

**THE PONTIAC SCHOOL DISTRICT PROMISE
ZONE AUTHORITY BOARD**

March 17, 2022

12:30 PM

1500 University Dr.
Auburn Hills, MI 48326

BOARD MEETING AGENDA

Meeting called by:	Teresa Rodges	Type of meeting:	Regular Meeting
Meeting Chair:	Teresa Rodges		
Note Taker:	H. Bill Maxey/C. Moulder		
Please read:	February 21, 2022 Minutes, Finance Report Documents, Coordinator Report		

AGENDA ITEMS

Topic	Presenter
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- ✓ Call to Order: 12:30pm Teresa Rodges
 - ✓ Roll Call H. Bill Maxey
Present: Henry Knight, Christopher Northcross, Tim Meyer, Teresa Rodges, Kaino Phillips, Mary Shusterbauer, Nellie LeGarde
Excused Absence: Keyon Payton, Lon Bone
Unexcused absence:
 - ✓ Approval of the Agenda: Motion to approve agenda Moved by Kaino Phillips, Seconded by Bill Maxey
 - ✓ Approval of the February 21, 2022 Minutes: Motion to approve the February Minutes Moved by Tim Meyer, Seconded by Bill Maxey No oppositions.
 - ✓ Approval of the Finance Report: Motion to approve the finance report as stated with documentation; Moved by Bill Maxey, Seconded by Kaino Phillips.
- Roll Call: Kaino Phillips, Mary Shusterbauer, Bill Maxey, Henry Knight, Tim Meyer, Nellie LeGarde Teresa Rodges, Chris Northcross

Adjournment: 1:36 pm

Chairperson Executive Report

15 mins

- OCC Partnership
 - Attended an event with the Vice Chancellor for OCC to have his new Associate Dean Lola Banks to present for our board in April; to merge the information from OCC with PPZ to get more students who want to attend OCC to be aware of the the promise zone criteria.
- Careers in Health Fair Partnership (Tuesday, May 10, 2022)

- This is with Oakland Schools with Margaret Kelly this event will host 100 Pontiac Middle, 100 Oak Park, 100 Ferndale middle schools will be in attendance with conjunction with the OUWB and Pre-college programs.
- SAAB Conference: Student African American Brotherhood: 10 middle school students with 2 chaperones (PMS staff) will be taking the students to Missouri for this conference. This will create mentorship program focusing on middle school student.
- Welcome School Board President Gill Garret from Pontiac Schools who has supported this effort to help students to attend this event and upcoming programs for Pontiac students. Without the support of the superintendent Kelley Williams, President Garret, and the school board this would not have happened for these students.
- OU Pre-College Programs Update/OUWB Summer Camp dates to be determined.
- Links, Inc. Scholarship/Links Inc. WMBC Healthy Affair Update
 - Scholarships are available for our current students who will be graduating from the Pontiac schools
 - Funding was received for Black Kidney awareness; partnership with GPCCC, Links Inc. and other agencies participating; the highlight of the event was working directly with students who had the opportunity to work hands-on with the nurses, doctors seeing that they can achieve with active engagement.
 - PPZ was present to sign students up for scholarship
- Recognition of Kaino Phillips – OU Town Hall
 - Students from Oakland University and staff from OU were able to host in person and virtual event to get information out to students/children to promote their engagement with both the political and educational systems. Making sure that the obstacles they are seeing can be overcome. Thank you to Brenda Carter for supporting. Kaino Phillips: Appreciate the great opportunity to get information out to students to push and promote the power of the political and educational process to go ahead and that the pitfalls and conversations that may seem like an obstacle they need to not ignore but make it easier for them. Brenda Carter was the spear head for the conference.
- Gill Garrett: The request for the SAAB conference came before the PSD board for approvals for students to engage with peers from other students from all over the country so that they can see that there are others in the same environment and be able to communicate their experiences with one another. The climate at the middle school is different and so this program will give them methods, tools, and support as they matriculate through high school. A resolution was created for Kaino Phillips to become the liaison between the nonprofit and for-profit organizations to create stronger partnerships as it relates to Oakland University Pontiac Initiative (OUPI). I am ecstatic to support and partner with PPZ so that the merger is strong to expose our students these opportunities to represent the PSD monthly to ensure the PSD is a part of the growth of the Pontiac Promise Zone to report back to the board. I am 100% Team Pontiac.
- Madame Chair: We welcome President Gill Garrett's continued partnership in the future.

