



Meeting: PACE Career Academy Board of Trustees
Date: Monday, October 16, 2017
Time: Board Meeting - 6:00 PM
Location: PACE Career Academy
Allenstown, New Hampshire

Order of Business
AGENDA

1. Call to order - Chair

Minutes:

October 16, 2017

2. Immediate Business

- a. Accepting Minutes
- b. 2016 Audit Update
- c. Room Expansion Space/Needs
- d. EOP Status/Needs
- e. 2017-18 Final Budget
- f. Director's Report

3. Old Business

- a. Graduation Policy/Requirements
- b. District Agreements

4. Policy/ Procedure Review

5. Adjournment

6. Next Meeting Monday, November 20, 201

PACE Career Academy Board of Trustees

PACE Career Academy

Allenstown, NH 03275

Monday, October 16, 2017

Meeting Minutes

1. Call to Order: 6:04 PM

Present:

Tom Gilligan

Martin Castle

Kelsey Tomasic

Gene Calvano

Rachel Carver

Clint Hanson

Tim Herbert

Karen Guercia

David Doherty

Absent:

Stephanie Sarabia

Jody Moore

Mike Reardon

Kris Raymond

2. Immediate Business

a. Accepting Minutes

There was a motion to accept the minutes from June 19, 2017 by David Doherty, with a second from Clint Hanson. The motion passed unanimously.

A motion to accept the minutes from August 21, 2017 was made by David Doherty. Various changes were made to the minutes and the motion was amended by David Doherty, with a second from Clint Hanson. The motion passed unanimously and the changes will be sent to Tom Gilligan for further reading.

A motion to accept the minutes from September 18, 2017 was made by David Doherty, with various changes made to the minutes. The changes were amended with a second by Clint Hanson. The motion passed unanimously, with the changes being sent to Tom Gilligan for a read through.

b. 2016 Audit Update

The audit will take place during the last week of October. Karen Scott and the auditor themselves are the only two people who are able to make additions and subtractions to the financial updates.

PACE has hired a new bookkeeper, Olga Briggs. Olga has a contract with PACE, and will be working with PACE at least until July 1, 2017. Martin Castle stated that there will be a clearer financial update by November's board meeting now that Olga will be working two to three days a week. Olga will be giving a manifest at every board meeting starting in November. Olga Briggs works for Lifetime Tax and Accounting, and will be paid \$37 per hour by PACE. PACE has money left over in the budget to pay for Olga's services.

c. Room Expansion Space/Needs

PACE will be paying \$500 a month for extra classroom space down the hall. The agreement to rent out the space started on October 1, 2017. Martin Castle stated that PACE has a projector and a white board available for the classroom, which will be installed during PACE's development day on October 20, 2017. Tim Herbert said he will check for additional chairs at Pembroke Academy to use for the new classroom.

d. EOP Status/Needs

Martin Castle stated that Homeland Security will be setting up a meeting with the Fire Department to get Allentown Schools on the same page about what to do during emergencies. With various grant money, PACE hopes to install new doors, a panic button, and to create a safe room. PACE is working on an evacuation plan, and hopes to partner with a church or business down the road to be able to seek safe haven in times of emergency.

Tom Gilligan stated that PACE should use the school bus to transport students to a safe area when in emergencies. The bus itself seats 14 passengers, so there may need to be two trips during emergencies.

The board agreed that Martin Castle should be the point person to make calls the both emergency numbers and to student's parents during emergencies. PACE would like to also have a public information officer.

e. 2017-18 Final Budget

Martin Castle is finishing up putting the final budget together. PACE plans to find out how much tuition they receive from each district, in order to see who will be paying 80 cents on the dollar. The board will be voting during November's meeting to determine how to handle the situation about tuition.

Olga Briggs will be cleaning up charts and budget information so that the board can have a clearer picture before the budget is finalized. The spreadsheets PACE has available now are being updated by Kathy Spain, since the spreadsheets are now two years old. These

spreadsheets will give PACE and the board a clearer picture on how much adequacy money PACE receives from each student.

PACE still has not received checks from SAU and the various towns that PACE's students come from.

f. Director's Report

Martin Castle handed out student surveys to the board. So far, students at PACE feel happy and respected while attending.

Martin Castle stated that PACE is in need of better internet access, and asked the board to approve a motion for \$1992.50 to upgrade the wireless internet and access points. A move was made by David Doherty, with a second by Gene Calvano. The motion passed unanimously.

A change has been made to Rachel Carver's job description, further explaining her role, how much she will be getting paid, and plans for the future with this position. A motion to approve the changes was made by Clint Hanson, with a second from David Doherty. The motion passed unanimously.

A motion to accept the proposal from Lifetime Tax and Accounting was made by Clint Hanson, with a second from David Doherty. The motion passed unanimously.

Martin Castle plans to use a day in November for PACE staff to attend a CMCT conference.

This conference will help PACE staff better understand various technology and how to use it.

Both Martin and the board believe this will be very beneficial to the staff. There is money for the budget to be able to attend the conference, and a motion to approve the conference was made by Tim Herbert, with a second from Karen Guercia. The motion passed unanimously.

PACE was awarded \$23,000 from Title 1, and also received \$19,000 from REIP.

Gene Calvano is donating \$2,000 for a food safety class.

Rachel Carver received \$1,000 from the Concord Chamber of Commerce.

David Kelly, the science teacher at PACE, received a grant of \$5666 from the Robotics Educational Development Program for the Robotics Program that PACE students are involved in at Pembroke Academy. David would also like to get a 3D printer for various classes to use. A motion to use \$1,200 from the REIP grant for the printer was made by Gene Calvano, with a second from David Doherty. The motion passed unanimously.

There will be guidelines for the use of the printer. The board would prefer if PACE staff were the only ones to actually use the printer, and the printer will be locked in a room during off hours.

Martin Castle handed out a spreadsheet of PACE's test scores. As of now, PACE is not school-wide, and have only nine students who receive Title 1 and are available to receive remedial teaching. PACE does not have a teacher this year who is available to teach remedial math. If PACE chooses to go school-wide, it will be a year-long process to do so. PACE will, however, set money aside in the budget for the chance of going school-wide within the next year.

3. Old Business

a. Graduation Policy/Requirements

An internship is required for all graduating seniors, and they need to complete 125 hours before their graduation date. The board talked about creating a deadline for internships. A vote to pass this will take place in the November board meeting.

As of now, not every senior at PACE has an internship, but the process is going well.

Graduation students must receive a minimum of 20 credits, as required by the State of New Hampshire. Students needs four credits in English, three credits in Math (1 being from an Algebra class), two and a half credits from History classes (one must be from US History, half from Civics, or Economics and Global Studies), two credits from Science (including one credit from Physical Science and Biology), a credit in Physical Education, and half of a credit in Health, and one humanities credit (half a credit from Art, and half from Technology). An additional three and a half credits are required as electives.

Any student who has not met these requirements will not be allowed to participate in graduation.

b. District Agreements

Karen Guercia passed out the agreement between PACE and Pembroke School District. Changes have been made to the agreement, and Karen agreed to bring those changes to the November board meeting. Board members will also sign the agreement at November's board meeting.

Karen Guercia also stated that she would like to do a Public Development session with PACE, and also would like to talk about how suspected homelessness with students should be handled.

4. Policy Procedure/Review

The board agreed to talk about this during the November board meeting due to loss of time.

5. Adjournment

A motion to adjourn the meeting was made by Clint Hanson, with a second from David Doherty.

The motion passed unanimously, and the meeting was adjourned at 8:09 pm.