

Meeting: PACE Career Academy Board of Trustees
Date: Monday, August 19, 2019
Time: Board Meeting - 6:00pm
Location: PACE Career Academy
Pembroke, NH 03275

Meeting Minutes

1. Call to Order: 6:30pm

Present:	Absent:
Gene Calvano	Ahni Malachi
Kris Raymond	Sydney Malachi
Rachel Carver	April Villani
Clint Hanson	
Jorge Santana	
Amy Parkinson	
Karen Guercia	

2. Board Minutes

May 20, 2019 - Clint calls for a motion to pass. Karen moves, Rachel seconded. Passes unanimously with an abstention by Amy.

June 17, 2019 - Clint calls for a motion to pass. Gene moves, Rachel seconded. Passes unanimously with an abstention by Amy.

3. Immediate Business

A. Board Organization

1. Membership Roster

Tom and Ann have resigned. The Executive Committee has approved. Clint called for a motion for the full Board to ratify the decision of the Executive Committee. Kris moved, Karen seconded. Passed unanimously. There are now two at-large member openings. If a Board member has someone they are interested in having on the Board, they should bring the recommendation to Jorge or the Executive Committee.

2. 2019/2020 Meeting schedule

The chair of each committee should let Clint know the date for the committee meeting. Monday, November 25th will be the new date for the meeting that was originally Monday, November 18th.

August 29th at 4:00 will be the next Curriculum & Personnel meeting.

B. Committee Reports

1. Finance and Facilities - Clint and Gene met and discussed cash flow. Cash flow was a major issue earlier in the summer. The committee recognized it as necessary to accept a short

term loan (to be paid back over two years) in order to make payroll and pay the contractors. The State Adequacy money was increased. Fundraising was increased as well, both monetarily as well as in-kind donations. Cash flow reports will no longer be emailed on a weekly basis, and will be emailed monthly instead. We have surpassed the budgeted amount for contracting by \$83,000. 60% of that is due to the firewall and other unexpected costs. The other part is just the cost of construction. The final payment of adequacy money was around \$60,000. HEFA gave a \$50,000 line of credit that we have to pay down, but then we will be able to use again the following day. This will fall right after our adequacy payment in October. This year the budget has a lot of estimates, as the utilities and other items (snow removal, trash removal, etc) are all new to us. Clint called for a motion to have the Board to approve the Finance Controls Policies and Procedures. Kris moves, Karen seconds. Passes unanimously.

2. Curriculum and Personnel - Discussed staff training needs, the PBIS training that the staff has been receiving, and competencies which are being implemented this school year. The committee reviewed IEPs to ensure students are receiving appropriate services. Several students will be receiving services under Jorge's social work license and PACE will be billing the districts. The committee discussed hiring another teacher. The staff has a vacancy for a VISTA.

3. Community Relations & Fundraising - The agenda for tomorrow is primarily focused on the Ribbon Cutting Ceremony. They will also be discussing opportunities for fundraising throughout the school year. The Ribbon Cutting is being held on September 12th. Lang's is donating ice cream for the event. An electric car starter will be raffled off. Jorge's mother is donating two airplane tickets to be raffled as well. There may be a 50/50 raffle, and the committee will be reaching out to other local businesses as well. The new casino in Concord chose PACE to temporarily be the nonprofit of choice, which will result in a percentage of sales being given to PACE.

4. Executive - Clint would like to ratify the short term loan for \$75,000. Karen makes a motion, Amy seconds. Passes unanimously with the exception of Gene, who abstained.

C. Other

1. General Assurances, Requirements and Definitions for Participation in Federal Programs

Jorge explained that the staff has created new handbooks for teachers, support team, and students. Karen requested that the legal matters are moved to the beginning of the handbooks. Board would like to see all handbooks prior to the next full Board meeting, with added pieces covering legal matters such as non-discrimination policy, teacher evaluation policy, and other policies listed in General Assurances document. PACE will not distribute handbook to students, staff, or community until it is final and approved. Clint requests a motion that elements of the document have been discussed and Clint has received permission to sign the document on behalf of the Board. Motion Karen, second by Amy. Passes unanimously.

4. Adjournment

Clint calls for a motion to adjourn the meeting. Kris moves, Karen seconds. The meeting is adjourned at 8:42pm.

Next meetings:

- | | |
|--|---------------------------|
| a. Executive Committee Meeting | Monday September 16, 2019 |
| b. Executive Committee Meeting | Monday October 7, 2019 |
| c. Executive Committee Meeting | Monday November 4, 2019 |
| d. Finance/Facilities Committee Meeting | |
| e. Curriculum/Personnel Committee Meeting | Thursday August 29, 2019 |
| f. Community Relations/Fundraising Committee Meeting | |
| g. Board Meeting | Monday November 25, 2019 |
| h. Board Meeting | Monday February 10, 2020 |
| i. Board Meeting (Annual) | Monday May 18, 2020 |