



Meeting: PACE Career Academy Board of Trustees  
Date: Monday, November 16, 2020  
Time: **6:00PM**  
Location: **Online—Link to be provided via e-mail**

PACE Career Academy  
716 Riverwood Drive  
Pembroke, New Hampshire

#### AGENDA

##### 1. Call to order - 6:03 PM

###### **Present**

**Mary Verville  
Clint Hanson  
Jorge Santana  
Kris Raymond  
Gene Calvano  
Mary Woods  
Karen Guercia  
Amy Parkinson  
Jennifer Cipolla  
Gene Gauss**

###### **Absent**

**Amy Manzelli  
Ahni Malachi (resigning)**

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

**Adrienne Evans - nomination for At-Large member by Jorge. Karen believes that Adrienne as a parent has a vested interest in the school and should be in the parent position. Kris stated that she would still have all voting rights as the parent.**

**Clint - Need to determine if Ahni wants to step down. Mary stated that she received an email from Ahni stating that she wants to step down and will be sending in a formal letter by email.**

**Kris and Karen voted to nominate Adrienne as the parent position. The position was voted on and passed unanimously. Kris - wants to make sure that Adrienne knows of the commitment**

3. Minutes: To be distributed for full board action: August - **distributed by email 11/12/20 Minutes nominated by Karen and Kris. Gene G. is stepping in for Amy M. as the alternate and abstained from voting on accepting the minutes.**

Karen suggested that Gene G. be on the PACE Board email list in case he needs to fill in for Amy M.

4. Immediate Business:

a. Executive Committee

i. Audited 2019-2020 Year-end Financials

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

**Gene C. sent out the audit information. Clint stated that he believes that the audit came back in good form.**

Kris asked Gene to provide a high level overview of the audit.

Gene stated to look at the MD&A which has a good summary. Came through the year well. Only had minor suggestions which he and Mary are working on.

Had some money left over at the end of the year. We are in good shape for cash flow. We received another \$11,400 from the state (\$200/student). \$90K for cash at 6/30/20. Clint stated that there is a law for how much cash can be carried. Gene stated that we have the option of paying down our LOC to change our cash on hand. Clint stated we should write a policy for how we handle our cash on hand and at what point/time we will pay down our LOC to reduce cash on hand.

Jorge thanked Gene and Mary for how smoothly everything is going.

b. Finance/Facilities Committee

Karen - a month ago she went to PACE to look at the back garage for SAU preschool. She believes that there is lots of potential to service all preschool students for all four towns. The preschool does not have a budget that has rollovers. The preschool does not have a chunk of money to put towards renovations. She would like to bring to the Board an idea to use the excess cash that PACE has. The preschool has the money for rent. Can PACE do the renovations and roll the cost into the rental? Most of the kids are from Pembroke. Each town pays according to usage.

We can talk about it in February if that is what the Board wants. PACE would need to renovate and then roll into rent. Flooring, Heating and opening a second exit are the main items. Josh Coughlin thinks it would be approximately \$100,000 to renovate. 12 month rental - offer internships to PACE students for early childhood education. Kids are 3-4 years old and some young 5 year olds.

Mary W - would PACE need additional liability insurance? Karen stated staff, insurance and supplies are already part of the preschool's budget.

Karen stated that right now it is at PHS and is very small. DOE has tasked them with expanding to 50/50 to regular and special ed students. Right now it is close to all special ed. Looking for two classrooms in the space.

Clint - need to determine cash flow. Is there a possibility that they will outgrow space? Karen believes that the space will allow for growth. Only allowed 12-13 students per classroom and the space allows for two rooms. They only have one classroom now. By the end of the year they are typically around 12 students with the beginning of the year having around 6-7 students.

Clint - we are a district sponsored school and there is a need for the preschool. If we have the ability to pay for the renovations then we should move forward. It is in PACE's mission to help the SAU. If we can amortize the cost of the renovation and it is financially viable then it makes sense to explore it further.

Gene C - how long of a lease can they commit to? Karen believes 5 to 10 year lease. They are not going away. If PACE has a long enough commitment then renovation costs can be amortized. Karen stated that the SAU can draw up an MOU. Karen will look into the cost of the renovation. There are no other preschools in the area. The kids identified as special ed have to have this program.

Gene C - we need to get a better idea of the cost of the renovation so we can factor in the estimated cost so we can go to the bank to borrow money or maybe obtain a grant. Karen stated that the grants that she has seen are not for facility renovations.

Karen stated it will only be for preschool. Lots of people are looking for a quality preschool.

Mary W stated that we need to move on with the agenda items. Gene stated that Karen needs to talk to the Town to see about parking as well.

c. Director's Report

Clint - we need to get a handle on fundraising.

Jorge is committed to providing more communication to the Board about the great things happening at PACE and make the Board aware.

