

PACE Career Academy Board of Trustees
PACE Career Academy
Allenstown, NH 03275
Monday, May 15, 2017

Meeting Minutes

1. <u>Call to Order:</u>	6:00pm
Present:	Absent:
Gene Calvano	Nicole Loiodice
Martin Castle	Makaila Williams
Melinda Pfaff	Tim Herbert
Rachel Carver	Heidi Chamberlain
Clint Hanson	
Tom Gilligan	
David Shorty	
Kris Raymond	
Michael Reardon	
Karen Guercia	

2. Minutes:

A motion to accept the minutes from February 20, 2017 was made by Clint Hanson with a second by Gene Calvano. There were two abstentions by Kris Raymond and David Shorty. Everyone else approved, which left the vote at 5-2.

A motion to accept the minutes from March 20, 2017 was made by Clint Hanson with a second by Gene Calvano. There were two abstentions by Kris Raymond and David Shorty. Everyone else approved, which left the vote at 5-2.

A correction was made to the minutes from April 17, 2017 to change the spelling of Dave's last name from "Dhorty" to "Shorty." Michael Reardon made a motion to accept the minutes with a second from Karen Guercia. The motion was passed unanimously with a vote of 8-0.

Note: Karen Guercia arrived at 6:03 and thus was not present for the first two votes

3. Immediate Business:

- A. Budget - Changes to the budget were noted. Martin pointed out several of these changes, including an updated budget for Title 1. Martin proposed a change in some staff contracts which would improve the cash flow for PACE during the summer months. The board decided to budget for 45 students for the 2017/2018 school year.
- B. Financial update - Income and number of students increased in the 2016/2017 school year. At this time, we are not predicting a loss.
- C. Board nominations and elections - Heidi Chamberlain has stepped down from the board. Martin will propose the name of a student at the June board meeting. There was a

discussion regarding the secretary position and it was agreed upon that the decision would be made in the next few months.

- D. Director's report - PACE has established procedures for students deemed at risk for self-harm or having suicidal ideation. These policies will be included in the handbook. The enforcement of these policies was discussed. Insurance and benefits for full-time and part-time employees was discussed, as was the hour requirement which constitutes being a full-time or part-time employee. Martin proposed the position and description for a Lead Teacher / Assistant Director position, including the requirement that whomever fills this position must have been a teacher at PACE for at least 3 years. Tom Gilligan called for a motion to accept this position. Michael Reardon moved with a second by Clint Hanson. The motion passed with a unanimous vote of 8-0. Martin expressed interest in having a food service certification program offered at PACE. The contract start dates were discussed once more. The board asked Martin to come to the next meeting with the written plan which was agreed upon. The bookkeeping position was discussed.
- E. Establishment/Re-establishment of Committees/Assignments - the assignments for committees are as follows:
 - a. Personnel - Tim Herbert, Karen Guercia, Michael Reardon
 - b. Finance - Clint Hanson
 - c. Internships - Gene Calvano, Dave Shorty
 - d. Curriculum - Michael Reardon, Dave Shorty
 - e. Graduation - Tom Gilligan
 - f. Fundraising - Tom Gilligan

4. Old Business:

- A. Graduation Tracking Metrics - Karyn Scott and Martin Castle are working on graduation metrics and will have it by the June board meeting.
- B. Graduate Surveys - The board discussed sending emails to former students requesting them to fill out a short survey via the website Survey Monkey describing what they have done since graduating from PACE.
- C. Graduate Success Stories - The board discussed having graduates come in and videotaping their testimonies. Gene Calvano suggested using the 3 students who completed the video editing internship play a role in the editing of the footage for internship hours. Rachel Carver will look into getting a YouTube channel for PACE. It was suggested to use parental testimonies with their consent.

5. Information:

- A. 2017/2018 Board Meeting Calendar Review - The board will meet at 6:00pm on the 3rd Monday of every month with the exception of January 2018 at which point the board will meet on January 22 which is the fourth Monday of the month. Clint Hanson moved to accept with a second by Gene Calvano. The motion was passed unanimously.

6. Policy/Procedure Review:

- A. Tuition Statement/policy - This policy was reviewed.

B. Student Safety Procedures - This policy was finalized.

7. Adjournment:

A motion was made to adjourn the meeting. Clint Hanson moved and with no objection the meeting was adjourned at 8:08pm.

8. Next Meeting:

Monday June 19, 2017

Note: Graduation will be held at PACE Career Academy on June 9, 2017 at 6pm.