

Monday June 18th 2018 Meeting Minutes

A. Call to Order: -- Chair

6:05 PM

Present:

Tom Gilligan
Martin Castle
Gene Calvano
Rachel Carver
Clint Hanson
Tim Herbert
Karen Guercia
David Doherty
Kris Raymond

Absent:

Stephanie Carberry
Jorge Santana
Mike Reardon

All Board members present. The board recognize two special guests. A plaque was presented to Martin for honor and recognition to Martin for his service.

B. Minutes:

April 16th, motion of the board to accept, First Chris. seconded by Dave, motion passes unanimously with one abstention, Chris. Minutes of May 21st tabled.

C. Immediate Business:

a. Tour of New Space:

Everyone was able to tour the new building to familiarize themselves with the new space and the finalized floor plan, which was designed to preserve an inviting and open space. There were several questions from board members about the new space. Kris asked if we are guaranteed to move into the new space by September and Tom explained that nothing is certain due to variances still needing to be issued the town. Gene then clarified that a sewer variances and a meeting with the health officer are holding the finalized move up. At the next town meeting 30 days will be given to finalize all forms etc...needed. Discussions were had to determine if anyone on the board can contact people in the town to help move the process along. Dave knows some of the people involved and will make a some phone calls so that our target move

date can be met. The meters will also be checked to determine if the meter is correctly reading the amount of sewer usage that there is.

The fact that the new space has been leased not bought was also discussed. Currently, the space will be leased but the full intention is to buy the whole building in the near future, when funds are available. Signage at the front of the space and displayed on route 106 was also discussed and it was determined that it will need further investigation to see if putting a sign on route 106 is possible or not. Finally, the fact that the loan has been approved for build out of the new space and that safety glass will be installed was discussed.

b. Introduction of potential new board members:

c. Director's Report

Martin began by thanking the board for their willingness to take a risk with him throughout his time at PACE and is very thankful for all their help, guidance, and leadership. The first topic discussed was two grants received from Homeland security to help securing radios and installing safety windows and a grant obtained for the planned staff retreat over the summer. Secondly, the security company that PACE has been working with will continue to work with PACE to bring security locks etc.. to the new building. Title I funding was then discussed with a possible \$2,200 with possible changes. The letter from HEPHA stating that \$120,000 for build out funding was also discussed. \$25,000 from the Merrimack Bank Account moved into the checking account was also discussed and the money is expected to be available in late July.

Pay roll for the summer was also discussed. Payroll will be much lower for the summer, with only two staff members on Payroll. Additionally, Jorge need to go to bank and sign papers with a staff member to finalize his role as the fiscal manager of the accounts of PACE. Rules and Responsibilities for financials letter was also received by Martin as well as a General Assurances letter for review and signature, which will be emailed to the auditor by Martin. There will be a meeting with auditor on June 27th, 2018.

The current bookkeeper's desire to become the auditor for next year was also discussed. The current bookkeeper would like to step out of her bookkeeper role, as of July and has recommended person to replace her but is willing to step in if the person recommended does not work out. The Officer manager role being unfilled was then discussed. The position has been reposted as a permanent position with full benefits. The salary will possibly be increased to \$32,000 to get more interest. The job has been posted on indeed and EdJobsNH but it may also be good to contact the unemployment office to see if there is any interest in the position. The posting of the Assistant Director/Career Experience roles and responsibilities for the next year to further determine what the year will look like was also discussed.

Enrollment for next year was then discussed. There will be 28 returning students and 9 students committed to come for next year, which brings the total students to 37. The target for enrollment is 53 to average to 50. Rachel and Jorge will be meeting with Strong Foundations to possible recruit students and in an effort to establish a good partnership with them. To gain further enrollment, all principals in the area need to be contacted to recruit potential students.

Manchester and Hooksett also need to be targeted to recruit more students. Finally, summer programs should also be contacted to recruit further students.

The concerns with moving were then discussed. Much of school has already been packed and it will be important to determine a move date as soon as possible. The Department of Corrections has also said that they will be willing to help PACE with the physical moving as well as several students. The possibility of pushing back the start of the school year was brought up but Tom stated that that is not a possibility as the move needs to be as smooth as possible and that would be too disruptive. The move will just need to be pushed back if necessary. The worst worst-case scenario would be to lose the facility. We will know in the next 90 days, whether we can move in or not as the dealings with the town will be resolved or not within that time period.

Martin Thanks the staff for everything that they do, and he is very appreciative of what they do and he feels very fortunate.

