



PACE ACADEMY

Dr. Joseph F. Pollack Academic Center of Excellence

Tuesday, April 16, 2024

Board of Directors Meeting Minutes

Item I: Meeting Opening

1.01 Call to Order at 5:35 pm.

1.02 Roll Call

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

On the Way: Bessie Harris, President

1.03 Approval of Agenda

Motion to approve the Agenda by Harriet Rice

Seconded by Tina Poole

Aye: 5 Nay: 0

1.04 Approval of Minutes

Motion to accept the Minutes with the added changes by Tina poole

Seconded by Harriet Rice

Aye: 5 Nay: 0

1.05 Public Comments (3-minute limit/person)

None

Item II: Old Business

2.01 None

Item III: New Business

3.01 EMU Report Dr. Jolia Hill, Representative

- Board Training

Motion to approve the EMU Report by Ridegley Hudson

Seconded by Harriet Rice

Aye: 6 Nay: 0

3.02 America's Back Office Report Kate Fogg, HR Representative

- No issues with payroll or benefits
- No offer letters
- 1 Involuntary Terminations
- 1 Voluntary Leave
- Special Education Coordinator
 - Ms. Brown elaborated on how this position would be able to hire in at a lower cost instead of a Director.
 - \$90,000 for a Special Education Director and \$65,000 for a Special Education Coordinator
 - Coordinator is under the supervision of the Principal
 - The Special Education Director position requires more credentials which makes it more difficult to find a qualified candidate.
 - Possibly contract this position out so that we would save money with benefits.
- 1 Worker's Compensation Claim
- 1 Unemployment Claim
- 1 person on a Intermittent Leave and 1 person requested FMLA

Motion to approve ABO's HR report by Robynn Diamond Gamble

Seconded by Harriet Rice

Aye: 6 Nay: 0

3.03 Principal's Office Report Timeka Brown, Principal

- Leadership Salaries are to be presented by ABO
- J. Hill spoke of how the service provider should make suggestions of salaries and that information should be brought to the Finance department to see if they are approved.
- Salaries were brought up in the finance committee to assure that our Leadership and educators are solidified so we will maintain the staff that we have.
- Bessie Harris indicated that in the future Mrs. Tanner needs to attend all meetings.
- On Friday, Timeka Brown provided Todd Keller, CFO of ABO with the salary information.
- Mr. Ridgeley Hudson asked if ABO sent out letters of intent. Kate Fogg responded that the letters are intended to be sent out on April 29, 2024.

- Timeka Brown explained the process. First ABO sends staff members an Intent to return letter once returned, ABO sends out an offer letter based on their responses. Bessie Harris suggests that only one letter should be sent to staff with the offer.
- Bessie Harris mentioned that Staff members want the staff handbooks by June before the new school year starts.
- Timeka Brown advised that staff may give them suggestions, some can be met and others can not.
- During April we had Science night and it was a big success.
- Calendar available for the 2024-25 school year
- Saturday, April 20th we will have our Mother Son dance, Denim and Diamonds
 - Staff will be providing Desserts
 - School will provide a Full meal, DJ and Pictures
- Board of Directors would like to sponsor an item for the Teacher Appreciation May 6th-10th
 - Suggested we give a lunch or a t-shirt for 74 staff members
- Regina Walker asked about the uptake in Suspensions for the month of March
 - Ms. Brown responded that the change in seasons often cause there to be an uptake in student behaviors.
 - We utilize BMEA's restorative circles to curb behaviors
 - Circles give students an opportunity to share their feelings
 - Used as a restorative practice after an altercation
 - Used as a behavior modification
 - Conflict resolution skills
 - Used as a opportunity to build relationships between students and staff
 - Board members suggested that we have In School Suspension. It was explained that we do not have In school suspensions because we do not have a certified teacher to hold the class.

Motion to approve the 2024-25 Calendar Tina Poole

Seconded by Harriet Rice

Aye: 6 Nay: 0

Motion to approve the Principal's report Ridgeley Hudson

Seconded by Robynn Diamond Gamble

Aye: 6 Nay: 0

3.04 Business Manager Financial Report Jeffrey Hill, CFO

- Teacher Appreciation Week
 - Typically the school could raise \$1500 for the Teacher & Staff Appreciation week.
 - Mr. Hill & Mrs. Shah will donate Doughnuts and a portion of a meal for Staff.
 - Vendors typically donate meals and baked goods.

