

PACE Academy
Board Meeting Minutes
Tuesday, February 20, 2024

Item I: Meeting Opening

1.01 Call to Order at 5:41 pm

1.02 Roll Call

Present: Bessie Harris, President, Regina Walker, Vice President, Tina Poole, Secretary, Harriet Rice, Treasurer, Robynn Diamond Gamble, Member, Ridgeley Hudson, Member

1.03 Approval of Agenda

- Treasurer Harriet Rice asked to add the Contract Approval for Strategic Planning Report
- President Harris added the swearing in of two of our Board Members

Motion to accept the Agenda with the noted corrections by Regina Walker

Seconded by Tina Poole

Aye: 6 Nay: 0

1.04 Approval of the December Minutes

Motion to approve the Agenda with the noted corrections by Tina Poole

Seconded by Regina Walker

Aye: 6 Nay: 0

1.05 Swearing in of Regina Walker as Vice President and Tina Poole as Secretary

1.06 Public Comments (3-minute limit/person)

None

Item II: Old Business

2.01 Operations Director

Job Description was submitted to the Board of Directors for review by Kelly Jewett. ABO was asked to make corrections to the document by Vice President Regina Walker. Once the job description has been revised and received. The Board will make a special call meeting to discuss the corrections submitted by the ABO.

2.02 Transportation RFP

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Brown - Spoke to the Board's attorney regarding the transportation company. He suggests that we wait until the end of the year to submit the RFP. If we post for an RFP now he has 30 days to terminate our services. A letter has been drafted to send to the transportation regarding several instances of their failure to provide quality services.

2.03 Outstanding Storage Unit

June of last year during the set up for the current school year to spend \$500 a month for storage. We are currently up to \$15,000 in storage fees. We need to determine an option to end this service. The items that are in the storage have not been purchased with Federal Funds. Therefore we attempted to go to the storage unit to view the items. The items were not available due to them being stored on Pallets. We plan to go on Thursday to view them and if they are of no value we need to determine if we need to store them or discard them.

Motion that we discard the items by Harriet Rice

Seconded by Tina Poole

Aye: 6 Nay: 0

We need to have 2 bids to determine the best cost.

Item III: New Business

3.01 EMU Report (Representative)

Board meeting training on April 30th. New performance review/audit of Teacher certification.

Motion to approve the Eastern Michigan University Report by Regina Walker

Seconded by Tina Poole

Aye: 6 Nay :0

3.02 America's Back Office Report (Representative)

HR, Staff Recruitment, Hiring & Retention

Offer Letters Presented – 3

- Paraprofessional – Curriculum
- 4th Grade Teacher
- 7th Grade Social Studies

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Offer Letters Declined – 0

Offer Letters Pending – 0

Offer Letters Accepted –3

- Paraprofessional – Curriculum
- 4th Grade Teacher
- 7th Grade Social Studies

Terminations – 3

- Voluntary – 1
- Involuntary - 2

Open Positions - 0

Human Resources:

- ABO continuing visits

Worker's Compensation Claims

Prior 2 claims are close to closing

Prior 1 claim has closed

1 new claim in progress

Unemployment Insurance Claims

FMLA/LOA

1 employee returned

1 employee extending FMLA

1 employee on FMLA

1 employee on intermittent leave

Motion to accept the America's Back Office report by Robynn Diamond Gamble

Seconded by Regina Walker

Aye: 6 Nay : 0

3.03 Principal's Office Report (T. Brown)

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- Enrollment
 - Reviewed our Historical Enrollment Data
 - Re-Enrollment Letters have gone home to families

- Black History Program is on February 29th at 9am and 4pm performances
- Basketball Team - Currently undefeated we are on the B Team - Coaches Wise & Sigmon
- Mid-Year Staff Evaluations are well on the way.
- We have had a great response from parents and students with the new school dress code.
- We recognize a Staff member as the MVP each week.
- NAPE - Valentina Pettway
 - Thank you to Mrs. Ramirez for stepping in during the absence of Mrs. Pettway.
 - We did not meet the quota due to student absences so we will have a makeup test period.
 - Reviewed Winter Test Data where we have met our growth targets.
 - Kudos to Ms. Heath and Ms. Pritchard for their consistent growth in Mathematics.
 - Accolades to Curriculum Coaches Dear and Smith for their hard work and continued commitment to our scholars.
 - According to State Data our academic growth has doubled in some areas.
- Interactive Boards are in all classrooms and the gym.
- Presented Board Appreciation gifts for their time and effort that they give to PACE Academy.

Motion to accept the Principal's report by Robynn Diamond Gamble

Seconded By Tina Poole

Aye: 6 Nay: 0

3.04 Business Manager Financial Report (J. Hill)

- Business Office Narrative
- PACE Dashboard ~ December 31, 2023
 - Reviewed the First Amended Budget of 22-23

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- \$87, 000 overages \$54,000 overages due to payroll costs and fringe benefits.
 - Operations and Maintenance costs are up due to issues with the furnace.
 - Support Central - Student recruiting.
 - Board of Education under budget of \$76, 000 prior year we had attendance incentives that we did not have this year.
 - Pupil Transportation is decreased due to the change in the bus routes and reduction in McKinney Vento costs.
 - Increase in Support staff.
 - Overall strong Total Liabilities & Fund Balance
- Cash Flow Projection thru October 2024
 - Each month has positive cash flow.
 - We do not receive Federal funds monthly as we draw them down on a schedule.
 - October - December 2023 Check Register
 - Accounts Receivable – Due from Other Governmental Units
 - Accounts Payable Aging at December 31, 2023
 - State Aid Revenue Reconciliation ~ December 31, 2023
 - Annual Budget Preparation Timeline 2024-2025 (Board Approval Needed)
 - S&P Global Ratings Report

Motion to accept the Business Manager Financial Report by Harriet Rice

Second by Regina Walker

Aye: 5 Nay: 0

3.05 Resolution to adopt Finance Committee and Human Resource Committee

Vote to approve the adoption of the Finance Committee and Human Resources Committee

Aye: 5 Nay: 0

Vote to approve the contract of Strategic Planning \$12,500 for ^{NCSI} ~~EMU~~ training

Aye: 5 Nay: 0

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Item IV: Board Comments

Finance Committee Meeting dates will be changed to accommodate the new process regarding the Board Agenda.

Item V: Reconfirmation of Next Meeting

Tuesday, March 19, 2024

Item VI: Adjournment

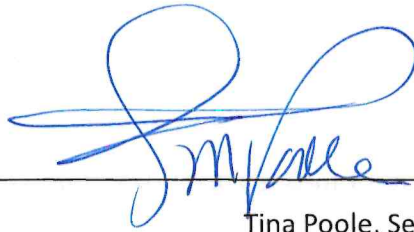
Motion to adjourn the meeting by Regina Walker

Seconded by Ridgeley Hudson

Aye: 5 Nay: 0

Meeting Adjourned at 7:14pm

Approved by: _____



3/19/24

Tina Poole, Secretary