional snow removal contractor which will be in new business.
  - He is asking for a \$6,000 start up fee. Which means he will come in during the Holiday break and clean the building.
- Questions
  - Poole - So with Coverall we can not get out of the contract for an entire year? Harriet - Yes, if you do not care for their work you can't just fire them there is a process. You have to make them aware of the problem and then give them a certain amount of time to correct the issue. Noors does not have that.
  - Harris - Is Noors our previous provider? Harriet - Yes.
  - Harris - So now they can provide us with a 7 person night crew and 4 people during the day from 7am to 4pm? Harriet - Yes, that is what he said in his contract.
  - Harris - I remember that with Noors there was a language barrier and he would only talk to Mr. Hill. Harriet - We have already cleared that up, in this new contract he knows that he would have to talk to Ms. Brown.
  - Ridgeley- So this new contract is a one year contract, is it for one school year or is it a 12

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month? Harriet - Coverall, it is from the date he starts. Remember it is an auto-renewal, So if we want him and we sign for December then next year decide we don't want him we would need to send in writing in November of next year that we no longer need his services. So if we forget we will be stuck with them for another year.

- Robynn Diamond-Gamble - So with the number of porters that they are bringing in the evening is this consistent with the recommendation of Ms. Brown? Harriet - Ms. Brown talked to Coverall and this is what Coverall recommended to her. Do you agree with this Ms. Brown? Brown - They came out and they brought their expert in the area and they asked what my expectations were and it wasn't that I agreed, it was based on what my expectations to have the building maintained this was their recommendation.
- Poole - Are the cleaning supplies included in the contract? Harriet - Yes, however we can make recommendations of products.
- Harris - In 30 days if we are not satisfied with the services can we terminate the contract? Harriet - We can create those terms in the contract.

○ Concerns

- Ms. Brown- The language barrier was a big concern. They were doing tasks that were outside of their contractual requirements. I stated before that if they did what they were supposed to do instead of all of these side deals and maintain the building. He stated to me in my office that Mr. Hill had him moving all of this furniture to another place and didn't give me any gas money. If you decide to go with him that is perfectly fine with me however, I want everything to be strictly on the record. I want everything to be in the contract, I don't want any side deals or side hustles. I need the bathrooms to be clean and sanitized. I want to be able to ask questions and be able to speak with someone when we have a concern. I want his workers to have good hygiene, they should not have an order. Keeping their personal shoes, clothes and personal items in our closets. I have not had any

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conversions with Noors but I want to have a clear understanding of my expectations. I don't want them plumbing, cleaning, repairing, painting. I would prefer that they do three things well instead of trying to do everything. They may be a great company if they focus on what I expect.

- They have already built a relationship capacity with Mr. Hill and they did not want to work under my Leadership.
- Clear contractual meeting to discuss leadership and expectations
- I want to have the liberty to call a certified and or licensed plumber, electrician and not settle for the janitorial service to complete these tasks.

Motion to vote for Noors Janitorial by Regina Walker  
Seconded by Harriet Rice

Roll Call vote

Bessie Harris - Aye

Regina Walker - Aye

Tina Poole - Aye

Harriet Rice - Aye

Robynn Diamond Gamble - Aye

Ridegely Hudson - Nay

Aye: 6 Nay:1

Follow up meeting with Noors Janitorial Services, Ms. Brown and Harriet Rice to revise the contract and set expectations moving forward.

#### 2.02 ABO Evaluations

Regina Walker motioned that we accept the evaluation tool to evaluate ABO for the one evaluation 2023-24 in the future it will be b-annual

Seconded by T. Poole

Aye: 6 Nay:0

#### 2.03 Operations Manager

Tabled until next meeting pending receipt of the Job Description from ABO

### **Item III: New Business**

#### 3.01 Eastern Michigan University Report

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Dr. Jolie Hill - No report but when I saw those index scores the growth and the proficiency. That was major. My hat and my heart is beside myself with all of the transitions. Something great is happening with these kids. The expectations are high and these students are loved. PACE outgrew every one of our other schools. You are making us proud.