Parliamentarian Update: (Coco Siewart)

Mary Schusterbaur:

2 mins

I was charged with finding if Coco Siewart would be willing to come in and conduct a training on parliamentary procedure; she is more than willing to do this; about an hour would be a great start and coupled this with one of our board meetings by coming in an hour early or staying over an hour at the rate of \$175.00. She quoted this as her fee. If the board chooses to move forward on a particular date then we can move forward. Tim Meyer: Are you looking for a specific date and approval for the amount?

Motion: Mary Schusterbauer: I would move that one hour before the next scheduled board meeting we invite Coco Siewart registered parliamentarian, to come and conduct training for us on good board and parliamentary procedures for one hour at \$175. Second by Henry Knight.

Questions: Bill Maxey, you have a person that has professional experience for training board members for one time only or quarterly. Mary: I spoke to her about one session, but this board could at that point decide that the training would be an introduction and could suggest additional it needed. Henry: on the timing, would we meet from 11-12, have lunch and then have our regularly meeting, I do not want to necessarily have lunch while we are training. If we have the training, break for lunch, then host the regular board meeting. Tim: I think its valuable that maybe Coco Siewart could sit through the first part of; she could train during the meeting, but she has done this for troubled boards by conducting regular checkup. Mary: we have her come for one hour, and the board can say if they want her to come back for additional training after she is here.

Vote in Favor of Motion: Mary Schusterbauer, Teresa Rodges, Kaino Phillips, Tim Meyer, Bill Maxey, Henry Knight, Nellie LeGarde, Chris Northcross; No opposition votes.

Justen Daniels: I noted that Mr. Meyer had to leave quarter after the hour; Madame Chair we should have made the adjustment to the agenda when asked at the start of the meeting. If it is the pleasure of the board we will revamp the agenda to allow Mr. Meyer to present his Strategic Planning update at this time. Any board members opposed to this? None, then proceed with the report. Nellie: is that package in our or did you send this to everyone? We were sent this? Tim: yes.

Strategic Planning Committee Report: Tim Meyer

As we have discussed in many meetings and formulized to facilitate the board discussion to create a vision and mission to holding ourselves accountable. We met on Tuesday, in anticipation of it coming before this meeting, making it clear to this that if you are going to have a budget you usually have a budget and you usually subsidize or support the strategic plan because whatever you do comes out of the strategic plan to keep you going forward and not straight. To not belabor the point, I think everybody got Pastor Payton's email, he was our scribe. You should have it in front of you. We are trying to expedite the exercise to a point where the board members have all the information in front of them so that we can collectively go over it together. You have the procedures in front of you. I thought it was all attached together. So, there is confusion, I will pass this out so that everyone has this and didn't think as all these emails were being passed around and emailed a copy of the document. I didn't feel I needed to add to more confusion, so everyone will get a copy today. Read through it, if you have any heartburn around it; I will just read it to you. For the record, each member of the board and ED should read the three document, PPZ strategic old plan and a draft from 2017. These are the starting points. Each will make the recommended revisions will be submitted to the committee April 7th, and may I suggests so that we don't get confusion we send them to Coco collate so that its neither Keyon or Tim collecting the data. Coco: Madame chair am I a part of this committee? Madame Chair: No you are not. Tim: This is a board gathering information if we are going to have difficulty here, all I am doing is try to pull information through one source and not a board member so that we always have a record and file of the communication. Kaino: I don't believe she is trying to be difficult but with all the other committees, we always our own notes and comprise them and present the information. Tim: I am suggesting that it goes to Coco, nevermind send them to me and I will send them. Coco: can you restate the documents again? Tim: Each should make recommendation to the committee chair by April 7th. The committee will review and make recommendation by the next board meeting. Now should I send them all to

