



Monday, June 17, 2024

Board of Directors Meeting Agenda - 5:30 pm

Item 1: Meeting Opening

1.01 Call to Order at 5:35pm

1.02 Roll Call

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

Absent: Bessie Harris, President - Out of State & Ridgeley Hudson, Jr., Member

Motion to amend the Agenda to include the Policy to Parent and Community Concerns and the Climate and Culture Committee to New Business by Regina Walker

Seconded by Robynn Diamond Gamble

Aye: 4 Nay: 0

1.03 Motion to Vacate all Offices by Harriet Rice

Seconded by Tina Poole

Aye: 4 Nay: 0

1.04 Motion to appoint a temporary Chair Regina Walker by Harriet Rice

Accepted by Regina Walker

Second by Tina Poole

Aye: 4 Nay: 0

1.05 2024-25 Organizational Items (Attachment A)

**ATTACHMENT A
ORGANIZATIONAL ITEMS**

I. Election of Officers

-President

Nomination of Regina Walker for the 2024-25 Board President by Robynn Diamond Gamble

Seconded by Harriet Rice

Accepted by Regina Walker

Discussion: None

-Vice President

Nomination of Robynn Diamond Gamble for the 2024-25 Board Vice President by Harriet Rice

Seconded by Regina Walker

Accepted by Robynn Diamond Gamble

Discussion: None

-Treasurer

Nomination of Harriet Rice for the 2024-25 Board Treasurer by Regina Walker

Seconded by Tina Poole

Accepted by Harriet Rice

Discussion: None

-Secretary Tina Poole

Nomination of Tina Poole for the 2024-25 Board Secretary by Regina Walker

Seconded by Robynn Diamond Gamble

Accepted by Tina Poole

Discussion: None

Any dissent or alternate nominations

None

II. Dates of monthly Board Meetings for 2024-2025

Adopted by reference

III. Adopt School Calendar for 2024-2025

Adopted by reference

- IV. Designate person responsible for reporting notice of Board Meetings**
Office Manager
- V. Designate appropriate place for Board Meetings to be held**
Library
- VI. Designate appropriate place for Board Meeting Announcements**
Front door, back door, school office, website
- VII. Adopt Board Meeting Agenda format (with public time limits)**
Agenda format will remain the same. Public comments time limits will be three minutes)
- VIII. Adopt Parliamentary Procedure format (e.g. Robert's Rule of Order)**
The Parliamentary authority governing the Board of Directors shall be Robert's Rules of Order, 12th edition in all cases in which it is not inconsistent with statute or the statutory prerogatives of the Board, administrative code or these bylaws or the rules of order of this Board.
- IX. Designate an emergency contact for the State Police (Ensures that the official is able to receive reports at any time regarding information submitted to the statewide school safety hotline)**
Principal and Office Manager
- X. Designate an employee to act as liaison with the School Safety Commission and the Office of School Safety**
Principal and Behavioral Specialist
- XI. Appoint Freedom of Information, Section 504, Title IX, Asbestos, and Electronic Transfers Designees**
Freedom of Information – Principal
Section 504 – Principal
Title IX – Principal
Asbestos – Principal
Electronic Transfers – CFO and Board Treasurer
- XII. Appoint McKinney-Vento Homeless Liaison**
Family Support Liaison
- XIII. Designate Newspaper of Record**
Oakland Press
- XIV. Designate Chief Administrative Officer**

The CFO

XV. Appoint Board Counsel

Clark Hill, P.L.C.

XVI. Appoint Board Independent Auditor

Plante Moran

XVII. Amend Charter By-Laws

Remains the same

XVIII. Review Insurance Coverage

Carrier is EMC, agent is General Agency Co, both endorsed by MAPSA

IXX. Designate person to renew Articles of Incorporation (Annual) October 1 deadline

CFO and Clark Hill, P.L.C.