We are looking at this as year one. We spent the first two years stopping leaks and righting the ship. We are going to get baselines so we can show that the model is working. Focus on academics, workforce and academic services which separates us from others.

We brought on additional staff members.

Enrollment numbers - 67 current, 29 from SAU. Second biggest population is from Concord, followed by Hooksett and Pittsfield. The number of spec ed students is high at 42%. Karen stated typically around 18%.

**Fundraising - biggest internal struggle, finding the balance around being out in the community while at the same time supporting the team at PACE. Jorge wants to provide better support to the young people. Jorge spoke about the fundraising items listed in the Director's Report. He also spoke about the grants.**

**Jorge discussed some of the improvements that have been made such as resealing the parking lot and waxing the floors. Mary V and her husband have spent lots of time fixing up the interior. We had a parent install smart projectors.**

**Need new bus - need to start thinking about replacing it. We want to build a kitchen in the multipurpose room - teach our young people how to feed themselves. Fill back property to make more parking spaces and create outside area for young people.**

**Community outreach - build relationships with community colleges - dual enrollment, apprenticeships which will help our young people. Academically reaching out to get tutors from SNHU and NHTI. Building off individualized support. Building relationships with NAMI and Riverbend.**

**Focus on Pittsfield, Hooksett and Concord to get support from those districts. Jorge has been in contact with all three of these districts to form relationships. If able to get CHS to pay tuition it would fix our gap for services.**

**Focusing on getting baseline - accuplacer. Want our graduates to enter into community college after graduation. One student at NHTI and one at Colby College using scholarships. Hoping to have four students using scholarships by year-end 2021. Are tracking graduates for two years to measure the impact of our support. Want to maintain support after graduation.**

**We have three students enrolled in CRTC at CHS.**

**We switched to a four block schedule and started the school day earlier to add an advisory for additional support. Feedback has been positive. Jennifer has been amazing - changed classes, curriculum and structure of classes.**

**Jennifer - used first 9 weeks to gather data for feedback from students and staff which drove changes in Q2 class offerings. Focus on PD for teachers. Looking at Semester 2 offerings earlier so we can make tweaks for students. Jorge discussed utilizing goals and evaluations - will provide data to make improvements. Jennifer is doing amazing work. Jorge wants to see that by January of senior year that each student will only be coming into the school for Group and will be on internships.**

**Jorge asked that everyone like PACE's FaceBook and Twitter.**

**Mary W asked if there is a budget for the facility projects. Jorge stated that not at this time. We are raising money through grants and are building out as we get funds. We have obtained some quotes on different projects. Clint would like to see estimates on projects so when we discuss capital**

projects we know if we have a grant writing issue/funding issue. Clint said that it would be useful to have numbers by February meeting.

Amy - what are we using \$200/student funds? Jorge said that we ordered Chromebooks with the money.

Jorge is also applying for another grant. He just submitted another \$50k grant - Promising Futures NH Grant for new bus and staffing. Clint said that grants are integral part of PACE - we need numbers to see where the money is going.

Jorge discussed PSU students who wrote a \$70k grant for PACE. They will be submitting a presentation to build out our kitchen.

Jennifer created an amazing newsletter which we will be doing on a regular basis going forward.

Gene G asked question concerning tuition - SAU 53 paying 80% of tuition. Rest only obtaining adequacy. Clint stated that the DOE can't read the law. Every SAU by law should be paying 80% of tuition. Jorge stated that we have Bow which pays tuition. Concord is way up for students - Jorge stated he needs support by having everyone call SAU's to state that they should be paying tuition. Let folks know at the various SAU's that the young people are doing well at PACE.

Kris - at the end of the day PACE is getting \$7,200/student from adequacy. Allentown pays \$4,800 to PACE along with the \$7,200 from adequacy. Clint stated that only happens from SAU 53. Allentown gets money to pay for education through taxes. PACE doesn't get tax money. Clint stated that most of the SAU's don't get as much money/student as PACE does. Karen stated that CHS only has an interim superintendent and has a brand new Board. There is a lot of work to be done in Concord. It is getting to the new superintendent and making a connection and getting to the new Board. Clint stated that the issue is special education. Funding is coming from a broken system. Mary W - look at it differently, talk about students whose needs are different - invest in people and how PACE is successful. NH is cheap and doesn't want to spend money. Advertise that PACE is a life line. Gene G - put together a marketing plan, coupled with a political approach to reinterpret how money is doled out. Get them to enforce the law. Gene G will work on it and write emails. He knows senators personally. Get them on board. Clint - we are one of many who want money.

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

6. Old Business: **N/A**

7. Informational Items: **N/A**

8. Adjournment—Next Meeting: Monday, February 15, 2021, 6:00 PM - **Discuss final budget to have final operating budget by May meeting**

***A motion was made to end the meeting. Kris & Mary W. adopted the motion to adjourn at 7:32 pm***