



Meeting: PACE Career Academy Board of Trustees
Date: Monday, February 15, 2021
Time: **6:00PM**
Location: **Online—Zoom**

PACE Career Academy
716 Riverwood Drive
Pembroke, New Hampshire

AGENDA

1. Call to order 6:00 PM

Present

Mary Verville
Clint Hanson
Jorge Santana
Kris Raymond
Gene Calvano
Mary Woods
Karen Guercia
Amy Parkinson
Jennifer Cipolla
Adrienne Evans
Amy Manzelli

Absent

Gene Gauss (alternate)

2. Board Organization—New member nominations (Vacancies/Continuations)

No new nominations

3. Minutes: To be distributed for full board action: November 16

Sent with meeting notice. Motion to accept

4. Immediate Business:

a. Executive Committee

i. 2020-21 Budget/Financial Update—Review/Questions

Gene stated we are in fairly good shape with our debt. Twice annually pay down our loan. By the end of June expect to be down to one loan.

Clint - is it worth keeping the 2nd loan? Gene stated we will keep it, but pay it down.

Clint - by May we will have the next budget in place.

Clint - Having audits complete and up to date will be more critical going forward. The charter is up for renewal, due January 2022. May have to file the charter renewal to the Town of Pembroke for approval by the district. Karen will check to see if we need to file by May. We may only have to go before the school board without approval by voters.

b. Finance/Facilities Committee

Karen got a quote on potential renovations. Will talk about it during budget time in May. Need to figure out rental fees for preschool. Have suspended search at this time until she hears back from board. Clint - will look into financing as well as the needs of PACE to use space.

Gene - getting updated appraisal on building in case we need to take on more debt. Will tell us if we have additional room for more debt. That will be built into the lease.

Jorge - fixed gas meter that broke off from falling snow. We will need to build a roof over meters. We had a water leak which increased our water bill. It was a running toilet in the last garage. The water was turned off until it is fixed.

Jorge - we bought air purifiers. A parent wrote a grant for a butterfly garden, coy pond, etc. The grant will be used to make the back look nice. We did our graduation there last year and if we make it look nice we can continue to have the graduation and save money on renting space.

c. Curriculum/Personnel Committee

Karen - candidate update - preliminary interviews completed, next level interviews should be done soon.

Jennifer - extended 2nd interviews to those recommended by the Board. We do have a strong candidate for the Special Educator position. The candidate will provide a demo lesson to students and have an interview with Karen and Amy. The position is for this year. Karen - is this position taking Anthony's position? Jorge stated that we have three open positions (Humanities, Anthony's, and Social Worker). Jorge has \$130,000 that we are supposed to be receiving for ESSER funds. Jorge would like to use funds to bring in extra support to get young people to finish the year strong.

Karen - do individuals know that they are being hired with grant funds and that when the grant ends the position ends? Jorge stated that we just hired a para. Our needs have increased and the contracts are written through the end of June 2021. Kris wants to make sure that the grant funds are allowed to be used for these positions. Are the positions really due to COVID? Jorge stated that yes, the positions will allow our students to get caught up. Kris - ESSER II can be used over two years.

Karen - grant can't supplant what normally would be provided. Be cautious how the grant is used. Will need to provide reporting as to what individual's provided school for services.

Jorge - we are looking for a second special educator which was not in the original budget. Karen stated that the person will not be able to help other non-identified students.

d. Community Relations/Fundraising Committee

Mary W. - Gene, Jorge, Mary W. and Adrienne are on the Fundraising Committee. Mary stated that our website needs to be updated. It is not intuitive for fundraising. Gene and Jorge are looking at bidding out for a website redesign.

Gene - need to start with updated technology as a starting point. Everything is directed to the website which needs to be improved. We have some money to use for updates. Gene was on a demo with Jorge this week for a fundraising platform. In the early stages at this point.

Amy M. - will ask about website design that was used by a different organization that she previously worked with. Will report back on her findings.

Jennifer - have we reached out to Wix to ask them about help with website development? Jorge stated that it is for a small business and is not built for what PACE needs.

Gene stated we need to look into other websites that can easily be updated by PACE staff. Amy says to stay away from Squarespace as it is difficult to use. Gene stated that WordPress is a good one that is easier to use.

e. Director's Report

Jorge talked about financing and fundraising above. Waiting for the \$130,000 to land in our account to input it into our budget. We applied for the Promising Futures grant. 41.8% of our students have been identified as special needs. We have a need for three paraprofessionals. It is difficult working with the different school districts. Karen is going to share a contract template.

Karen - spoke with other districts in regard to getting support. They are also interested in setting up a contract and having support from the LEAs. Karen is championing the cause for PACE with other towns. Jorge will keep everyone posted on communication with other districts.

Jorge - we are at 67 students and will be transitioning some students out. Trying to partner and coordinate with Job Core and Second Start. Engaging students to get them ready to transition to an adult program that can help them as it would take too much time to get them graduated before they age out. Jennifer and Jorge are working on individual plans for all students.

Projected numbers for next year. Put together a 3 year financial plan to scale up to 80 students. Jorge wants to finish the middle garage with two floors, leaving the last garage open in case we want to bring in a lift for cars. Next year's projected enrollment is 72, adding teachers to keep class size to 14.

Culture - Jorge is disheartened as NH does not have much support services. This leaves PACE to put together safety measures and check in with students. Mary W. asked if PACE is using NAAMI. Jorge stated we are and that he has met with them. Jorge is working with Riverbend to use the PACE building

after hours for family support, Mary W. stated that NAAMI does not charge. Karen stated there are wait lists. Counselors are overloaded and only take critical cases. Riverbend doesn't have enough capacity. Jorge is working with Riverbend to hold groups in the PACE building. Jorge is also looking out of state to connect families.

Mary W. stated that she can help form a family support group. Will meet with Jorge offline. Jorge believes that COVID is one of the issues with the need for additional support. Mary W. will help with Riverbend.

Kris - make sure that we have everything in place for charging policies (probably none). Need security cameras in place. Karen - Do we have a facilities use policy in place? We need to have one. Need something in writing to deal with how facilities are kept and rules for groups using facilities and how space needs to be kept. Look at other towns' policies and DHHS.

Jorge - have staffing gaps. Have school do intake to save steps. Substance support groups. Jorge wants to start a dad group. Karen stated that local schools have made space available for Riverbend to go in during the day for students that need services. Saved parents from driving them into Concord. Amy P. stated that kids were able to get bumped up the list at PA.

Seniors need paid internships and better paying jobs. Jorge needs help finding jobs for students.

5. Non-Public Session: As Needed - not needed

6. Old Business: none

7. Informational Items: none

8. Adjournment—Next Meeting: Monday, May 17, 2021, 6:00 PM

A motion was made to end the meeting by Gene & Mary W

Motion to adjourn at 7:09 PM