

Meeting: PACE Career Academy Board of Trustees
Date: Monday, September 17, 2018
Time: 6:00pm
Location: 65 Pinewood Road
Allenstown, NH 03275

Meeting Minutes

A. Call to Order: 6:27

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

B. Director's Report

- Bookkeeper Laurie will be in attendance at our next board meeting. Jorge shared PACE's current financial status and gave a cash flow update. PACE's current credit available from MCSB is \$11,439.61. Jorge gave an update on DOE grants and funding.
- PACE currently has 38 students and has an 81% attendance rate since the beginning of the school year.
- Jorge requested Board approval to remove \$15,000 from PACE's line of credit to our general operating budget.
- Rachel shared an update on the first week of Career Exploration events. She ran work preparation groups and gathered feedback from students on what they felt was important to learn about. Groups will be running every two weeks. Community events will begin in November.
- The walls have been delivered and installed in the new building. We are waiting for final approval from the Planning Board and continue to hope that we will be moved into the new building no later than November.
- Regarding students, Jorge shared that there have been no major incidents thus far. School attendance is at 81%. Karen offered to do a staff training on confidentiality.
- PACE staff members shared stories of success that have happened so far this school year. Jorge and the staff are creating a "hang out" space for the students to enjoy when they are not in classes. In the new building, it will be a designated room. All items inside the room will be fire retardant and access into the room will be based upon a criteria that is yet to be decided upon.
- Study halls have become an issue. Staff is looking to figure out a way to make it more structured. PACE has started provided noodles and coffee to students. Jorge has gathered

quotes from four different companies to clean the school. Tom would like all of the quotes consolidated and sent to the Board.

-The bus broke down in Nashua last Thursday. Jorge had the bus towed to a mechanic and everything is working and good to go.

-Jorge and staff have reached out to parents and are forming a parents group.

-PACE has been approved as a host site for MSW interns from UNH. Placements will start in October.

-PACE has been approved as a Food Bank site.

-There is an aviation class being offered to PACE students - 6 students (5 male, 1 female) are interested and will have a meeting on Friday regarding next steps.

-Jorge has been working with the Maker Space in Manchester to build a partnership.

-Dave Kelly is teaching a Running Start class this year and Anne is working on getting certified. This will provide students with dual credit for PACE and a local community college for very cheap.

-Michele is working on creating a point system to incentivise things such as good behavior and attendance.

-Jorge has been meeting with folks from the DOE regarding Title 2 and i4see.

-The following are challenges: transportation to school, enrollment, Title 1 testing, support services, and benchmarks.

-Upcoming projects include: parents groupm, planning board application, grant writing, tutoring, cash donations, in kind donations, mentoring, and obtaining swag (Robotics, hoodies, cups).

-JFY Networks is a computer system that provides testing, reading, and math support. A representative came in to talk to staff and several teachers are interested in using it.

-AmeriCorps - costs PACE approximately \$8000 per member. Vince is currently our AmeriCorps State and National member and has been helping with groups. Kelsey is interested in applying for the VISTA position which PACE was approved for recently. PACE is interested in hosting a VISTA but will not host one unless a grant is received to pay for one.

C. Old Business

-Martin worked 10 hours for PACE over the summer and will be paid \$50 per hour for his labor. Clint moved, second by Karen. Passed unanimously.

-Board set goals last meeting to determine priorities:

A. Finances

- a. Enrollment
- b. Cash flow
- c. Financial reporting

B. New Building

- a. Pembroke PB Application
- b. Build out completion
- c. Upgrades via grants

C. Climate and Culture

- a. Maintain

b. Enhance

D. Non-Public

A motion was made at 8:15 by Clint to go into Non Public Session under RSA 91A: III 2 c. Seconded by Karen Guercia. A roll call vote was taken and all were in favor. For the non-public session, all staff is dismissed.

At 8:56 a motion was made by Clint H to come out of Non Public Session. Seconded by Karen Guercia. A roll call vote was taken and all were in favor.

NO actions were taken in Non Public Session.

At 8:57 a motion was made by Clint to seal the minutes of the Non Public Session until September 17, 2019. Seconded by Ann Robinson. A roll call vote was taken and all were in favor.

E. Next Meeting: October 15, 2018

F. Adjournment: 8:58pm