

MISSION STATEMENT

"To provide students and families a safe, nurturing and challenging educational experience that will foster the strength of character necessary to succeed in career and life."

Pontiac Academy for Excellence

196 Cesar E. Chavez

Pontiac, MI. 48342

Elementary Board Room

**THE GENERAL PUBLIC IS ENCOURAGED TO JOIN VIRTUALLY
to mitigate the transmission of COVID-19**

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(US) +1 234-759-5173 PIN: 347 084 668#

Regular Board Meeting

May 17, 2022

4:30PM

This meeting is open to all members of the public under Michigan's Open Meetings Act. Individuals requiring special assistance to attend the meeting should contact the district office at 248.745.9420 no later than 4:00 p.m. one business day prior to this meeting.

This meeting is a meeting of the Board of Directors in public for the purpose of conducting the School's business and is not to be considered a public community meeting. *There is a time for public participation during the meeting. It will only take place after the board minutes have been approved and will be limited to two (2) minutes.*

MINUTES

- I. Call to Order and Roll Call
Present: Gladys Neal, Dorell Morrow, Dr. Elsie Babcock, Dr. Iris Lane and Stephanie Smith
Absent: None
Others: Leona Group and SVSU
- II. Hearing of the Public* (*limited to agenda items only*)
None at this time
- III. Approval of Agenda
 - A. *Motion was made by Gladys Neal to approve the revised agenda on May 17, 2022. Motion was supported by Dr. Iris Lane. Motion passed unanimously.*
- IV. Approval of Minutes
 - A. *Review & Approval of April 19, 2022 Regular Board Meeting Minutes
There was a correction to the meeting minutes under unfinished business; tabling new hires report was mentioned twice. Motion was made by Gladys Neal to approve the April 19, 2022 Regular Board Meeting Minutes. Motion was supported by Dr. Iris Lane and passed unanimously.*
- V. Correspondence
None at this time
- VI. Treasurer's Report
 - A. *April 2022 Financial Report will be made available at June 21, 2022 meeting*
- VII. Old Business
Jean Chlebek said that there is no new hire report.

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VIII. New Business (Review/Approve)

- A. **Approval of Interim Board Appointment of Stephanie Smith**
Motion was made by Gladys Neal to approve the Interim Board Appointment of Stephanie Smith. Motion was supported by D. Morrow and passed unanimously.
- B. **Receive/Accept Board Resignation of Lisa Norris**
Motion was made by Gladys Neal to Receive/Accept Board Resignation of Lisa Norris. Motion was supported by D. Morrow and passed unanimously.
- C. **Review of School Board Application/Resume for Kenya Crockett**
Interviewed Ms. Kenya Crockett via zoom. Each board member was able to ask questions pertaining to her interest in the board position and her particular skill sets. Board president would like to add Ms. Crockett to the June 21, 2022 agenda.
- D. **Discussion on SVSU Professional Development – D. Newcombe**
Doug Newcombe spoke about professional development for the board, possibly in the Fall of 2022. He suggested having the training via zoom and at a time agreed upon by the board. He would like Jean Chlebek from Leona Group to participate since she is the school's new leader.
- E. **Approval of CSSM Addendum to Service Agreement**
This is being tabled for the June 21, 2022 meeting. An attorney from CSSM stated that this was approved by the CSSM board in March 2022. However, there was no representation at that meeting by PAE. The board needs to review the contract to decide whether or not this addendum should be approved.
- F. **Revised 2021-2022 Academic District Calendar**
Changes were highlighted on the calendar. Motion was made by G. Neal to approve the Revised 2021-2022 Academic District Calendar. Motion was supported by Dr. Iris Lane and passed unanimously.
- G. **Proposed 2022-2023 Board Calendar**
Jean Chlebek discussed moving the board meeting to Tuesday's starting in August 2022. Motion was made by G. Neal to approve the 2022-2023 Board Calendar. Motion was supported by D. Morrow and passed unanimously.
- H. **Adoption of Resolution Designating Board Members and Personnel Eligible to Sign Academy Checks for Citizens Bank**
The Leona Group would like to open an account with Citizens Bank where they will make draw downs and deposit state aid funds; the board will be able to see all the financials and would like to receive all transactions; fees for The Leona Group services is included. Motion was made by Dr. Iris Lane to approve the Resolution Designating Board Members and Personnel Eligible to Sign Academy Checks for Citizens Bank. Motion was supported by Dr. Elsie Babcock and passed unanimously.
- I. **Adoption of Resolution Designating Board Members and Personnel Eligible to Sign Academy Checks for PNC Bank**
PNC will be transitioning through Citizens says Melinda from the Leona Group; they would consider keeping this account open with a depository feature only. Motion was made by D. Morrow to approve the Resolution Designating Board Members and Personnel Eligible to Sign Academy Checks for PNC Bank. Motion was supported by Dr. Elsie Babcock and passed unanimously.