Coco to be distributed or should I send them? Teresa: Let me just ask this, I am slightly confused about the process. In the past, what we have had for our strategic planning session, we had a facilitator to come with all of us in the room, where we went through the process together. He made all the notes and compiled all the information and brought it back to the board; he took the notes for the board to put the plans together for us to all review. It seems like the Strategic planning committee is asking or any revisions to the previous documents to come to you. When do we get into the planning and brainstorming with the whole board to participate to what our Strategic plan will look like? What is needed for us to move forward to accomplish our mission and vision which is part of the strategic plan. Henry: Let him finish his report because its in here when we would meet as a group to do the strategic planning. Teresa: Well, I don't have that paper in front of me, so I thought you were finished. Tim: I am only on 2 of 4. Nellie: So you are going to send the document you are reading from to the entire board, we make whatever revisions we think should be in there, it comes back to you and then you put it all together and then it goes back to the board and they decide yes? I have the process. Tim: The whole point the committee is just receiving the information, we are going to go through the work and pull it all together and give it to the board. There is an issue of transparency here that we want to make sure that we address that everyone gets the same information. If the board is in agreement, then send me all the edits, commit it to paper by April 7th. We will get together as a committee by April 12th so you all have it in hand by the board meeting on the 21st of April. We will pick a date and facilitator to help us go through it. The point is this, we wanted to make sure that people commit something to paper, think about it, and we want a sharing exercise so everybody can see what everybody wrote; and finally we wanted to make sure everyone has the information have the facilitator come in and work through the conversation that we as a board have to have. Nellie: who is going to be the facilitator? Tim: We haven't gotten to that point yet. Justen: In preparation for the Strategic Planning to support everybody; they did recommend somebody who does this and supplied sample documents. Tim: Justen I think you hit an appropriate tone because we have kind of three issues: parliamentary procedure so that people have a part and space to talk for collective decision, second what is our relationship to the community and future of the community it also the instruction to the executive director so that it gives coco the freedom to make the choices and freedom to meet the goals; we should not get involved of the day to day operations; we've given her the money and authority and its up to her to direct us if she needs support; and finally to speak about governance mean and our relationship to Coco which is something we should consider in having a training in governance as we have some confusion going on; and I warmly receive it. Teresa: Thank you for your strategic planning report and all of us are aligned with how we move forward because there were a lot of questions from board members in how we would develop our strategic plan; and we will do this as a board. Coco: For clarity, none of this is coming to me directly. Tim: No, all information will be coming to Tim from board members. Teresa: We will look at hiring a facilitator to take us through the strategic planning process. Henry: We 100% prepared a motion to approve and do this; we do it informally here. It sent a recommendation for this group to consider. Kaino: There is nothing on the floor, it's a committee report. It did not include a motion. Mr. Northcross: Are you making a motion Henry? Or. Henry: We prepared and submitted a motion two days ago and asked that it be considered. Teresa: Did you receive a motion? Coco: I received an email; and I sent an email back asking what the motion was. Am I supposed to create the motion based on what was sent to me? Teresa: Is there a motion Tim that you will like to make.

Tim: A motion to accept my report as stated for the board to move forward with strategic planning. Second by Kaino Phillips. All in favor. Discussion

Mary: Because I an new, I am going to do the process you are suggesting and look at all the old stuff and basically be commenting on all the old stuff. I am going to have questions of why we

don't do this or that which won't fit into the old stuff. So I get to do whatever I want. Teresa: In our previous strategic planning sessions this is where all the new ideas and brainstorming of our ideas are discussed in the planning. Mary: I just wanted to make sure we weren't so narrow and stuck on old documents that we could not create new visionary documents.

