



Tuesday, May 21, 2024

Board of Directors Meeting Minutes

Item I: Meeting Opening

1.01 Call to Order at 5:34 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, Jr., Member

1.03 Approval of Agenda

Motion to approve the Agenda by Harriet Rice

Seconded by Tina Poole

Aye: 6 Nay: 0

1.04 Approval of Minutes

Motion to accept the Minutes by Regina Walker

Seconded by Tina Poole

Aye: 6 Nay: 0

1.05 Public Comments (3-minute limit/person)

Darren Penson, Behavior Intervention Specialist

- At the last few Staff meetings Ms. Brown has been bringing information that there have been some complaints about her and I feel compelled to bring the Board a report of Ms. Brown being compassionate, empathetic, and having effective constructive criticism. I know that she has a heart for our school, I think the complaints are overshadowing her great works at PACE Academy.
- Board President Harris responded that the compliments were well received.

Item II: Old Business

2.01 None

Item III: New Business

3.01 EMU Report Harvey Wilson, Representative

- Associate Director of EMU Charter School
- Vice Provost has expressed a need for more certified teachers in our Charter Schools. EMU is offering 50% off for all staff members to reach their certification status. We are offering 35% off for Masters Degrees.
- Sending out a link to School Leaders meeting
- Extending an invitation for students to participate in the Sept 14th invitation to our 1st home football game.

Motion to approve the EMU Report by Ridgeley Hudson, Jr.

Seconded by Harriet Rice

Aye: 6 Nay: 0

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

- No offer letters submitted
- 1 Involuntary Termination
- 1 Worker Compensation claim that is ending
- 2 Unemployment claims
- May 28th offer letters will be distributed
- Staff survey distributed on May 28th
- QPRG report determined that teachers that have earned their Michigan Teaching Certificate must have it notarized and in the ABO employee file. Kelly Jewett is a notary and will accommodate teachers with this requirement.
- All teachers will be returning with the exception of two teachers that do not have certification and can no longer apply for a year long substitute permit.
- Harriet Rice requested a copy of the QPRG report for review.

Motion to approve ABO's HR report by Ridgeley Hudson, Jr.

Seconded by Robynn Diamond Gamble

Aye: 6 Nay: 0

3.03 Principal's Office Report Timeka Brown, Principal

- Ms. Brown provided the Board with some writing samples of our 7th and 8th grade students to show our progress.

- Provided our Parent Teacher conference sign in sheets so you could see that the decision to have conferences on Friday is data driven. We have a larger number of parents that attend on Fridays.
- Mother Son Dance was a huge success with over 200 participants.
- Provided the 2024-25 Re-enrollment Data
- We are sending out a parent survey to help us determine what they like and what they dislike about PACE Academy.
- June 8th we are having our 8th grade dance 5:00pm - 8:00pm.
- 8th grade is currently on a 3 day, 2 night HBCU college tour.
- We are getting a new HVAC system which will start on June 18, 2024.
 - We are requesting to change our school calendar for the last day of school to a half day to accommodate the renovation schedule.

Motion for a half day on Monday, June 17th Ridegley Hudson, Jr.

Seconded by Harriet Rice

Aye 6 Nay 0

- Kindergarten & 8th grade promotion, June 13th at 9:30 am & 4:30 pm to 5:30 pm
- The Yearbook committee consists of student members. Yearbooks are on sale for \$18
- Kindergarten Round Up
- June 18th - July 22 we will be shut down. We will set up a tent outside to receive new parents and applications.
- Man waving arms for the corner.
- We had some issues with our buses on Monday. All of the Catalytic converters were stolen from the buses. The buses have been late several times during the week.
- Days that the bus does not make stops or do not run we will withhold partial payments.

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

Seconded by Tina Poole

Aye: 6 Nay: 0

Acknowledgement of all of the Staff that attended the Board meeting by President Harris

3.04 Business Manager Financial Report Jeffrey Hill, CFO

- Mr. Hill noted that at a previous Board meeting the Board attorney advised that we wait until 2024-25 to have an RFP for a new transportation company.
- Mr. Hill distributed revisions to the Financial Dashboard
- This is the preliminary report for the final budget report FY 2024-25 is based on 600 students. This number would result in a loss of \$667,000.
 - To avoid this loss we would need 685 students to balance our budget.
 - State aid per student is \$9608. The governor has recommended an additional \$241 per student. We are waiting for the final results by the middle of June.

- Medical benefits will increase from 4% to 25% on staff premiums. The finance committee will review these rates to see how to make this equitable with the staff and the school.
- ESSR funds will run out on September 30th. We are on track to spend all of the money.
- The Senior Leadership team applied for the 23g grant and received \$129,000.
- 31a grants for \$140,000 for mental illness and security concerns in the building.
- Transportation cost to be stabilized for next year
- Food service has been renewed for the new year.
- #10 curriculum expenditures come in reasonably close to this year. Textbooks and materials finalized next month.
- Next month the books will be balanced by enrolling more students
- Cares ACT ESSR 3 funding will end in 2024 therefore we will need to use the general fund to cover the loss of this grant money for the 2024-25 year.
- Dashboard
 - Month of March we had net income \$66,000 which brought our year to date to -\$120,000
 - Focus on controlling expenditures to get us close to balancing our budget.
 - Total asset increased by \$124,000 because of the \$283,000 addition of State Aid
 - Enrollment was 600 students in March.
- Cash Flow
 - Equipment in rentals \$110,000 83 Laptops for Staff and 50 Chromebooks for students
 - June projecting to have \$1.3 Million the bond requirement is \$800,000
 - We need to have as much funding as possible because we do not receive state funding until November.
 - In June we will have payments going out for the replacement HVAC systems.
- Board Policy Summaries
 - Changes were made due to the inability to enforce some of the changes.
 - Please note that on our website where the Board Policies can be accessed electronically.
- Contracts
 - Secure Environment Consultant
 - We have 4 pot lines (dedicated land lines) 4 Elevator, Fax lines and security that recently have gone up in price from \$300 to \$1400. Our internet provider will charge us only \$80 a month.
 - Website and Social media marketing.
 - Elevator needs to have the State Licensing renewed
 - Fire System panel replaced.

Motion to accept the Finance report by Tina Poole

Seconded by Harriet Rice

Aye: 6 Nay: 0

Item IV: Board Comments

- None

Item V: Change Date of Budget & Regular Board Meeting

Motion to change the Budget Board Meeting on Monday, June 17, 2024 at 5:00pm by Harriet Rice

Seconded by Regina Walker

Aye: 6 Nay: 0

Motion to change the Regular Board Meeting to Monday, June 17th immediately following the Budget meeting by Harriet Rice

Seconded by Tina Poole

Aye: 6 Nay: 0

Item VI: Adjournment

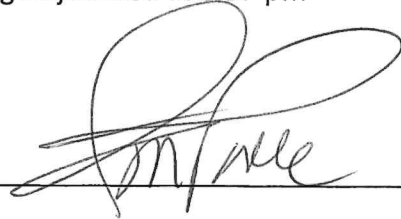
Motion to adjourn the meeting at 6:57 pm by Regina Walker

Seconded by Ridgeley Hudson, Jr.

Aye: 6 Nay: 0

Meeting Adjourned at 6:57 pm

Approved by: _____



6/17/2024

Tina Poole, Secretary

