Board Meeting Minutes

Date & Time: Thursday December 15, 2022
Location:
Zoom Virtual Meeting
Call to Order/Welcome Stephen Wilson at 5:33 p.m.

I. Board Member Attendance Roll Call

Name	Present	Absent
Stephen Wilson	**X**	
Sara Jane Arnett	**X**	
Beckye Barnes	**X**	
Jessica Becerra	**X**	
Jonathan Pace	**X**	
Nichole Arnott	**X**	
Katrina Mack- Snider	**X**	
John Thompson		**X**
Sally Thornton		**X**

II. Call to Order 6:35

III. Motion to adopt minutes as written for October Board meeting by Jonathan Pac
   a. Second Jessica Becerra
   b. None opposed
   c. Motion carries

IV. Public Comment:
   a. Parent Terrance Randolph- has a 3rd grade student at PACE and is requesting that the board consider an amendment to the handbook that delineates clarity of punishment for children of different race, ethnicity, background. Mr. Randolph would like this to be considered under the non-discrimination section and be mindful of the punishments that surround these acts to be in accordance with the grade level of the child for severity of the punishment. Clarification of the rules. Mr. Randolph also states that he and his family are very happy at PACE and have no grievances.

V. Executive Director Report- Melissa Rabon Presents
   a. 186 enrolled
   b. 224 projected for this year with current number of 232 with 62 on the waiting list
   c. 2 students will being in the 4th grade next semester
   d. Projected for next year from 256 to 288 for K-8 in the original charter
   e. Construction Update
      i. 98% complete
      ii. Remainder are the continued HVAC issues- update the maintenance contract to include cleaning coils more frequently and changing filters
   f. Budget
      i. Veris Snapshot presented by Melissa Rabon
         1. Expenses have gone down
         2. IDEA money will not come in until January

3. Negative balance currently until funds received
4. Dr. Vaughan announced the Medicaid funding through the district and hired a Medicaid biller to remotely work from home and can claim the entire year

VI. 6:43 Melissa Rabon yields floor to Jonathan Pace for questions
   a. Jonathan asks what kind of money are we expecting to come in from Medicaid billing and Melanie responds approximately $170, 000- $172,000/year
   b. Melissa will create a line item in the budget when this happens to keep track
   c. Jonathan thanks Dr. Vaughan for explanation

VII. Melissa Rabon continues Executive Director Report with Academic Update
   a. Fall MAP scores presented in reading and math. Presents that there is more blue on the chart than before
   b. Biggest changes in the 4th grade and due to paraprofessionals and SPED have been pushing into classrooms 2 days/wk- targeting skills with a gap
   c. SPED also targeted an intervention to have 6 or fewer students at a time for targeted intervention
   d. 5th grade- started a targeted intervention on Wednesday with Math. Both teaching math together on Wednesday to provide more assistance to students
   e. Added a teaching assistant in 6th grade ELA and Science and Social studies
   f. 8th graders did a wax museum and presented for projects from SC history
   g. Melissa reports a visit from the district office with ESOL and Special Ed
      i. Visit went very well, observed ACE time and spot checked paperwork
   h. Staff Vs. Student Volleyball game
   i. School Bus donation
      i. Checked into insurance and received a quote for $1200/year
      ii. Has questions regarding necessity of CDL licensure- in process of researching
      iii. Tires need replacing
      iv. Motor runs great
   j. Aja Wilson visit
      i. Were given a preliminary commercial with Aja stamp of approval
      ii. This will be a national commercial
   k. Glo party after Read a Thon
      i. Kids had a blast with their Ice cream bar, music and glo fun
   l. Be Great had first ever football game
      i. Made a commercial and placed on You Tube with Melissa
      ii. Team made it to the semifinals
   m. High School Proposal
      i. 11/14/22 Melissa and John Thompson met with PD math and Science
      ii. Use Computers and partner with SC Virtual schools
      iii. Approximately 20-30 kids in each classroom
      iv. Met with Newberry college with founding member of Lakes and Bridges
         1. Newberry college is working to create a support system similar to LABS, Gates, and PACE for post secondary students
         2. Newberry would like to offer academic counseling
         3. Create goals (Like IEP) for independence
         4. Assistance with accommodations in the classroom
         5. Newberry would offer dual enrollment for juniors and seniors

