DRAFT

Palmetto Achievement Center for Excellence Academy (PACE Academy)

Minutes

Special Board Meeting

Date and Time
Monday May 29, 2023 at 7:00 PM

Location
Virtual

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
Beckye Barnes (remote), Jessica Becerra (remote), John Thompson (remote), Jonathan Pace (remote), Katrina Mack-Snider (remote), Stephen James (remote)

Directors Absent
Sally Thornton

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

I. Opening Items

A. **Record Attendance**

B. **Call the Meeting to Order**

Stephen James called a meeting to order on Monday May 29, 2023 at 7:00 PM.

II. Annual Budget Review

A. Evaluate Salary Scales

Reviewed Salary Schedules as presented by S. James. Noted Certified Teachers Masters & Masters +30 may see a decrease and need to be adjusted at a future board meeting.

B. Budget Presentation

S. James discussed the overall budget. Total Revenue Forecasted: $3,361,500; Total Expense Budgeted: $3,154,607; Total Surplus (Deficit): $206,893.

Contributions & Donations Revenue increased from 20k to 60k.

Medicaid Revenue increased to 30k. Previously we did not have any budgeted revenue here. B. Barnes noted that this number should be higher than anticipated but understands this is just a forecast.

Afterschool Revenue decreased to 7.5k. Will still have revenue from BeGreat program and early morning arrivals. M. Rabon noted that Clubs will be moving to Be Great which will eliminate some overhead administration.

Statistics for the overall budget as presented:

- % of Total Supplies Expense budgeted to Revenue dropped from 3.02% to 2.79%.
- % of Total Contracted Services Expense budgeted to Revenue dropped from 9.94% to 8.08%.
- % of Total Facilities Expense budgeted to Revenue dropped from 16.93% to 15.78%.
- % of Total Salaries Expense budgeted to Revenue increased from 65.51% to 67.13% (this is due to increases in Benefit and Social Security expenses).

Introduced updated Salary Pay Scales for all staff (see attached).

- Mimicked State Teachers Salary scale + $2,500 at each level. Additional changes still need to be made to Class 1 (Masters) and Class 7 (Masters +30) salary schedules – created these changes, but those should be considered next school year.
- Researched and evaluated surrounding counties Salary scales to implement a cost-effective solution to providing steps for all step members.
- Removed Years Experience to Step integration. This provides more flexibility to the Executive Director while still supporting the overall financial stability of the school. In researching, only 1 district (Kershaw County) connected years of experience to

step increases, while this is the only district I found that advertised that, other districts may do it in practice.
- Researched Support salaries and implemented best practices in salary pay scales.
- Change the following positions from 190 days to 184 days to reduce expenses: ISS Coordinator & Teaching Assistant (Paraprofessional). These positions still have annual salaries, but will be required to clock in/out daily and monitored for overtime past 40 hrs.
- Changed the Café Manager position to 140 days at 5 hrs per day. This position still has an annual salary, but will be required to clock in/out daily and monitored for overtime past 40 hrs.
- Ensured the following positions were hourly (non-exempt) Administrative Assistant, Café Manager, Custodian, ISS Coordinator, Substitute & Teaching Assistant (Paraprofessional).

Reduced staff by eliminating a Full-Time Substitute Teacher and Marketing & Communications Specialist.

- Additional changes, include reduction of ISS Coordinator & 1 Teaching Assistant.

Additional Salary Statistics:

- Increased Teachers' Salaries from previous year by 7.93% (includes only teachers - general and special education).
- Increased Administrators Salaries from previous year by 3.33% (includes Executive Director, Academic Director and Office Manager).
- Increased Support Salaries from previous year by .90% (increases all staff except Teachers & Administrators).
- Increased overall Salaries for 2023 – 2024 school year by 8.21%.

J. Becerra & B. Barnes asked if there was anything that could be reduced that was a board expense. S. James stated that the Board on Track program had already been renewed. However, he did reach out to our contact to see if this could be stopped. He does not think it can be stopped at this point.

C. Action: Motion to approve Salary Scales as presented

Stephen James made a motion to Approve Salary Schedules as presented with the ability to change them at a future board meeting.
John Thompson seconded the motion.
Salary Schedules attached to board meeting minutes. S. James will email them to M. Rabon and M. Vaughn.
The team **VOTED** to approve the motion.

Roll Call

Jonathan Pace	Aye
John Thompson	Aye
Sally Thornton	Absent
Beckye Barnes	Aye
Katrina Mack-Snider	Aye
Stephen James	Aye
Jessica Becerra	Aye

D. Action: Motion to approve 2023-2024 as presented

Stephen James made a motion to Approve the budget as presented with the noted changes to salaries and reduction of positions.
Beckye Barnes seconded the motion.
Create Longevity increase for teachers that meet the following criteria:

- Must be an original employee of PACE (been here since the start) AND;
- Hold a Masters Degree OR a Masters Degree + 30 hours.
- Amounts were provided to M. Rabon to adjust contracts.

Reduced the ISS Coordinator, Marketing & Communication Specialist, Long-Term Substitute Teacher and 1 Teaching Assistant position.

The team **VOTED** to approve the motion.

Roll Call

Sally Thornton	Absent
Katrina Mack-Snider	Aye
Stephen James	Aye
Jessica Becerra	Aye
Jonathan Pace	Aye
John Thompson	Aye
Beckye Barnes	Aye

III. 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 9:01 PM.

Respectfully Submitted,
Stephen James

Documents used during the meeting

- PACEAcademy_SupportStaff140_23-24.pdf
- PACEAcademy_NonCertified23-24.pdf
- PACEAcademy_Certified23-24.pdf
- PACEAcademy_SupportStaff200_23-24.pdf
- PACEAcademy_SupportStaff220_23-24.pdf
- PACEAcademy_SupportStaff190_23-24.pdf
- PACEAcademy_SupportStaff184_23-24.pdf
- PACEAcademy_SupportStaff240_23-24.pdf
- FY24 Budget to Board 5.25.23.pdf