- Monetary up to February we had a net loss of \$29,000 last month and we brought in \$708,000 in revenue and we had \$737,000 in expenditure. We have a loss of \$29,000 however last month we had a loss of \$44,000. We are headed in the right direction to get these net incomes to become positive.
 - Revenues year to date at \$5.6 million
 - Expenditures year to date at \$5.8 million
 - Net loss is \$179,000
 - Our first amended budget that was submitted in December was calling for a \$738,000 loss. We are trying to get this number closer to balancing the budget.
 - Next month we will have the preliminary budget for 2023-24 and 2024-25.
 - 33% of the year remaining and we have 40% of our budget remaining.
 - Last year we had a loss of \$250,000 so we are making some adjustments in staffing for the end of this year.
- Cash Flow report
 - Positive cash flow updated until March of this year.
 - Projecting positive cash flow until October of this year.
 - March \$945,000 inflows of cash off set by \$638,000 in outflows of cash.
 - Debt service of \$65,000 ended the month of March with \$1.7 million in cash.
 - June our Bond requirement is \$819,000 therefore, we should be in compliance.
- Reading of the Board Policies
 - Legal Alert Section
 - Summary of the 8 changes
 - Administrator evaluations
 - Deleted due to changes in the law
 - The next two revised due to reproductive Health and Family planning
 - Teacher evaluations
 - Prevailing wage is being brought back
 - Payroll Deductions that are non applicable because we do not have a union
 - Finally Religious and Patriotic Ceremonies and Observations

Motion to accept the Finance report by Tina Poole

Seconded by Harriet Rice

Aye: 6 Nay: 0

- Jolia Hill stated that the staff members are not employees of the Board and they can not make decisions about salaries.
- Kate Fogg from ABO made the following recommendations regarding 2024-25 salaries:
 - Recommending 2% increase for certified teachers and non-instructional staff that have met their requirements.

- It was noted that 16 staff members are not certified and may not qualify for substitute permits for the 2024-25 school year. Instructional staff who have substitute permits will not receive salary increases.
- Instructional Coaches will not be taking a raise this year because they received a significant raise last year.
- Senior Leadership will receive an additional \$30,000 to Principal, Elementary Assistant Principal, Middle School Assistant Principal, Curriculum Director and Student Data & Office Manager at different rates.
- Board member Robyn Diamond Gamble requested to know the distribution of the \$30,000 to the individual leadership team members.
- Board entered into a closed session at 6:57 pm to discuss leadership salary details.
- At 7:16 pm the close session ended and the meeting was resumed.

Motion to approve the salary increases as presented by ABO by Tina Poole

Seconded by Robyn Diamond Gamble

Aye: 6 Nay: 0

Item IV: Board Comments

- The Board received two letters from two 8th graders. The letters that were submitted by students were illegible.
- Timeka Brown explained that these students are affected by the pandemic and then two years of virtual learning. We have changed to a 15 minute writing prompt each day. We are struggling with sentence structure. Searching for a common curriculum with writing.
- Harriet Rice commented that there should be a distinction between scholars and students.

Item V: Reconfirmation of Next Meeting

Tuesday, May 21, 2024 at 5:30pm

Item VI: Adjournment

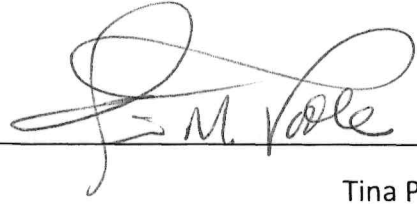
Motion to adjourn the meeting by Harriet Rice

Seconded by Tina Poole

Aye: 6 Nay: 0

Meeting Adjourned at 7:29 pm

Approved by:

A handwritten signature in black ink, appearing to read "Tina Poole". The signature is written in a cursive style with a large loop at the top.

5/21/2024

Tina Poole, Secretary