

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

Meeting Minutes

1. Call to Order: 6:15pm

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

2. Nominations of new board members:

There are no nominations for new board members.

3. Minutes:

January 28, 2019 - Clint moved to approve, Gene made a second. Vote was approved by all, with the exception of one abstention by Karen Guercia.
February 18, 2019 - Minutes are tabled until next month.

4. Immediate Business:

-Discussion was had regarding the positions on the Board. It was clarified that it takes 6 present board members for a quorum and that there are 10 total voting board members.

-Tom directed Rachel and Jorge to send letters out to Seniors who are at risk of not graduating. Jorge also prompted a discussion regarding students who have attended PACE for several years and are not earning credit. Rachel and Jorge have referred students to Second Start and are looking to help others transition out smoothly.

A. Financial Update:

Cash flow - PACE received \$40,000 today from Allenstown, Pembroke, and Chichester. Jorge requested approval to take no more than \$17,000 from our general fund to pay off the line of credit from Merrimack Savings Bank. Clint moved, Gene made a second. The motion passed

unanimously. PACE has one more adequacy payment this year, however it is the smallest of the three annual payments.

Budget - Jorge, Laurie, and Gene converted the old chart of accounts to the new chart of accounts, as per the recommendation of the auditors. Board members pointed out a few minor errors which Gene will correct. He is also going to add 10% to our property taxes for the new building. Jorge is going to get an estimate for the administrative cost for 401(k) matching up to 3%. Jorge will also determine what the cost difference will be between the current stipend and doing the 401(k) matching. If it will end up being less than the current \$2,500 stipend, the difference will be added to the staff member's salary. Tom requested that Jorge find out how expensive it would be to obtain separate meters for utilities at the new building.

B. Directors Report:

-Running Start and E-Start - An outline has been created describing how these programs can be offered at PACE. Karen and Tim will take a closer look at these items (expectations, PPT, letter to parents) and review with Jorge. Tom would like to have someone be the "overseer" of the program. This will be added into their contract.

-The CSI process has begun with the staff and leadership teams taking surveys.

- "Shut it down Thursday" - Last week Jorge and the staff had a review of behaviors and expectations with the students.

-PACE Staff has been working hard to implement restorative justice practices. Jorge passed around the "peace circle" questions, which are given to students in conflict to restore the relationship. Tomorrow the PACE Staff will be meeting tomorrow to discuss how to partner with three other schools. One of the schools is also working towards restorative justice practices so the PACE staff will look into ways to collaborate with them on that.

-Jorge provided a quote from the maintenance company that works for the businesses around the new building. He will reach out and inquire about the "travel fee" to determine cost. He will also ask about average hours and inquire about the "man hour" fee, as it was not specified how many workers will be coming.

-New building update - No permits have been pulled. The fire marshal is sending the approval letter to PACE and to Pembroke tomorrow, meaning we have his approval. Jorge is waiting to hear back from the planning board regarding a site plan signed by the owners. That is not expected to present an issue. Jorge reached out to the motorcycle owners to let them know that we need their motorcycles 5 feet away from the wall so our contractors can build the firewall. Everyone (Jorge, contractors, etc.) is going to meet on Wednesday at the building. The contractors feel confident that all can be finished by April break. Tom requested a status update weekly on Fridays. Tom would like Jorge to discuss with Karen and Tim the liability in running a gym class. Especially with Eric not having a degree or certificate in gym class. We will need to determine if we need to increase our liability insurance. It may be as simple as having

students/parents signing a waiver. Jorge will reach out to Tim and request a copy of the waiver that PA utilizes.

-PACE has a new Social Work intern beginning March 28th. She is a Masters level student.

-Janice will be leaving after Wednesday 3/20 due to her inability to find housing in New Hampshire. Catholic Charities will be returning the money that PACE paid for Janice and they will be helping us look for a replacement VISTA member.

-The UNH Masters of Arts in Teaching program is interested in sending a student teacher to PACE next year.

-Tom stated that in April, Jorge will need to come prepared with a list of those that he would like to renew and non-renew and it will be discussed in a non-public session.

Next meeting - 4/15

5. Adjournment

The meeting adjourned at 8:15pm.

The next meeting will be held on April 15, 2019.