6. Newberry would like to offer to come in to the 8th grade and work with PACE on a transition program

v. Virtual SC- ASL for high school credit
   1. Berkely county currently offers ASL 1, 2, and 3
   2. PACE could partner to offer ASL for HS credit for 8th grade and higher
   3. Could offer an ASL teacher online and Mrs. Frost in room to facilitate

vi. Employee survey
   1. Employee survey was conducted and sent out in an email with 1 week to complete with 29 of 42 responses
   2. 3 people were recused from survey, Melissa, Melanie, and Jason
   3. 18 responses for No they did not want a high school and 11 responses for Yes
   4. There were contingencies in the 2nd question if you answered "No".
   5. Common concerns: Space, discipline, refining what we are currently doing, staff being stretched too thin, PACE is still learning and growing, were the overall themes
   6. Melanie publicly thanked the staff for their participation in the survey

vii. Melissa Rabon turned meeting over to Stephen Wilson to continue meeting

VIII. Stephen thanks Melissa and Melanie and discusses proposed Board Committee's

a. Stephen proposes 5 committee's each chaired by members of the Executive committee, meeting monthly and reporting to the Board. Each Board member can select the committee they would like to take part in working

i. 5 Committee's include
   1. Executive Committee- Stephen Wilson- Chair
      a. Chair
      b. Vice Chair
      c. Secretary
      d. Treasurer
   2. Governance Committee- Sara Jane Arnett- Chair
      a. Focusing on Board Bylaws and Implementation
   3. Leadership Committee- Jessica Becerra- Chair
      a. Develop a leadership plan to include professional development for the Leadership team at PACE
   4. Finance Committee- Beckye Barnes- Chair
      a. Focusing on reporting and funds
   5. Policy Committee- Stephen James- Chair
      a. Focusing on Policy review
      b. Separating the policies from the manual

ii. Melanie asked a question regarding delineation of policy to the board and procedure to PACE leadership. Response from Stephen confirming that the policies were board policies and processes would be PACE leadership.

iii. Stephen proposed that all executive members would create a meeting schedule and all board member would need to be a member of at least 1 committee

iv. Jonathan Pace motioned to approve

v. Second by Nichole Arnott

vi. No Objections and motion passed at 7:20 pm

IX. Stephen also proposed a Board Retreat where each board member would be able to meet with key people involved with PACE such as the attorney, accountant, and Melanie and Melissa would participate
    a. Stephen proposed 2 dates: February 25th and March 11th from 10-4
    b. Jonathan Pace- Motion to approve February 25th
    c. Second by Jessica Becerra
    d. 7:22 no objections and motion passed

X. At 7:24 Motion to Adjourn to Executive Session by Sara Jane Arnett

XI. Beckye Barnes Second

XII. At 8:32 Jonathan motioned to return from Executive Session and Sara Jane Arnett Second

XIII. Stephen proposed changing lottery dates
    a. Stephen motioned to amend charter with SC Public Schools for lottery to Open February to March
    b. Second motion to remove K-1st grade from the charter and fluxing in sections with long waiting lists
    c. Motioned to give Melissa permission to write a letter to SC public Charter school stating these items
    d. Nichole Arnott Second. No opposition and motion carries

XIV. Jonathan Pace motioned to postpone discussion of 23-24 year High School

XV. Second by Sara Jane Arnett- No opposition- motion carries

XVI. Jonathan suggested that the Board draft a letter to parents notifying them of the High School decision-

XVII. Next Board Meeting
    a. January 19th @ 6:30pm at the school in person
    b. Motion to adjourn 8:41 Stephen Wilson, Second Jonathan Pace

Meeting Minutes taken by Jessica Becerra, Board Secretary