Teresa: There was motion on the floor for; **A motion to accept my report as stated for the board to move forward with strategic planning. Second by Kaino Phillips. All in favor signify with Aye. No oppositions.**

Executive Director Report

7 mins

- AOCC Harvard Presentation Update March 5, 2022 in conjunction with Oakland University, Ascend Foundation, and Prospect Missionary Baptist Church
 - Mental Health Videos: showcase our students around difficult conversation
 - Hazel Park Promise Zone Annual Event 3/9/2022 raised 100K in unrestricted funds from the floor of that event with partnership with their school board, local businesses and their city council; this allows for programming without restriction.
 - Delta Sigma Theta, Inc. Pontiac Alumnae Chapter Crimson Conversation
 - 3/11/2022; it was Facebook real time conversation to help their community understand who we are and what we offer; and answer questions.
- IMAGINE: NONPROFIT March 22-23 attending virtually, and Mr. Payton says he would attend as he would be in the area and signed up to attend. So, we will look to his reporting of his experience.
- SEMCA Southeast Michigan Construction Academy 4/12/2022; we will be visiting this program for a student who has an interest in becoming an electrician so that we can leverage our students success through their program.
- Pontiac High Career Path Event Thursday April 21, 2022; 5:00pm - 6:30pm We are the host and main event. We will be talking to them about our work and how we do it.
- MCAN College Access Advocacy Day April 26, 2022, Lansing, MI; we continue to advocate for a change in the language around allowing our funds to support room and board.
- PHS Career Path/Health Event Saturday May 21, 2022, 10:00am – 2:00pm
- Oakland80 committees created by the county; we have been asked to participate. It is their response to helping students 18-26 to secure funding and access to post-secondary opportunities that are available.
- Junior Leadership Oakland Program: Apps due May 30, 2022
leadershipoakland.com no cost to students It is a free opportunity for them to build and develop their leadership skills throughout Oakland county. High School student 9th -12th.

Tim: First of all, I applaud you for taking in the whole sphere of interest instead of being very narrow; and I think it is very important. Just a suggestion for the student who has an interest in being an electrician, IBEW25 will give her an apprenticeship. You may want to contact them as they will make sure she is employment and educating which translates into money in her pocket. The other is Operating Engineers325. Kaino: The problem with IBEW25 is the students cannot complete the entry exam. I spoke to three trade organizations and the students are not coming out with the solid skills to compete. Tim: as far as the strategic planning this could be something we could consider. Chris: Unions for years have for years have gotten families into the plants by pushing them to also get the students into these programs. Let's push the unions, then ask them to help us get the kids ready.

Coordinator Report

10 mins

Promise Zone efforts in the conjunction with Coco has been geared toward student engagement, committee assistance, capacity building and community outreach. Coco and I have worked on you can see the beautiful apparel; PPZ we have the online store set up with CLOZtalk.com, you can go and purchase ppz apparel. If we the staff are not willing to purchase how can we expect other to purchase our apparel. Moving on to scholarship; we are steadily moving up by giving away over 226K in tuition assistance for 70 students; this semester we have been doing retention statistics 80% of the students who received scholarships last semester have received scholarships this semester. So we are moving toward 100%. We are giving away and average \$3,230 dollars per promise zone scholar per semester. Our top five schools are OU, MSU, SVSU, GVSU and EMU. Book reimbursements we have given away over 12K in book scholarships. Between both semesters over 25K. As far as, community outreach I went to PAE for four hours they have 11 seniors, I made sure that the 10 seniors present completed their applications and met with each of them briefly to complete their college success coaching. Additional dates will be set up in the future. Pontiac High Schools where we have an office, we are also pulling in students for success coaching and completion of scholarship apps. We are pulling in students from 9th – 12th grade speaking to them about their futures to assess where they are headed. WE are consistently there to be present. OCC: as Coco mentioned we going in person to programs to assess them. I had the opportunity to attend a tour with the IMAGINE program to speak to the students about the PPZ; meet the leaders to create a future collaboration. I found out that OCC has more skilled trade certificate programs than any other institution in Michigan; they have 44. In addition, we spoke about the issue with skilled trades. OCC has a five week pre-apprenticeship that should be used to get students up to speed; and partnered with the Oakland Literacy council to help them with their English and math skills. We will also be collaborating in the future helping the Pontiac students with getting ppz dollars.