### 3.02 America's Back Office

- Payroll - New System TIMECO has been working successfully
- Benefits - Flexible Spending Open Enrollment
- HR, Staff Recruitment, Hiring & Retention
  - Offer Letters Presented and Accepted - 4
    - Part time Security
    - EL Resource Room Teacher
    - 4th Grade Teacher
    - 2nd Grade Teacher
  - Terminations - 0
  - Operations Director - Job Description
  
- Human Resources: Continued visits to PACE
- Worker's Compensation Claims - 0
- Unemployment Insurance Claims - 0
- FMLA/LOA - 1 Employee on FMLA
  - Paraprofessional
- HR Subcommittee Community Members
  - 2 Teachers, Board Member, 2 Staff members

Harriet Motioned to approve the ABO report as presented  
Tina Poole Seconded  
Aye: 6 Nay:0

### 3.03 Principal's Office Report

- Ms. Pettway reports PACE Academy Public index:
  - 22-23 Year Growth index 88.85, Proficiency index 25.96
  - 21-22 Year Growth Index 49.80, Proficiency index 18.88
  - 22-23 ELA State standards 56.31 PACE is 51.70 Math State standards 43.94% PACE is 18.41% we have had 100% growth in Math from the previous year.
  - She gave accolades to Senior Leadership team, Teachers and the entire Curriculum team
  - Credits academic growth to the hiring of additional staff and Morning tutoring to increase opportunities for learning.
- Ms. Brown reports on recent events at PACE

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- Mrs. Pettway's report - She was very humble with her presentation however we have had phenomenal growth.
- Requested Board to compensate staff for their efforts in increasing index scores.
- Thanksgiving give-aways to PACE families of Honey Baked Turkeys and 23 Honey Baked Hams under the leadership of Mr. Penson
- Ascension gift giveaway - Weems, Ramirez gave out gifts to families.
- Daddy Daughter Dance - 77 families were in attendance 190 people.
- Math Fact challenge
- National Alliance of Black School Educators Conference - Resources
- Restoration Practice Update
- Maintenance Update
- Technology Update
- Operational Manager
- Request that she receives defined roles and responsibilities of Principal and CFO/Business Manager
- Dissatisfied with current transportation provider and petitioning for a Bus Company Request for Proposal (RFP)

Harris will request a Special Meeting to discuss the results of the RFP

Harriett Rice motioned to approve the Principal's report as presented  
Tina Poole Seconded  
Aye: 6 Nay: 0

### 3.04 Business Manager's Report

- FY 23-24 Original Budget verses the 23-24 Amended Budget
  - We are amending the original budget because we have less students than we planned for.
  - \$8.9 Million dollars expenditures of \$8.7 Million dollars which equates to a \$730,000 loss.
  - Reduction of Revenue:
    - State \$544,000
    - Salaries \$110,000
    - Reduction in Counselor
  - Increase costs of \$121,000:
    - Speech Pathology
    - Psychological
    - Audiologist

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- Social Worker
  - BIS Team
  - Exceptional Learner Paraprofessional
  - Restorative Practice Prof. Dev.
- 
- Moving and Storage cost was questioned by T. Poole  
Mr. Hill and Ms. Brown explained that the city required that we remove the storage units that we had on the property. We had to rent storage units to house excess school equipment. Harriet Rice gave recommendations for auctioning items that are no longer in use.

Harriet Rice Moved to adopt the First Amended Budget which appropriates \$9,718,244 for General Fund expenses as set forth in the attached resolution from an available balance of \$11,820,913 leaving a projected year end General Fund balance of \$2,102,669.

Seconded by T. Poole

Aye: 5 Nay: 0

Regina Walker makes a motion to approve the Board policies as amended

Robynn Diamond-Gamble Seconded

Aye: 5 Nay: 0

Regina Walker Motion to approve the Business Manager's Financial Report as written

Tina Poole seconded

Aye: 5 Nay: 0

**Item IV: Board Comments**

The Board will provide Avon Doughnuts and coffee to staff to celebrate the upcoming holiday season. Basketball team's coaches budget needs to be solidified.

**Item V: Reconfirmation of Next Meeting**

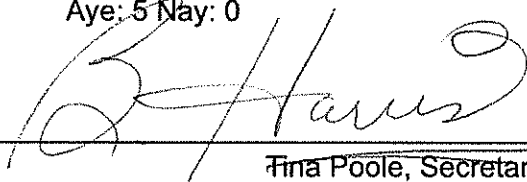
**Item VI: Adjournment**

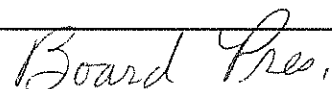
6.01 Regina Walker Motioned to adjourn the meeting at 8:40pm

Robynn Diamond-Gamble seconded

Aye: 5 Nay: 0

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

  
Tina Poole, Secretary

  
Board Pres.