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- J. Appointment of Chief Administrative Officer
The board appoints the Board Treasurer, Dr. Elsie Babcock, as the CAO; this will allow them to help with the budget adoption and support the treasurer; Doug Newcombe (SVSU) says that the CAO is responsible for reviewing and approving financials. Motion was made by Dr. Iris Lane to appoint the Board Treasurer, Dr. Elsie Babcock, as the Chief Administrative Officer. Motion was supported by D. Morrow and passed unanimously.
 - K. Adoption of Resolution: Automatic Clearing House/Electronic Transfer Officer (ACH/ETO)
Allows electronic transfers for payroll and vendors. Motion was made by D. Morrow to approve the Resolution naming The Leona Group's VP Finance as the Automatic Clearing House/Electronic Transfer Officer in addition to the Pontiac Academy for Excellence's Board President. Motion was supported by Dr. Iris Lane and passed unanimously.
 - L. Adoption of Resolution Designating Personnel Authorized to Negotiate and Implement Contracts with Service Providers
Allows the Leona Group to work with the leaders on school grounds regarding sealed bids. Motion was made by Dr. Iris Lane to approve the Resolution Designating Personnel Authorizing the School Leader/Board President and The Leona Group to Negotiate and Implement Contracts with Service Providers on behalf of Pontiac Academy for Excellence. Motion was supported by D. Morrow and passed unanimously.
 - M. Appointment of Recording Secretary Resolution
A motion was made by Dr. Iris Lane to appoint Mrs. Mason as the recording secretary. The motion was supported by D. Morrow and passed unanimously.
 - N. Safe Return to In-Person Instruction and Continuity of Services Plan
 - 1. Public Comment
Did not receive any public comment on this item.
 - O. Mid-Year Educational Goals Progress Report
We will turn three of the student days to apply for PD days; spoke about forming a staff advisory committee; the deadline is June 24, 2022; we want to avoid having the students go to school through the third week of June 2023.
 - P. Emergency Operations Plan Review w/Law Enforcement
We have combined both plans; this needs to be updated every six months; will send to stakeholders, parents and students; this starts immediately. Nick Williams spoke about deep cleaning the building; COVID cases are rising so we will continue to do the gym protocol in the morning.
 - Q. Approval of Washington D.C. Trip
The board approved this trip for nine students and one chaperone which is the assistant interim high school principal. There will be a trip specialist associated with this trip. They will be mostly walking and will have a charter bus in Washington DC. Motion was made by G. Neal to approve the Washington DC Trip. Motion was supported by Dr. Iris Lane and passed unanimously.
- IX. Business/Management and Academic Achievement Reports
- A. High School Board Report
Mrs. Green spoke about the college tours, senior updates, honor roll and C2Pipeline.
 - B. K-8 Board Report
Ms. Williams spoke about the kindergarten roundup, afterschool tutoring, third grade reading, teacher's appreciation week, mental health community forum and Oakland University field trip.

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C. Special Education Board Report

Jean Chlebek read the special education report in the absence of the special education director; spoke about the corrective action plan, Oakland ISD, SVSU and compensatory hours were approved.

D. Management Report

Jean Chlebek spoke about MOU for CNS Healthcare; waiting on an executed copy; Davenport MOU- this is not a free program; open enrollment; building two instructional coaches to develop teachers next year; we are not capping classes next school year; still working on proposed budget; all employment letters will be out by June 2, 2022.

X. Extended Public Comment* (items not on agenda only)

Adam and Michelle from Leona Group spoke about the CSSM amendment and their attempts to reach out to Winfire Management.

XI. Comments from the Board

- Are the students receiving any social or emotional learning at PAE?*
- Would like to be updated on benchmark testing at every other board meeting*
- What is the plan for staff shortages? Are our salaries competitive with other schools? Do we have a strong recruitment plan?*
- Would like a student to report on the Washington DC trip at the June 2022 board meeting*
- Acknowledged callers (Dr. Jacqueline Cassell and Ms. Kenya Crocket) on the zoom call*

XII. Reconfirmation of Next Meeting Date: June 21, 2022 @ 4:30 PM Regular Board Meeting and Budget Hearing

XIII. Adjournment

Motion was made by Gladys Neal to adjourn the Regular Board Meeting at 6:49 p.m. The motion was supported by D. Morrow and passed unanimously.

Respectfully submitted by: Lori A. Mason

Approved by: _____

Lori A. Mason *6/21/22*