

Meeting: PACE Career Academy Board of Trustees
Date: Monday, December 17, 2018
Time: Board Meeting - 6:00pm
Location: PACE Career Academy
Allenstown, NH 03275

Meeting Minutes

1. Call to Order: 6:01

Present:	Absent:
Tom Gilligan	Karen Guercia
Gene Calvano	Dave Doherty
Clint Hanson	
Rachel Carver	
Jorge Santana	
Tim Herbert	
Ann Robinson	
Kris Raymond	

January meeting moved from 21st to 28th

2. Nominations of New Board Members

There were no nominations for new Board members.

3. Minutes

10/15/18 minutes: Clint moved to approve the minutes, Gene made a second, and the minutes passed unanimously.

11/19/18 minutes: There was one proposed change: Stephanie will change AARP to SSRP. There will be a second reading at the January Board meeting.

4. Immediate Business

A. 2018-19 Financial Update

-The Board reviewed "Management's Discussion and Analysis for Year Ended June 30, 2018." The letter will be included in the audit. With a few small changes, a motion to approve management letter, moved by Clint, with a second by Ann. The motion passed unanimously. The necessary changes are two typos in the Management section, correct 14% to 4% in the first page of financial highlights, and the last table bottom line changed from 3% to 4%.

-The audit for the 2017-2018 school year. A motion was made to approve the audit as drafted by our auditors. Moved by clint, and seconded by Gene. The auditors provided the following recommendations: "proper requisition forms should be used;" "any purchases made by staff need to be approved by Jorge; Jorge's purchases do not need to be approved unless it

exceeds the budgeted limit, though a requisition form still needs to be filled out.” “Debit cards are kept safe and are signed in or out when used.” “Any cash receipts need to be stapled to the requisition forms.” “Financial policies and procedures manual: to be updated.” “Payroll: no established procedures to track unused leave time by employees. Could track using a spreadsheet.” A draft of the letter will be reviewed at January meeting that will be to sent to Plodzik and Sanderson. Will aim to do all of these corrective actions by May. Passed unanimously. Kris is present and voted on this item as well.

-Plodzik and Sanderson also completed the 990 and approval for extension. A motion was made to approve the 990 as prepared by the auditors for the treasurer. Clint moved, and Tim made a second. All board members approved.

Current Accounts and Cash Flow:

-All expenses are tied into a line item. Grants from the DOE come in a lump sum, so we divide that into line items as well. There is a significant difference in the Merrimack Savings Bank account balance, because we used \$25,000 to pay down the last line of credit request. The DOE approved the Title 4 monies which will be used for math support (JFY). SSRP funds can be used for the AmeriCorps member (Vince) and for the VISTA position.

-Adequacy money is \$7047 per student per year. PACE receives a fixed amount for the first three payments and the 4th payment is slightly less. This is noteworthy for budgeting purposes. On a per student basis, we budgeted less than actual, but had less students than we planned for. But because of the higher money per student, we will be good to go. We underestimated how much our income will be. Because of this, it will look like we have overspent our budget (because we didn't budget with money we didn't have) but it is actually money coming from grants.

B. New Building Project Update

-We need full mechanic drawings and electric drawings for the State Fire Inspection with the fire marshall. Jorge and Gene have tried to track down the original architect to see if they may have the original plans instead of starting from scratch. Need a project plan which Jorge has finished writing. Application is due Thursday and Jorge will submit it by Thursday. Tom requests that Jorge utilizes all resources in order to turn in Planning Board application on time. Gene budgeted double rent through the end of February. We could stretch carrying both facilities until March and still be in the black, but past this we may be in trouble. Engineering costs could cause us to go \$30,000 over budget. This provides us with two options: we could use more HEFA money or use money we already have due to increased amounts of students. Jorge will reach out to Charter School Alliance and Concord Chamber for contact information for engineering needs.

