



Meeting: PACE Career Academy Board of Trustees  
Date: Monday, May 17, 2021  
Time: **6:00PM**  
Location: **Online—Zoom Link provided via e-mail**

#### AGENDA

1. Call to order/Roll call at 6:06 PM

**Board Members**

Clinton Hanson

[Amy Parkinson](#)

Amy Manzelli

Gene Gauss (alt)

Adrienne Evans

Kris Raymond

[Gene Calvano](#)

Karen Guercia

Mary Woods

Mary Verville

**Interested Parties**

Ann Welch

Aymme Haskell

Bobby Glynn

Lily Pearsall

[Jake De Boer](#)

Laurie Boucher

**Interim Exec Director**

[Jennifer Cipolla](#)

2. Minutes: February 15, 2021 as distributed for full board review/action

Kris & Amy P. moved to accept the minutes

Passed by all Board members

3. Immediate Business:

a. Executive Committee

i. Charter renewal

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

iii. Policies/By-laws

#### Charter Renewal

Overview of the charter renewal. Submit to the DOE by November 2021. Clint stated that 45 items are missing and are needed to renew the charter. Mary V and Jennifer mentioned a few of the major items that are missing. Data is the main item missing.

Karen reviewed the application. She was on the Board at the last renewal. The DOE report is the one that sets the goals and objectives. She stated that graduation rates is what the DOE is looking for, not for assessments. Karen believes that it is a big project but it is doable. Goals have been met - moved into a new building and expanded student enrollment. She believes that we can put documents together to satisfy requirements.

Clint stated that we may ask the DOE for an extension due to change in leadership.

Amy M asked if there was any option to file a right to know request to ask what was previously filed. Karen stated that she shared the document with the answers to the questions from previous charter renewal. We can go through the DOE for graduation rates. Clint stated that it is a point of locating documents.

#### 2021/2022 Budget - in the red

Jennifer discussed the percentages of special needs students. Sophomores are at 60% and Freshman are at 59%. Tours being held recently are of students who all have IEPs. We have numerous students with social/emotional needs. A quarter of our students need counseling per their IEPs. This has played a role in staffing. Jennifer has reservations of going into next year with the operating budget PACE has to be able to staff appropriately and provide the needed support.

Kris asked about the budget model. We do not have the revenue to cover the support needed. Clint and Gene C. noted that the budget is the ideal team which puts the budget in the red. Karen asked how many of the students are SAU 53 students who have support from PA for special education services. Karen stated that there are not special educators out looking for jobs at the current salary level. She believes that administrative salaries need to be pushed down to the teachers to spread the wealth and attract candidates. Schools are struggling finding qualified candidates.

Clint asked Karen to work with Gene C., Jennifer, and Mary V. to provide a better pay scale for teachers. Karen stated that PACE could be reimbursed for some supports if it is listed in the student's IEPs. Law states that the sending district is required to pay for services listed in the IEP.

Clint stated that the budget cannot be in the red. Unless we find some major funding we may have to pull the plug. The budget must be passed by June 30th. Kris - reconvene a full Board on June 28th. Clint - must show that we have a reasonable ability to show that it will have net income by the end of the fiscal year.

Gene C. - estimated 50 students with 40% being from SAU 53. Amy P. - 6 kids from SAU 53 may possibly go to PACE. Gene C. provided more information on creating a budget. The build out of the current building was designed for split sessions. The schedule was changed from split sessions to all students full time, which put pressure on space restraints. Will need to build out the center of the building. Current sections of the building are not to code to allow classes. Currently using the upstairs conference room for students which is against fire code. A fire escape would need to be added to bring to code. Additional staffing is needed. Last year's budget included \$70,000 of fundraising which did not occur. The fundraising was decreased for the next budget. There are numerous issues with the 2021/2022 budget which is causing a large risk which has been accumulating for the past few years.

Jennifer discussed the split schedule. She stated that it didn't work because the seniors were not on track to graduate. Full session allows students to have more classes to choose from and

meet their graduation requirements. Jennifer will work on calculating the graduation rate if going back to a split session. Amy P. stated that some students could be part time and others could be full time if they need extra help. Jennifer stated that we are offering full remote, hybrid, and full in-person. Karen discussed different options for the grade levels to offer flexibility for staffing with fewer students in the building. Jennifer discussed ELOs to incentivize students.

Clint stated that we have 6 weeks to determine if PACE can go forward. We must serve the students as well as work financially. We need realistic expectations for fundraising. Determine by June 28th.

#### By-Laws/Policies

Preliminary discussion by the Executive committee in regard to the By-Laws, policies

- b. Finance/Facilities Committee - stated above
- c. Curriculum/Personnel Committee

Karen - had 5 apps for the Executive Director. Two have moved forward and will have meetings with them tomorrow.

Jennifer asked about positions at PACE without a budget and not knowing what the salary range is. Karen stated that we could low ball the salary. We can incentivize the Exec Director position by offering more money at the end of the fiscal year if the new Exec Director brings in money through grants and fundraising.

Karen - tweaking the handbooks will be on hold until a new Exec Director is in place.

- d. Community Relations/Fundraising Committee

Clint - come up with a more realistic target number.

- e. Director's Report
  - i. Enrollment - discussed above

Jennifer stated that the senior class is on target. We will be having a senior dinner and breakfast. We have been plugging away with the changes and challenges. Focus is on the success of the students.

Jennifer stated that she already discussed the increase in special education needs.

Mary stated that this graduating class is the largest in PACE's history at 14.

#### 4. Public Comment:

- a. Staff

Ann Welch stated that the English students have a guest speaker coming in. Ann also stated that she is impressed with how the staff is handling in-person and remote at the same time.

Jake - asked about what happens if the budget doesn't pass. Clint stated that legally we cannot offer a contract until the budget passes. We have 24 hours to let staff and students know following the passage of the budget if the school will close. Jake discussed prioritizing the budget prior to June 28th so staff and students will know if the school will close so they can get jobs and new places to attend school.

Karen and Amy M. agree that we can move it up to June 7th. Mary W. and Amy M. made a motion to move up review of the budget. Kris suggested moving the decision to June 14th. Mary W. stated that it isn't fair to prolong the budget review past June 7th so teachers know if they have a job to come back to.

Clint - we will make a decision on the budget by June 7th - to continue the organization or close it.

Laurie - is everything being reviewed for the budget, including the needs of special education. Clint stated that everything will be included in the discussion, including special education needs.

vote to make decision on budget by June 7th

Adrienne - absentia (left meeting)

Yes - Mary V., Mary W., Gene C., Amy P., Amy M., Clint, Kris, Karen

- b. Parent
- c. Student
- d. General public

5. Non-Public Sessions: As Needed
  - a. Staffing (Non-Public Sessions, if needed)
  - b. Students (Non-Public Sessions, if needed)
6. Old Business:
7. Informational Items:
8. Adjournment—Next Meeting: Tentative, August 16, 2021

Motion to adjourn by Kris and seconded by Karen. Meeting adjourned at 7:33 PM