



Meeting: PACE Career Academy Board of Trustees
Date: Monday, December 18, 2017
Time: Board Meeting - **6:00PM**
Location: Allenstown Road, Allenstown, New Hampshire 03275

Order of Business

A. Call to Order: 6:05 PM

Present:

Tom Gilligan
Martin Castle
Clint Hanson
Gene Calvano
Karen Guercia
Kris Raymond
Rachel Carver
Kelsey Tomasic

Absent:

Tim Herbert
David Doherty
Michael Reardon
Stephanie Carberry
Ammy Gouin

B. Minutes

A motion to approve the minutes from November 27, 2017 was made by Clint Hanson, with a second from Gene Calvano. Kris Raymond abstained. The motion passed.

C. Immediate Business

a. Executive Director Job Description FINAL Review and Vote

The board went over the final draft of the Executive Director job description. The position is expected to be filled in March of 2017, and the candidate must be a college graduate, with at least five or more years of experience with working in a school. The board hopes for the description to be posted on various social media outlets by 2018. Tom Gilligan asked for the motion to accept the description. Clint Hanson made the motion, with a second from Gene Calvano, and the motion passed unanimously.

b. Full Time Teach Staff Job Descriptions Review and Vote

All contracts for staff positions must be approved by the board of trustees. Tom Gilligan asked for a vote to approve all of the job descriptions, with a few minor changes. Clint Hanson made the motion to approve them, with a second from Karen Guercia. The motion passed unanimously.

c. Part Time Social Worker Job Description Review and Discussion (First Reading)

The board would like to advertise the part time Social Worker position on social media by March of 2018. As of now, the description offers \$25/hr, with 17 hours of work a week. Karen Guercia brought up the fact that \$25 may be too low, since the position requires a Master's Degree, and is only part time. The board has agreed to look into the budget and come up with a new offer by next meeting. The vote to approve the job description will take place in January's board meeting.

d. DOE/HSEM/AFD Code Issues

Martin Castle has met with the Allenstown Fire Department and Police Department various times throughout the school year. There has been talk about PACE getting new doors, and upgrading the alarm system. PACE would also like to look into putting in more cameras around the building, creating a system to buzz people in, and to hire security for the building. Martin is making plans to put out an RFP to multiple security firms. All together, the new door and camera plans should cost PACE around \$3,200. There was also talk about flipping the doors in the classrooms so that they open-out into the hallway, instead of opening-in into the classroom.

Tom Gilligan brought up the fact that PACE should have at least two radios that can tune into Allenstown Police Department incase of emergency. Martin is going to make plans to call Dave Ryan about extra radios.

The issue of sharing the bathroom with Peter's staff was brought up. Peter and his staff will not get fingerprinted, which will cause problems with the police. Because the staff technically has access to children, they will either need to be fingerprinted, or PACE will need to figure out a plan to keep that staff and the students of PACE separate. There is a second bathroom in the building, but it will need to be renovated in order to accommodate for female and male bathrooms. PACE and the board would have to look into the budget if to say that is the only option.

Students at PACE have been leaving the building during break time or get coffee or food. The board has decided that there will now be a sign-in and sign-out sheet for students who leave during break. The students will have to write their name, the time they left, and the time they came back to school.

More talk about PACE moving to a new building came up. If PACE moves, it will stay within the SAU district. Karen Guercia has made plans to talk to Pembroke about Village School, and Chris Meteigert is looking for various buildings around the area to move in to. As of now, PACE rents 5,000 square feet, and the board would like at least 10,000 square feet. The board would like to make a decision about the building in March of 2018.

e. Audit Update

Gene Calvano spoke with PACE's auditor, Sylvia, and the audit may not be done until January of 2018. A few concerns about the audit were brought up, such as the fact that PACE's monthly reconciliation has not been being reported, and there have been no bank statements before reconciliation.

The board talked about the PACE credit card always being in a secure location, and staff members should never have the card overnight. Anything above PACE's floor limit should always be reviewed by a board member.

The audit for 2016 is expected to be done by January 2018, and Gene Calvano reviewed all preliminary findings that will be shown in the letter.

f. 2017-18 Budget Update

As of now, PACE has \$48,000 in receivables, and roughly around \$90,000 in the bank. PACE is overdrawn \$5,000 in school supplies from the budget.

g. 2018-19 Budget Update

The first draft of the 2018-19 budget has been written. Clint Hanson is beginning to put preliminaries into the format.

In the end of June 2018, PACE will be losing \$28,000 in tuition from Franklin.

PACE and the board need to start making choices about the budget and projected income. The staff needs to be solidified, and we need to start focusing on finding a new building for PACE. Martin Castle thinks we will have a clearer draft of the budget by February 2018's board meeting.

h. Financial Update

There is no new financial update.

i. Director's Report

Martin Castle stated that PACE interviewed two students in the last week. He expects that those students will start school at PACE at the end of January 2018. Another former student would also like to come back to PACE. As of now, PACE does not have a waitlist, because a few students have left throughout the the school year, so PACE has not met the 50 student mark.

Martin talked about plans to pay tuition for up to four students to take college classes. The policy includes one class per year, per student. The students will have to take the class online.

There was talk about the internship program at PACE, which is a requirement for graduation. Plans for a student to do their internship through PACE has been talked about. The student

would look over PACE's social media sites, and post relevant things to get students more engaged with the online tools and sites that PACE offers.

A letter is going out to all parents of students, which will be signed by Tom Gilligan. The letter will state the requirements that PACE expects from each student.

j. Agreement Between PACE and Pembroke School District

The board has agreed to make numerous changes to the agreement to send back to Pembroke Schools. Pembroke will have to re-approve these changes.

The board hopes to sign the agreement, with the changes, in January's meeting.

k. Michael Reardon's Resignation

Tom Gilligan asked for a vote to accept Michael Reardon's letter of resignation from the board. Clint Hanson made the move to approve the motion, with a second from Karen Guercia. The vote passed, with regret and well wishes from the board to Michael Reardon.

D. Consent Items

a. Grant Funds

N/A

b. Gifts/Donations

N/A

E. Old Business

a. Therapy Dog Policy (First Reading)

The Department of Education brought up concerns about PACE letting both staff and student's dogs into the building. As of now, the policy states that the animal has to be certified from an accredited therapy program. No dog, or animal, will be allowed into the building without being certified, and it must also meet health and safety standards. A vote to accept this policy was made by Clint Hanson, with a second by Gene Calvano. The vote passed, with minor changes made to the policy.

F. Information

G. Policy/ Procedure Review

H. Non-Public Sessions

A motion for the board to go into non-public was made by Gene Calvano, under the provisions NH RSA 91-A:32 C. There was a second by Clint Hanson, and the meeting went into non-public at 8:16PM.

At 8:27PM, Gene Calvano made the motion to come out of non-public, with a second from Clint Hanson. The motion passed. No action was taken during the non-public session.

I. Next Meeting

Monday, January 22, 2018

J. Adjournment

A motion to adjourn the meeting was made by Clint Hanson, with a second by Karen Guercia. The meeting was adjourned at 8:28PM.