

Meeting: PACE Career Academy Board of Trustees  
Date: Monday, February 18, 2019  
Time: Board Meeting - 6:00pm  
Location: PACE Career Academy  
Allenstown, NH 03275

## Meeting Minutes

1. Call to Order: 6:05pm

Present:	Absent:
Gene Calvano	Karen Guercia
Kris Raymond	
Tom Gilligan	
Rachel Carver	
Clint Hanson	
David Doherty	
Jorge Santana	
Stephanie Carberry	
Tim Herbert	

2. Nomination of new board members (if any)

There are no nominations for new board members

3. Minutes

December 18, 2018 - Two corrections, top of first page incorrect date & "Hanson." Clint made a motion to amend the minutes, second by Ann. Motion approved unanimously, with abstention by Dave.

January 28, 2019 - Minutes will be tabled until the March meeting.

4. Immediate Business

A. Policy Discussions-Votes

I. Incidents involving police, fire, EMS notification policy

-Board Chair should be notified as soon as there is a presence in the building. They will make the judgement call whether or not to notify the remainder of the Board immediately. When Jorge or another administrator is reporting to the Chairperson they may use full details, then the chairperson will use discretion to only share necessary, non-identifiable details with the rest of the Board.

-Jorge asked Tim if the PD just shows up or if he receives a heads up. Tim confirmed that he is usually given a notice if they will be coming. A discussion was had regarding under what circumstances a student is permitted to be talked to by an officer either with or without a parental guardian or school administrator.

-Jorge shared that PACE has been identified as a “Every Student Succeeds Act - CSI Comprehensive Support and Improvement school” through the DOE. Jorge is looking to determine how to make the resources from this process sustainable, as all funding will be available for 3 years and then no longer. Jorge and the staff are looking forward to the supports that this will provide for the school. It will also keep the spotlight of the DOE on PACE which could be an opportunity for even more resources.

-Students from the SAU #53 may taking advantage of Pembroke Academy services. Jorge and Tim will follow up with each other regarding the possibility of having a school counselor or other mental health professional from PA come to PACE once a week to meet with a few students.

#### B. 2018-2019-Financial update.

lii: Stipend paid through 2019/2020 through payroll taxes taken out and paid through P Clint: First Gene: second, all say aye, motion passes.

iv: Draft budget scheduled for March meeting

#### C. New Space Update:

li: Move in Target Date March 18:

Tom asked if this is still viable? Jorge replied that we have heard from the town but need information from the state fire marshal. Electrical and mechanical drawings are no longer being discussed by the town and it has not come up again in the requests. Jorge asked if there any other funds available for moving into a new space. Tim will assist Jorge with requesting other funding. Tom asked what is left to be done. Gene replied money for the bathrooms. Clint asked if we can reimburse ourselves from the loan money has been acquired from HEFA. Clint wait until all final bills and then ask if surplus can be used for other projects etc...Jorge has gotten \$6000 in extra money from Title I. Tom stated that we are owed money from Homeland Security for the radios and the security doors.

Tom asked if March 18th move in date is not realistic. Jorge has been told is that the actual construction of the bathrooms is 2 weeks. Other things like ramps etc.. do not need to be worried about any longer. Clint asked if it makes sense to postpone the move in date to the April Break? Gene said it does make sense so that the final move can be completed while school is not in session. Tom asked Dave to find out who Jorge can contact in Homeland Security to ask for the money for the security updates. Jorge will also ask Marjorie. Jorge will call the Chamber of Commerce to let them know that ribbon cutting may be put off.

Move in date will be pushed to April break (April 22nd to April 26th).

Updates: Tom wants to be copied on all any communications to all parties involved in the move to the new building, permits etc...

Jorge informed the board that divider wall between two spaces must also be built. Still waiting on building permit to finish the last pieces. Dana is holding up the building permit. Tom will be

copied on email sent to Dana tomorrow. Dana needs the "OK" from Fire Marshal to give permit after their inspection. State must do plan review before permit from Dana. Tom requested that PACE get lawyers involved so that this can be moved on.

Will they just accept a loan from HEFA as a deposit? Gene will find the answer for the next meeting. \$165,000 is outstanding. Monthly mortgage rate is \$5,000 can we get an exemption on property taxes. Must apply by due date in order to receive an exemption by April.

Would like to up student count to 75-80. Would like to own the building by that time.

Financial Update:

Adequacy check was \$97,000

Merrimack County Savings Date: \$75,800

TD Bank: \$74,430 - \$12,000 about \$62,000 for the build out.

#### D. Director's Report

Jorge shared with the board that we have several new staff members and he would like to introduce them to the board during a next board meeting or perhaps an open house meeting. Tom is open to either option. Clint would like to have an extra night to meet the staff. April 15th board meeting is a possible time or do an open house. Jorge would like it to be after March 12th so all new staff will be on board will schedule a meet and greet after that date.

Enrollment is steady and there may be another new student very soon. Seniors will account for at least a half time student until their graduation requirements are complete. New adequacy money will come in in end of May/June no more until September.

Jorge said any help for move into the new building is very important and needed to move the move forward. Jorge has been working on this issue for many months and needs assistance. Tom requested that Jorge copy me and send an email to all concerned parties asking for an update and Tom will assist and if nothing changes Tom will pull in a lawyer.

#### 5. Old Business

Jorge worked with Laurie and Gene to withdraw \$25,000 from our line of credit. Motion to authorize withdrawal of \$25,000 from PACE's line of credit to be moved to our general budget. Moved by Tim with a second by Gene. Approved unanimously. Motion to pay back the line of credit by using the general fund. Move by Tim, second by Gene. All approved.

#### 6. Informational Items

Gene is stepping down as Treasurer at the end of the school year. If anyone is interested in stepping forward to seek the nomination as Treasurer they should let Jorge or Gene know. Dave will be stepping down from the PACE school board as well, beginning in March. Clint will be running for the Pembroke school board. Jorge would like to have a member from Allenstown

as we have many students from Allentown. Jorge has been setting up meetings with Executive Directors of other local charter schools to discuss challenges, etc. Ledyard school met with Jorge already. The Ledyard ED explained to Jorge that he was able to procure money for students who come from each town and he gets funding for every single student in this way. Allentown FD came to PACE and was pleasantly surprised at how great everything looked.

Conclusion date for Eric's stipend has ended.

Rachel left meeting at 7:20pm.

#### 7. Adjournment

The meeting adjourned at 8:10pm.

**Next meeting:** March 18th, 2019.