C. Science Teacher Status

-There are 3 rounds of interviews. First is a conversation with predetermined questions, second round teaching a lecture, and third will be with the Personnel committee of the Board. The goal is to have candidate on-boarded by January. Job is posted at \$30-\$40k per year. We

will have one gentleman teaching one science class on environmental science during semester 2.

-PACE also will be bringing on an art teacher to teach one class during semester 2. We may be able to use SSRP monies for both of the part-time teachers. These two teachers will not need to come before the Board. The school will pay for their background checks and fingerprinting. We have a substitute teacher joining as well. Tom would like Jorge to create a line item in the budget for substitute teachers.

-Tom made motion to authorize Jorge to hire a part time science teacher for up to \$25 an hour for four hours per week through the end of the school year. Clint moved, Ann seconded. Passed unanimously.

Tom made a motion to authorize Jorge to hire a part time art teacher for up to \$20 an hour up to four hours a week through the end of the school year. Clint moved, Tim seconded. Passed unanimously.

D. Directors Report

Staffing

-PACE will be bringing on three other positions. Two do not cost PACE money. One is a BSW candidate from Plymouth State and will be a clinical social work intern. He will be at PACE 40 hours a week.

PACE is partnering with AmeriCorps so that our interns can get an educational stipend.

An MSW candidate from UNH will come on as a clinical social work intern. She will be starting in March and stay through December. She will work 16 hours a week, split between Thursday and Friday.

A VISTA will be joining the PACE team as well. She will be 40 hours a week for a year with a sole focus on grant writing. Jorge will be using the new SSRP money to cover the \$5000 cost of the VISTA.

-Rachel shared with the Board about the Career program. She discussed the upcoming trips as well as success in the past few months. Kris and Tom both shared about their interview experiences with students. Tom would like to see all four grades doing interviews. Rachel requested that anyone who is interested in allowing a student to interview them send her an email for more information.

Tom suggested the following: reaching out to Allenstown/Pembroke police and fire for ride alongs. Tri-town ambulance. Pembroke Water Works. Suncook Wastewater Utility - Town website. Check with Dave Doherty for contact for Concord wastewater program. Kris Raymond suggested a woman named Roxanna.

-Jorge shared two summer STEM internships that is being offered to students. IOL and REAP. All students should have a fair opportunity to apply. They are paid internships.

-PACE staff has sent out a survey to local businesses inquiring which skills businesses are interested in in future employees. Rachel will put a link on the Facebook page and the website.

-The Director's packet also includes resumes for the new candidate applicants and Running Start information. Rachel and Jorge sat through a webinar to learn about E-Start, an online college program. Tom would like "tuition from other districts to us" as a line item.

-Running Start course syllabus vote to approve on the January meeting. The purpose of this being to prevent any future headaches and support the program. Jorge will add information on applicant requirements and grades and career exploration requirements to participate.

-Jorge would like to use money from the Marketing line item to buy hoodies for the students, staff, and Board. It will cost \$2,148. Board would like to know the set up cost, how long the set up is good for, and if that cost is included in the \$2,148. Also, the number of stitches in the logo. Jorge is approved to spend the \$2,148, but will let the Board know if the price exceeds this cost. Jorge will also meet with the staff to determine qualifications for hoodies moving forward (i.e. student must have attended PACE for X amount of months before receiving a hoodie).

-The Variance Board approved the application.

-Under item 3c: Ann had questions for Jorge regarding the volunteer program. She had questions as to how to relay to students when volunteers leave. She asked for a list of reasons why she will not be returning. Jorge will make a list of what being a volunteer constitutes and respond to Ann's questions in writing. Ann will speak at the January meeting for feedback and whether or not she will continue to be a Board member.

-Jorge will be looking for a parental coach for the Robotics team. There will be co-captains on the team. Staff mentor to the program.

5. Adjournment:

9:04pm

Next Meeting:

The January Board meeting will be moved from January 21st to January 28th due to the holiday.