

Meeting: PACE Career Academy Board of Trustees

Date: Monday, May 4, 2020

Time: Board Meeting - 6:30pm

Location: Virtual Meeting:

<https://us04web.zoom.us/j/4253178507?pwd=dHpJa285b2RHY2JVclVuZ1FOR0MxUT09>

Meeting Minutes

1. Call to Order: 6:33pm

Present:

Jorge Santana

Rachel Carver

Amy Parkinson

Gene Calvano

Kris Raymond

Karen Guercia

Mary Woods

Clint Hanson

Mary Verville

Absent:

April Villani

2. Board Organization

a. New member nominations

- i. Jorge is speaking with someone who may be interested in filling a vacancy on the Board. Karen recommended reaching out to someone at the Concord Chamber of Commerce. Clint recommends finding someone who comes from a business background to help with the workforce program. Mary agreed with this.

b. Board governance - nominations and elections

- i. Chair - Kris makes motion to nominate Clint. Karen seconds it. No more motions. Kris moves to close nominations. Gene seconds. Clint is the board chair once more!
- ii. Vice Chair - Karen nominates Kris. Gene seconds. Kris moves to close nominations. Gene seconds. Chair casts one vote for Kris as vice chair.
- iii. Treasurer - Karen nominates Gene. Kris seconds. Kris moves to close nominations. Chair casts one vote to have Gene as Treasurer.
- iv. Secretary - Jorge nominates Mary Verville. Gene seconds. Kris moves to close nominations. Seconded by Gene. Chair casts one vote for Mary Verville to be secretary for the upcoming school year.

c. Committees

- i. People should contact Mary V. before next month if they are interested in joining the Finance/Facilities committee.

- ii. The Board reviewed the board positions that serve on each committee. Jorge suggests that the person who comes on for the Academic/Workforce Excellence position will serve as the staff representative on the board and on the Personnel/Curriculum committee.
- d. Meetings
 - i. Clint asked for any objections on continuing the schedule of quarterly board meetings. The board is going to try to continue meeting on the first Monday of the month. The board may continue to meet virtually, dependent on the COVID-19 situation.
- e. Reports/Minutes
 - i. We are approaching one year of having the building. The beginning was very challenging but we are in better shape at this point. The PPP program from the CARES Act is giving us \$72,000. This will help to cover some of our mortgage and utilities. The P&L and balance sheet are strong now. We have built up some equity already. The proposed budget gives us an excess of \$89,000 at the end of the year. Gene would like to see \$75,000 of that in a contingency fund. We will be collecting rent and utilities from the Woodshop people using the back space of the building.

3. Minutes

- a. Rachel will send out meeting minutes for the past three meetings for review. Clint would like to defer accepting the minutes until the next meeting, which will be in August.

4. Immediate Business

- a. Director's Report
 - i. Jorge highlighted new staff and staff that has committed to coming back next year. PACE has been working with a woman named Ann Welch who has been helping us look at project-based learning. We are also working with our teacher coach named Susan. Jorge is working with an Executive Coach named Liz and a woman named Melissa who will help with fundraising. Jorge has written a few grants. The NH Charitable Foundation has already given us the grant money. Jorge is waiting to hear back from the others. A parent named Adrienne is helping us to tell our story and market and has advocated for Special Ed services and tuition in Concord. Jorge is working on a three year plan to think more long term. The NHDOE lawyer called Jorge to discuss PACE receiving tuition from the rest of the school districts. There was discussion about the impact this may have on PACE. PACE currently has 59 students enrolled, with 3 more confirmed for the fall. There are 12 others who are interested in attending, 6 of whom have already started the process of filling out the paperwork. Jorge and Rachel's goal is to do a home visit for every student before the end of the school year. Jorge and Mary are working on creating a video of a virtual tour of the school building

with student commentary for prospective families. Teachers are connecting with parents on a bi-weekly basis, the Support Team is connecting with every student weekly. Karen suggested writing up a page on our engagement levels and how we are engaging with students. We would like to have a graduation, even if it has to wait until the fall. Jorge would like to open the school for 1-2 students at a time, with proper precautions. Several board members were concerned about this. Board members said it would need to come from DHHS, not the Commissioner or DOE. Clint would like written permission and for it to go through the Board before doing it

- ii. Whole Child Manager is a new position, being paid for through CSI monies. The Special Education position, and the Academic Coach are also new positions. Clint calls for a motion to approve all of those positions. Kris moves, Karen seconds. Motion passes unanimously.
- b. Executive Committee
 - i. Clint calls for a motion to approve the PACE 20/21 operating budget. Kris moves, Karen seconds. Motion passes unanimously.
- c. Finance and Facilities
- d. Curriculum/Personnel
 - i. Committee has been working on job descriptions and interview questions. Rachel and Karen are beginning interviews this week. The second round will involve virtual interactions with students. The third and final round will be with Jorge and the Executive Committee.
- e. Community Relations/Fundraising
 - i. Ahni has stepped down as chair from this committee. Jorge is working with a coach and parent about fundraising and this will set the track for what this committee will do.

5. Non-public Session

No non-public session was needed.

6. Old Business

No items to be discussed.

7. Informational Items

No informational items.

8. Meetings and Upcoming Events

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| a. Executive Committee Meeting | Monday August 3rd, 2020 - 6pm |
| b. Finance/Facilities Meeting | |
| c. Curriculum/Personnel Meeting | |
| d. Community Relations/Fundraising | |
| e. Graduation | TBD |

9. Adjournment

- a. Clint called for a motion to adjourn. Kris moved. No objections. The meeting adjourned at 8:44pm.