

# Board Meeting Minutes

**Date & Time:** Thursday May 21<sup>st</sup> at 6:30 PM

**Location:**

*Zoom Virtual Meeting*

(<https://zoom.us/j/92283675584?pwd=ZlVhbzITMUlIUUJWMkZ3cm5YSWVnQT09>)

**Phone:** +1 929 205 6099 **Meeting ID:** 922 8367 5584 **Password:**  
623453

Board Members in Attendance:

Sara Jane Arnett -- entered at 6:49 p.m.

Becky Barnes -- present

Michelle Crane -- present

Julie Johnson -- present

Jonathan Pace -- present

Demetria Pollard -- present

Stephen Wilson -- present

Jodie Zeis -- present

I. Call to Order/Welcome (Stephen Wilson) :

6:31 pm on 5/28/2020

**Motion:** *Approve April 23rds Meeting  
Minutes*

II. Board Member Attendance Roll Call (Michelle Crane)

Motion to approve 4/23/2020 minutes

1st motion: Jodi Zeis, 2nd motion: Beckye Barnes

### III. Project Updates (Traci Bryant-Riches & Melissa Rabon)

Traci Bryant-Riches:

- a. P&I Grant Application Process Update
  1. Due June 8
  2. In revising stage, reviewing now
  3. Melissa and Tracy will meet next week to finalize Grant Application
  4. Change to EIN number; Melissa will call Melissa Kitty about filing tax return early so that we can get a new EIN number due to the name change
  5. Have to do Market Research: Buy Local Magazine will run ad in the next three ad cycles
  6. At 130% capacity for students eligible to enroll; 40 day mark before the lottery opens
  7. Reached out to Richland County Public Library; when they open, we will do presentation to reach out to market school
  8. Spoke to the state group of IDA to present at the Fall conference being held at Lakes & Bridges
  9. Heard back from Woodin Math; on schedule for July 20-21, 2021; in limbo, about a virtual training with Chris Woodin in July 2020

b. RFP / Building Update

1. Gone over building issues and ideas to prepare for the developer
2. Developer is interested; they have done schools for Autism; interested because of what the idea of the school is about
3. We need to meet next week to go through proposal's (RFPs); with Finance Committee and Facilities Committee
4. Would have to hire a Municipal's Representative
5. Met with OSF and DOT
6. Looking for office space in NE Columbia as a requirement of the Grant to meet with potential parents (would be the public office space for operations of PACE Academy)
7. Public library open to having us use their conference space

IV. Chairman's Report (Stephen Wilson):

***Motion: Adjourn to Executive Session***

*First Motion to Executive Session  
Jodie Zeis; Second Motion  
Johnathan Pace*

V. Future Meeting scheduled for June 18<sup>th</sup> @ 6:30 PM.

VI. Executive Session

*Closed*

*session*

1. Reviewed the 5 candidates interviewed for first round and 3 selected for 2nd round; discussed pros and cons of each and the evaluation rubric results
2. Notes from the interviews will be available for review by the Board
3. Hiring Committee submitted interview rankings and notes for first and second interviews; and Candidate Evaluation Form Rankings
4. Hiring Committee submits the recommendation of Melissa Rabon as the Executive Director of PACE Academy

Stephen motioned that vote be taken for the Recommendation of Melissa Rabon

Executive Director Vote:

Sara Jane Arnett -- yes

Becky Barnes -- yes

Michelle Crane -- yes

Julie Johnson -- yes

Jonathan Pace -- yes

Demetria Pollard -- yes

Stephen Wilson -- yes

Jodie Zeis -- yes

With a quorum vote, Melissa Rabon has been approved as the Executive Director of the PACE Academy.

Board discussed salary for Executive Director position: 70,000 to 80,000 range; determined offer of \$75,000 + contingencies to receive \$80,000 max budget upon receiving certification in Leadership in Educational Administration.

Stephen motioned to go back into public session at 7:54; Jodie seconds the motion.

Stephen motioned that the public vote be taken for the Executive Director position be taken for the selected candidate.

Becky Barnes: left meeting at 7:32. Demetria Pollard exited the meeting at 7:34.

Public Vote:

Executive Director Vote:

Sara Jane Arnett -- yes

Beckye Barnes -- gave proxy to Stephen -- yes

Michelle Crane -- yes

Julie Johnson -- yes

Jonathan Pace -- yes

Demetria Pollard -- gave proxy to Stephen -- yes

Stephen Wilson -- yes

Jodie Zeis -- yes

VII. Close Meeting

***Motion: Adjourn Meeting***

Stephen Wilson motioned the meeting adjourn at 7:57; Jodi Zeis seconded the motion.

Minutes taken by Michelle W. Crane, Board Secretary