Treasurer Report

7 mins

Motion:

Committee Reports

❖ Marketing Committee: Justen Daniels

5 mins

The committee will be working with reciprocity apps, which is a software development company that will develop custom software for the ppz so that we can do better with data management, alumni engagement and tracking. It will allow me to update and edit the website in real time, I have direct access. I have an estimate for each of you that is charging \$4950 which would cost most people 10K for by migrating all of data and customization of our data. Each scholar will end up with their own account so that we don't have to send multiple emails for students to make changes. The best part is that if something happens to the company; this is our custom software to keep.

❖ Personnel Committee: Nellie/Kaino

2 mins

Nellie passed out Job descriptions to each board member. We were asked at the request of the board to create the job description of a bookkeeper, so that we could look forward to hiring a person to take some of the weight off of Mr. Northcross our current treasurer. It speaks for itself, basically I got a lot of this information from what does a bookkeeper do, and tried to cover everything that I thought that would be required by a bookkeeper for a nonprofit in particular for the Promise Zone Authority. What I am hoping Chris, is to have the bookkeeper conduct most of the reports and sit with you and then you bring it back to the board to year end. It would take and place the clerical and filing pieces on them and off of the treasurer. Please look and see if there is anything that needs to be changed. i.e. bank reconciliation, budget preparation, financial reports, general day-to-day

bookkeeping, maintain payroll/check register, detail general ledger, customized reports for treasurer and board of directors upon request. Prepare and submit year end tax filing and do the CRM. Qualifications: we needed someone with at least 2 years either certified or an associates degree or has worked in a nonprofit setting; not a novice just getting started and proficient in software like Microsoft or quickbooks and software coming down the pipeline; because if and when they leave then we have all this electronically that is not all over the place. We want someone with working knowledge of what the IRS needs for a nonprofit entity. If anyone has any other revisions.

Chris: Excellent report, I would like to speak about deliverables in the future. At sometime so this person needs a schedule for the things we need to have submitted so we can make a commitment to make sure they have the information. Nellie: So, when the person is hired, we can address this once the person is hired. Bill: This is excellent information defining the title and supervision, everything that we need. My question is should it be taken as is and should we post it rfp request for position; and post it. We asked Nellie to do her job. One of the things we keep doing is going over and then go over and amend it.

Bill: Move that we accept this job description and any amendments that we have at this time are inappropriate.

Discussion: Teresa: You can also add and other duties assigned; that covers everything. Nellie: we would need to post it publicly so that people are aware of the posted position.

Teresa: Motion is on the floor to accept the bookkeeper job description as presented by personnel committee. Second by Mary. Madame Chair: Questions/Discussions

Discussion: Henry: I think it's a good start, my problem is the strategic planning people gathered and put in a motion which wasn't even to put it on the floor. We had the data out so it got to you. Now I did not get this data until right now; and your rushing it right through; now I think it's the right move and I think that any reporting group has the right to make a motion and will support it and my group got stuffed; we had a motion on the floor or wanted to put on the floor and wasn't allowed. These reports should be out 2 or 5 days before we have a meeting. They shouldn't come in on the floor because it's just like that so now I am going to vote against it. It's a good presentation but the way its being done is not proper. Teresa: You are entitled to your opinion, Mary and then Chris. Mary: I have a question, do we have a dollar amount and number of hours. Nellie: No we do not, I think its based on experience and who we hire. I have not seen dollar amounts on the latest job descriptions. It is suggested that I could do it; and if you want me to put it on there. Kaino: It's fifty-fifty, you have some job descriptions that do and don't and it is up to the board to make the decision. Teresa: there is a recommendation to send it back to the finance committee. Chris: when do we discuss the deliverable? Teresa: this can be lead in the finance committee. Mary: I wasn't sure about number of hours. Chris: I was looking at my experience of working with Henry that we have this big learning curve; once the documents and system are there then it becomes parttime. Teresa: I think we need to look at the budget and then we can say up to a certain a number of hours, so that at the beginning to get this up to a certain number of hours and then become flexible; where we cover the more hours at the beginning and the taper it off; so that you are covered. We want to keep it less than forty hours for benefits. It can be a contractual position. And Chris you can come back with recommendation at a later date; leaving some of these specifics to be discussed. Some of these items have been lacking for years and some of these items can fall under "other duties assigned". I am going to have to admit I am not familiar with QuickBooks, so I don't know what the time is for quoting what the time is and

