APPROVED

# Palmetto Achievement Center for Excellence Academy (PACE Academy)

# Minutes

## Board Meeting

**Date and Time**
Thursday February 16, 2023 at 6:30 PM

**Location:** *Zoom Virtual Meeting* (https://zoom.us/j/93894143318?pwd=RnlTMTB2L0hHamN2MWJSekJTSEJSZz09)
***Phone:*** *+1 929 205 6099* ***Meeting ID:*** *938 9414 3318* ***Password:*** *107590*

**Directors Present**
Jessica Becerra, Jonathan Pace (remote), Katrina Mack-Snider, Sara Jane Arnett (remote), Stephen James

**Directors Absent**
Beckye Barnes, John Thompson, Nichole Arnott, Sally Thornton

**Guests Present**
Melanie Vaughn, Melissa Rabon (remote)

### I. Opening Items

#### A. Record Attendance

#### B. Call the Meeting to Order

Stephen James called a meeting of the board of directors of Palmetto Achievement Center for Excellence Academy (PACE Academy) to order on Thursday Feb 16, 2023 at 6:32 PM.

#### C. Approve Minutes

Jonathan Pace made a motion to approve the minutes from 12/22.
Sara Jane Arnett seconded the motion.
The board **VOTED** to approve the motion.

#### D.

**Public Comment**

## II. Executive Director Report

### A. School Enrollment (Waitlist & Current Counts)

- Enrollment- had a few students drop and had another student visit and reached out to students on the waiting list.

### B. Maintenance Issues

- Construction- No changes, still at 98% complete, no changes with HVAC
  - Wayne is drafting a letter to HVAC company and will follow up with next steps
  - Quote on sound proofing walls was requested and working to place the rest of the sound barriers up. Will get more than one quote to compare.
  - PACE sign from PTO was presented. Sent many samples to choose from and decision was presented. Would like to come in March and talk about product and installation process and requested March 16th.
  - Had to call plumber because toilet handle broke
  - Had to call an electrician due to wires and soundproofing broken, had to replace 2 outlets and installed light covers that have fallen off.
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### C. Academic Update

- Academic update
  - Progress reports went home today. Gave deadlines for teachers to have grades in and was received well.
  - Read across America week week of 27th
  - APEX America comes in to talk about leadership and character development, and will do a dance a thon. Parents/people can pledge and money will go towards PTO.

## III. Finance

### A. Monthly Finance Review

- Melissa sent in financial reports have 68 days of cash on hand
- Has not received confirmation that IDEA funds have come in
- Had several submission come in from ESSER funds etc.
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## IV. Committee Updates

### A. Goverence Committee

Sara Jane Arnett-

- Executive leadership committee met and working on elections

    - Have open spots and a couple that are appointed
    - Opening Elections February 20 and will send out a cognito form and go to Facebook page to apply, Sara Jane and team will look at the nominations and then place an election
    - Katrina is on team and reached out to Board on Track for assistance with this
- Board Retreat
    - Has gotten an agenda and will have reports from meeting on next Board meeting

### B. Policy Committee

Stephen-

- Had 6 possible policies that he has read through and researched and will give to the attorney for review prior to submission to the board.

### C. Leadership Committee

Jessica-

- Staff rounding- has helped with connection and engagement with employees, has been able to take care of the little things and work on processes
- Book study with Geri and Dr. Vaughn
- Book with staff to use with staff and encourage prior to their staff meetings.
- Reflection on herself and asking staff to reflect after reading certain passages.
- Reviewed policies and expectations with staff and clarification of a few things ad will bring to the next board meeting.

## V. BOARD RETREAT

### A. Board Retreat

Sara Jane:

- Presenters-
    - Mary Allison,
    - Strategic advisor,
    - Melissa Kitty,
    - will have lunch provided,
    - Melissa will present employee handbook,
    - academic update with Melanie,
    - Board on Track,
    - finacial advisor,
    - committee breakout session.

## VI. Closing Items

### A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:30 PM.

Respectfully Submitted,
Stephen James
Katrina Mack-Snider second at 7:04

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**Documents used during the meeting**

- December 22 Board Minutes.pdf