Rachel also brought to attention of the board to how many times the bus have been used (on a spreadsheet) and that it has been a good investment overall and thanks Gene for helping to make the bus possible for PACE. It is good for the board to see this data because it will help in the future to get more things that we need. The possibility of having a bus run when we move to the new building was also discussed as well as the possibility of storing the bus in Allentown in order to advertise PACE. Ann Robinson also brought to the attention of the board that she may be willing to drive the bus to help kids get to school but only for several days per week. Jorge will look into setting up a bus route and will contact Dale Transportation to see what can be done to pick up an extra route and find out cost etc... He will also contact the Boys and Girls Club and the YMCA to see if they may be willing to assist us. Finally, the possibility of working with National Guard to use their track and field was also discussed.

d. 2018-19 Final Budget Vote:

Motion to vote on the operating budget. First motion (Karen) and second (Clint). Motion to approve for 2018-2019 a budget of \$527,503.92 total. Floor opened for concerns/questions. \$24,000 for Title I funds, \$33,000 free and reduced lunch, grants: \$19,630, Tuition: \$117,568. All accurate apart from utilities for new building as now way to know for sure besides estimating, which is what has been done. PD and Insurance was this included in the budget. \$5,000 staff salary for summer development. Staff development line 25 increase it by \$5,000 for summer development. Additional insurance amount adjustment. Additional \$5,000 for staff retreat (grant money received but not sure on amount). \$450 for PD reimbursement (2017/2018). Medical insurance \$2,400. Motion to amend the \$533,269.92, First by Clint and second by Karen. Donation and contributions increased by \$20,000 to a total of \$25,000. Motion to pass budget. all in favor. Motion passed unanimously.

e. 2016- Audit Update Letter Review and Vote of Acceptance:

May 21st 2018 letter from Plodzick and Sanderson. Management letter for 16/17 audit. Motion to approve, first Dave, second Clint. Motion to confirm the receipt of the letter in May and receipt and ratification of the letter. CYA Notice. All in favor motion is approved unanimously.

f. 2017-18 P&L vs Budget Update and Review:

Gene sent PDFs. No statements from Gene. \$62,897 in bank by the end of May.

g. Current Financials thru 5/31/2018:

\$22,207 at the end of May

h. Review/Vote on the final version of the new lease agreement (review and approve):

Only changes were driveway changed to one way around the back of the building. Vote postponed.

i. Discuss proposed staffing structure – Incoming ED:

Jorge bring up proposed title changes for staff Dave Kelly will support and supervise teachers and Rachel will also be a direct supervisor. Dave will meet with the teachers weekly. This will be direct supervision from day to day. Formal staff evaluation will, however, still be done by the director. Jorge will send this proposal to the board of trustees and it will be discussed at the next meeting.

Jorge also must meet with Karen and Tim for instructional review/Incident level training and will also need to discuss incident response and escalation. Jorge will also be working to update documentation for handbooks with the staff over the summer and the proposed changes will be brought to the board for review once completed.

Finally, Jorge expressed his desire to launch the school year with an outing with the students in order to ensure that students feel engaged with the school from day one. This will also allow time for all changes to be discussed with the students. Gene: how effective will this be without Jorge having spent time with the students/staff in the classroom environment? Jorge has gotten feedback from the staff only but has also had some experience with the students. Jorge will need further time to get to know the staff, students, and culture of the school.

j. Set date for board retreat/goal setting meeting:

Get together as a board and discuss goal setting as a group using a template and set how they want goals to be achieved by director and staff. Priorities will also be made clear at this meeting. A date was set for this on Monday July, 23rd at 6pm, meeting at PACE.

D. Consent Calendar:

a. Grant Funds

Received \$2,000 grant from Homeland for five radios for emergency communication. Title 1 grant for re-allocation money to cover the retreat for staff has been secured but the exact amount of the grant has not been disclosed yet. (possibly for \$5,000.) Received \$20,000 grant from Homeland security for installing safety windows.

b. Gifts/donation

E. Old Business:

F. Information:

G. Policy/Procedure Review:

H. Non-Public Sessions:

Motion to enter non-public at 7:46 pm. Motion by Clint seconded by Dave, to end the non-public session at 8:08 pm. No action was taken in non-public.

I. Right to Know Acknowledgements by the board and Subsequent Public Action (if required):

J. Next Meeting: Monday, August, 20, 2018

K. Adjournment:

Meeting was adjourned at 9:05 pm.