CRM and what that will be and how we can work this out. Teresa: There is another recommendation on the floor for there to be up to 20 hours a week. So we have 3 recommendation, the salary is commiserate with the experience, add up to twenty hours a week and then other duties as assigned. This should cover everything mentioned by adding all these things to the job description. Henry: I probably spent 25 hours a month keeping the details of the finances; this engineering on the fly. We are an authority, its like my city, this recommendation should come from this committee to Coco who in the law is the executive officer who should put together a recommendation to come back to us to what is reported because she is the one responsible in the law to getting it all done. The ED is responsible for running the organization like a city manager or mayor. We are a policy making decision and approving thing; we should not be doing this directly and negotiating here, it should go to the committee to the Executive Director and she goes through makes a recommendation and we say yes or no. We are an authority, and the law says she is in charge of everything. I think this recommendation should go and Coco should bring it back to us. Coco: with permission Madam Chair, in one breath in all transparency Henry I am told to be quiet and in next breath I am told to be quiet. For my clarification when the parliamentarian comes next month she will give every single person participating with board training that is needed so that we have her authority on how this should be running procedurally because I have heard it both ways since I started back in May. I have been told to be quiet and not to make motions and have been quiet. I have been holistically silent. You are asking for it to go to committee, I am more happy to have committee to tell me what their pleasure is, since day one. This however is something that needs be handled because it has not for almost three years now. We need the books done, completed and audited and I am trying as the ED to make sure that all of this is taking place and is cleaned up and clear for my benefit as the director. For three years we have data that has not been clarified and solidified; so I am on the table being responsible for the day-to-day operations and organization. I have been very patient and working diligent without any conflict; so all I am asking as the ED is to have a job description so that the work can get done so that Mr. Northcross can do his job. Mr. Northcross: Henry brings up a point by law, maybe there is law I did not read. My understanding is that Coco works for president and be in agreement with the president about what Coco does. And this kind of changes everything, is there a law that I am missing. I would look for Madame President to make the decision. Teresa: The ED does report to the board chair, I sign her contract. The personnel committee in the past has developed job descriptions that have been reviewed by the ED. Today, the personnel committee presented the job description, there were additions to the description creating a motion to add the three line items. We can move forward on this.

Motion Amendment: Bill: Move to accept the bookkeeper job description as presented by personnel committee with addition of “other duties as assigned, up to 20 hours of work week and salary commiserate with experience. Second by Mary. Teresa: All in Favor except Henry Knight.

❖ **Fundraising/Annual Meeting Committee** **1 min**
Please let Coco know if you are interested In joining the Fundraising/ Annual meeting committee.

✓ **Old Business/New Business** **7 mins**
1. Lola Banks, Associate Dean for College and Secondary Partnerships at Oakland Community College: Presentation on Dual Enrollment/Early Middle College Programs

✓ **Board Member Open Comments** **5 mins**

Chris: Do we have an organizational chart for our authority? Who reports to who, what's going on and how? This is part of confusing. Nellie: When we were hiring Coco, we did a job description where we put in her contract that she reports to the board chair. Teresa: in the bylaws the board chair appoints the committees or individuals to serve on these committees; it is up to the board chair. I would recommend everyone to read their bylaws with structure and responsibilities. Mary: Besides reading and knowing the bylaws, it is also important for everyone to also read and understand the PZ authority law which has very specific details; and also connecting to the strategic planning I think we need to be clear about whether we are an advisory board versus a working board. Teresa: Mary you make a good point because a lot of our board members advise but do no work; and we are a working board which is why we have people placed on committees to work. It's all there please pull out your books. Coco: if you need a new binder created please email for a request for a new one.

Motion: Bill moves to adjourn the meeting; seconded by Mr. Northcross

- ✓ Confirm Next Meeting –Thursday, April 21, 2022, Baker College Auburn Hills, MI
12:30pm – 2:00pm