



# PACE ACADEMY

Dr. Joseph F. Pollack Academic Center of Excellence

**Tuesday, March 19, 2024**

## **Board of Directors Meeting Minutes**

### **Item I: Meeting Opening**

1.01 Call to Order at 5:38 pm.

1.02 Roll Call

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

Absent: Ridgeley Hudson, Member

1.03 Approval of Agenda

Motion to approve the Agenda by Tina Poole

Seconded by Regina Walker

Aye: 5 Nay: 0

1.04 Approval of Minutes

- Dr. Jolia Hill (Eastern Michigan University) asked that item 3.05 be changed to reflect that EMU training be changed to National Charter Institute

Motion to accept the Minutes with the added changes by Regina Walker

Seconded by Harriet Rice

Aye: 5 Nay: 0

1.05 Public Comments (3-minute limit/person)

None

### **Item II: Old Business**

2.01 Operations Director

- The Board Members did not receive the updated job description from Kelly Jewett (America's Back Office).
- Motion to table this position and use the Esser \$79,000 to have staff laptops and student chromebooks.
- The Board is requesting that they receive laptops to facilitate meetings

Motion to use the ESSR \$79,000 for the laptops and chromebooks by Harriet Rice

Seconded by Tina Poole

Aye: 5 Nay: 0

Motion to table the Operations Director position for the 2024-25 School year by Harriet Rice

Seconded by Tina Poole

Aye: 5 Nay: 0

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

#### **3.01 EMU Report Dr. Jolia Hill, Representative**

- New Associate Director his name is Harvey Wilson
  - He has 25 years of experience as Teacher, Department Head, Assistant Principal, Dean of Culture and Climate. He is new to the Charter School world.
  - Worked in Detroit Public Schools and Southfield Public Schools.
- School Leaders' Meeting April 11th
- Board Training April 30th
- May 30th - Math Fact Challenges

Motion to approve the EMU Report by Robyn Diamond Gamble

Seconded by Regina Walker

Aye: 5 Nay: 0

#### **3.02 America's Back Office Report Kelly Jewett, HR Representative**

- No issues with payroll or benefits
- No offer letters
- 6 Terminations
- 4 Voluntary Leave
- 2 Involuntary
- 1 Worker's Compensation Claim
- No unemployment claims
- 1 person on a personal leave of absence

Motion to approve ABO's report by Harriett Rice

Seconded by Robyn Diamond Gamble

Aye: 5 Nay: 0

### 3.03 Principal's Office Report Timeka Brown, Principal

- Jersey was donated from the Detroit Negro League during the Black History Program
- Thank you to our Board member Harris and Board member Walker for attending our Black History Program.
- We completed our Boys Basketball Season Undefeated
- Spring Break March 25, 2024 - March 29, 2024
  - Suggestion Box - Extend the Spring Break to Monday, April 1st.
  - 83% of the Staff voted to keep the March 29th end date of Spring Break.
- April 20th - Mother Son Dance - Denim & Diamonds
- Leadership Adjustments
  - Special Education Plan - Additional Responsibilities
    - Brown, Ramirez, Weems & Pettway will assume additional responsibilities to fill the needs.
    - Para-professionals that are in the building, bring them to a classroom and log in to a Certified Special Education teacher.
    - In order to not owe compensatory services in the summer we must service students in a timely manner.
    - Brown recommends that we trust the Leadership team to maintain the level of
    - Recommendation of Stipend for additional tasks through the IDEA
    - Savings from missing team members salaries and reallocate \$6,000 to the Weems, Pettway and Ramirez and \$8,000

Vote to have Ms. Brown receive an additional of \$10,000 to compensate for additional Special Education responsibilities by Robyn Diamond Gamble

Seconded by Harriett Rice

Aye: 5 Nay: 0

Vote to have the staff receive the Special Education stipend in two payments with an addendum that if they do not fulfill their obligations the money will be deducted from their payroll.

Bessie Harris, President	Yes
Regina Walker, Vice President	No
Tina Poole, Secretary	Yes
Harriet Rice, Treasurer	No
Robynn Diamond Gamble, Member	Yes

Votes Yes: 3

No: 2

LaNesha Tanner, Recording Secretary will create the addendum with Harritt Rice, Treasurer's approval.

- Moving forward with MICIP
- HBCU Trip Kentucky State May 20th -22nd
- 8th Grade Panoramic
- NAPE testing Make-Up
- Test Preparation and PSAT
- NWEA, MSTEP, A-NET
- Budget changes
- Hill and Brown are working successfully together
- Comments - Tina Poole was unable to make the program due to a family emergency and Robyn Diamond Gamble attended on the wrong day.

Motion to approve the Principal's report Tina Poole

Seconded by Regina Walker

Aye: 5 Nay: 0

### 3.04 Business Manager Financial Report Jeffrey Hill, CFO

- January 31st - 3 sections, Total revenue \$443,000 expenditures \$689,000 net loss of \$44,000 for that month. We have a net loss of \$147,000.
- Continuing to work on the deficit by adding grants:
  - 31aa \$139,000
  - 23g \$129,000
  - Consolidated Application \$129,000
  - Title Grants need to have modifications
  - ESSR modification request to the State
  - Transportation Grant - LaNesha Tanner and Ava Mullen
  - Section 29j Attendance Grant - LaNesha Tanner
  - New math grant with Timeka Brown
  - Board gave Special thanks to LaNesha Tanner, April Weems(MICIP), LaTonya Ramirez, Valentina Pettway and Timeka Brown for their work on these grants.
  - Cash Flow - 1.2 million \$600,000 outgoing
  - 1.4 million depending on the Grants for the month of March
  - June number of \$819,000
  - Total ESSER grant is \$4,200 and we have spent \$3,460 and we have a remaining balance of \$752.22 left to spend.
  - HVAC units will be installed at the end of June and July.
  - In February Marc Wineburg and Timeka Brown suggested that we put Mr. Hill as the CAO for the budget and the dates remain the same.

Motion to accept the budget preparation timeline for 24-25 School year by Regina Walker

Seconded by Harriet Rice

Aye: 5 Nay: 0

Motion to accept the Finance report by Regina Walker

Seconded by Tina Poole

Aye: 5 Nay: 0

**Item IV: Board Comments**

- Bessie Harris gave special thanks to Mr. Hill and the Finance committee for your diligence.
- Regina Walker expressed her gratitude to the PACE Academy Leadership Team for their great work.
- Tina Poole also expressed her gratitude to the staff of PACE Academy for their excellent work.
- Encourage all of the Board members to go to each classroom to judge the Reading month door decorations.

**Item V: Reconfirmation of Next Meeting**

Tuesday, April 16, 2024 at 5:30pm

**Item VI: Adjournment**

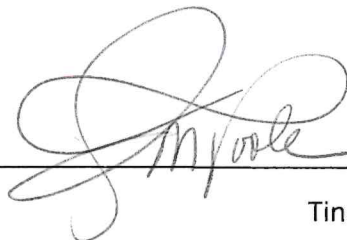
Motion to adjourn the meeting by Regina Walker

Seconded by Tina Poole

Aye: 5 Nay: 0

Meeting Adjourned at 7:03pm

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



4/16/24

Tina Poole, Secretary