XX. Designate bank to serve as public depository

J.P. Morgan Chase

Motion to adopt the Organizational Items as presented with the amendment of adding CFO to IXX by the Board by Harriet Rice
Seconded Robynn Diamond Gamble
Aye: 4 Nay: 0

1.06 Approval of Agenda

Motion to approve the amended agenda by Harriet Rice

Second by Tina Poole

Aye: 4 Nay: 0

1.07 Approval of Minutes

Motion to approve the May Minutes by Tina Poole

Second by Harriet Rice

Aye: 4 Nay: 0

1.08 Public Comments (3-minute limit/person)

None

Item 2: Old Business

2.01 None

Item 3: New Business

3.01 EMU Report (Representative)

- Webinar to include all School Leaders with NWEA Representative to review the new map summary charts and the reimbursement process.
- EMU Halftime - Need the number of PACE students that will be attending the game on September 14, 2024.
- Annual reporting calendar will be sent to Charter Schools.
- The School Leader meeting dates will be sent out soon.
- Board members are invited to attend the Halftime game.

Motion to approve the EMU Report by Tina Poole

Seconded by Harriet Rice

Aye: 4 Nay: 0

3.02 America's Back Office Report (Representative)

- Payroll nothing at this time
- Open Enrollment with Benefits
- Rhonda Kain, Benefit Specialist was onsite for the last two Fridays to assist staff with Open Enrollment
- 62 offer letters, 0 declined, 13 pending Friday, June 14th is the deadline,
- 1 voluntary termination
- No Unemployment claims at this time
- No FMLA or Leave of absences
- Todd Keller, Director of HR sent the Staff Handbooks to Board Members
- Staff Return date is August 19th
- We combined Science and Social Studies teachers so we would not need to terminate 3 classroom teachers.
- We had one voluntary termination and 2 letters are outstanding.
- Staff that do not return are given one month of benefits and they have the option to be paid out a lump sum or they can have spread of pay through August 8th.

Motion to accept the Human Resource report by Harriet Rice

Seconded by Tina Poole

Aye: 4 Nay: 0

3.03 Principal's Office Report (T. Brown)

- Ms. Brown will be attending the Principal Summit on July 14-16 it is a conference supplied by BMEA.
- SEC Report- We paid \$2000 to have the safety concerns at PACE Academy assessed.
 - We used a grant to cover the cost.
 - Blinds to cover the windows
 - Panic button in the Main office to contact the Southfield Police.
 - Behavioral threat assessment \$3,500
 - Deescalation Training \$2,600
 - Mappings in classrooms
 - Doors locked at all times
 - Evacuation Location within walking distance
 - Outdoor speaker system to communicate with staff and students
 - "Go Bags" SEC Emergency Kit \$200 each
 - Siemens - Fire Panel needs to be replaced
 - Elevator not in compliance - TK Elevator company did not have a permit to lay the new carpet.
 - The Fire Department needs to come out to complete a Fire Drill.
 - Southfield Police requested that the outside doors be labeled with numbers.
 - We need to establish written Safety policies and procedures.
 - We will bring quotes to the next finance meeting regarding school safety training.
- Trained Security Guard to monitor cameras and secure our building.
- Emergency Operation Plan needs to be recreated - Oakland Schools
- We will be transitioning over the summer from PowerSchool to MISTARQ Student Information Systems.
- We had successful Kindergarten Promotion, 5th grade Promotion & 8th Grade Promotion on Thursday, June 13th.
- Parent & Staff Survey
 - Based on survey results we determined that we need to communicate more with parents. Teachers reported that some parents are aggressive

and staff members do not feel comfortable talking to them. We advise teachers to contact parents for positive feedback so when something negative happens that is not your first contact. We need our teachers to build relationships with parents and students.

- We formed Staff Committees for Award Ceremonies, Clubs, Sports, Marketing, Events, Field trips, Programs, and Community events for Culture and Climate.
- Questions or Comments - MISTARQ

Motion to Approve the Principal report by Robynn Diamond Gamble

Seconded by Harriet Rice

Aye: 4 Nay: 0

3.04 Business Manager Financial Report (J. Hill)

- Final Amended Budget
 - 23-24 assumptions are the same with the projected will end at \$8.9 M Expenditures \$9.2M \$184,000
 - Federal Audit on July 10th - 12th
 - The projected loss was over \$300,000
 - We do not get any money in the month of September, so we accrue a little bit in salaries and wages. If the accrue is overstated we may be able to \$2.6 M
 - The descriptions may not be accurate but the numbers are accurate.
- Cash Flow
 - Positive cash flow of \$1.8 M we anticipate drawing down federal funds in the amount of \$76,000 t
 - The Bond cash requirement \$118,000 from November
 - We refinanced in December and June based on the November number based on the June 30th numbers.
 - We need to cover the salaries but do not look at the \$1.8M as having a bunch of money but we need to keep it to cover the bond company.
 - The green section are reimbursement grants.
 - Title 1 has more cost than revenue. We may need to rearrange to get his number down.
 - Final expenditure account must be accounted for.
- Bus Transportation
 - RFP for 5 companies
 - Divergent has received 92.5

- We have used Trinity in the past. They were unable to provide us with service.
- Divergent is the best cost and is located in Frasier. We will need to secure additional references before we move forward. Divergent has the highest paid trained drivers in the area. Hill recommends Divergent.

Motion to accept Divergent the HR

Seconded by Tina Poole

- Lawn Service
 - The finance committee ended up with 3 contracts

Motion to approve Orlando's contract for Lawn Service by Robynn Diamond Gamble

Seconded by Tina Poole

Aye 4: Nay: 0

3.05 Grow Ur Marketing LLC Contract

Updated our website, social media and keep them active. The original contract was for a year. The finance committee decided to make it a 6 month contract with an option to renew for the entire year. This is a \$9,000 contract. Last year we paid \$30 for Charter Capital. The contract will start July 1st.

Motion to approve the Grow Ur Marketing LLC Contract for 6 months Tina Poole

Seconded by Robynn Diamond Gamble

Aye: 4 Nay: 0

Motion to accept the Financial Report by Harriet Rice

Seconded by Robynn Diamond Gamble

Aye: 4 Nay: 0

3.06 Policy for Parent and Community Concerns

Motion to accept the Policy for Parent and Community Concerns by Tina Poole

Seconded by Harriet Rice

Aye: 4 Nay: 0

3.07 Committee Designation of Climate and Culture

Motion to create the Committee Designation of Climate and Culture with Robynn Diamond Gamble to Chair by Harriet Rice

Seconded by Regina Walker

Aye: 4 Nay: 0

Item 4: Board Comments

- Tina Poole - shared her gratitude to Principal Brown and gave Curriculum Director Mrs. Pettway received a standing ovation for her diligence in leadership and years of service. Wishing her success in her future endeavors.
- Harriet Rice - Read the student work and the wonderful books and is pleased to report that she is more than satisfied with their progress.
- Diamond Robynn Gamble - Thank you for your hard work. The team is very cohesive and works very well through the challenges this year. Looking forward to working with you all during the 2024-25 School year great team. The 8th grade dance was beautiful.
- Regina Walker - We had a great year with challenges, however it was great. Looking forward to working with the Leadership Team this year. Looking forward to the future of growth for students, staff and Board Leadership. Looking forward to seeing everyone at the NCSC 24 from June 30th-July 3rd.

Item 5: Reconfirmation of Next Meeting

Tuesday, August 20, 2024

Item 6: Adjournment

Motion to approve the adjourn the meeting at 7:07 pm by Tina Poole

Seconded by Regina Walker

Aye: 4 Nay: 0

Approved by: _____ *Tina M. Poole*

Tina Poole, Secretary