



**Pattison's Academy for Comprehensive Education
(PACE) Charter School
BOARD OF DIRECTORS
September 18, 2018**

BOARD MEMBERS PRESENT: Richard Gross, Laurie Sessa, Tom Reilly, Maureen Cannon, Penny Lewis, John Belissary, Randy Disharoon, Jeff Crudup, Paige Knowlson.

Attending on Conference Call: Gerry Kelly

Board Members Excused: Maurice Johnson

PA Staff Present: Laura Del Duca, Patty Sailor, Becky McCarthy, Paige Bogucki, Julianna Greenhaw

Guests: None

MEETING LOCATION: Conference Room, Charleston Medical Society, 198 Rutledge Place, Charleston.

Call to order: 4:07 pm

Call to Order and Welcome

Tom Reilly called the meeting to order at 5:05 pm and welcomed everyone in attendance. Tom explained that he is chairing the meeting as a first step in the transition of several members who will rotate off the Board at the end of this fiscal year. Those included are Dick Gross, Randy Disharoon, and Gerard Kelly. He also thanked Dick for his past work as Chairperson of the Board and for the tremendous work he, Randy and Gerry did over the past few years. In addition, he thanked Maureen for her list of potential agenda items that will be critical in the future. Finally, he thanked Paige Knowlson for her work on the Board Updates and for the new format of presenting information to the Board.

Approval of Minutes

The minutes of the August 21, 2018 PACE Board meeting were reviewed. Dick made a motion for approval and Penny seconded the motion. With no further discussion, the minutes were unanimously approved.

Treasurer's Report

Randy explained that the financials include the first two months of this fiscal year from July 1, to August 31st. He also stated that the Medicaid reimbursement from CCSD has begun on a regular basis and we should be getting 10 equal payments of approximately \$24,000 each month. In addition, the EFA funds, which are based on our students' classifications, will yield approximately \$55,300 each month. We have received the first two payments for July and August. Randy outlined the overall financial status of PACE which shows the Statement of Revenues and Expenses for the period July 1, 2018 to August 31, 2018. The Statement shows a total revenue of \$152,399. Total expenditures for the same period amounted to \$87,074 leaving a Total Net Income of \$65,325. Randy stated that the expenses are defined by the category and number of employees in each subcategory which affects how expenditures are posted. He also noted that there are several expenses that must be made such as the purchase of new laptops which will be included in next month's expenses. Overall, the budget is solid, but there is still a long way to go in the school year.

Principal Report

Laura Del Duca reported that currently there are 33 students enrolled in the school. Next week we are adding 1 more for total of 34. The Psychological evaluations and re-evaluations will be completed by Citadel students under the supervision of Dr. Tim Hanchon. There is a Music Therapy student working with one class 1 time a week for 10 weeks which is excellent. We are continuing to get settled into the new high school space. There are still challenges – the biggest one is the transportation issue. Laura reported that there is no more space on any of the buses to transport new students. All buses are at capacity. We will need a new bus or an additional means of transportation if we are to expand our student population. In addition, we have experienced some turnover in our bus aides and drivers. All drivers are part-time with no benefits. This combination creates a real dilemma. We have discussed the situation with CCSD, but they have their own transportation system and we cannot compete with salaried positions which also pay benefits. Laura will continue to explore options for addressing the transportation issue.

Laura also discussed the issue of performing clerical work which limits her effective administrative time. Apparently, CCSD requires a large amount of data to be input during the school year, but the system is extremely cumbersome and complicated. Some of the tasks are updating old forms by using a program called Power School which is the only means of entering data. She is exploring the possibility of using volunteers, but this will take a lot of training time. Regardless, she will continue to try to find a way to balance out the clerical vs administrative tasks that must be accomplished.

Executive Director's Report

Paige reported that the new Nursing Director/Supervisor has been hired. She was schedule to start on September 11, but this has been postponed to next week. She comes to us with not only nursing experience, but also experience starting and running a small business, which will prove beneficial as we look to improve the expenses and revenues of the nursing department. This position will provide administrative oversight and supervision for the LPN that is already on board. The position will be approximately 25% of a full-time position which should be enough to accomplish all the necessary tasks.

Paige also mentioned that as they settle into their new location at NCHS, they have discovered several modifications that may be necessary to insure a safe and productive learning environment for our students. She said that one of the problems is the noise level in the school outside of the classes which is a real distraction. In addition, there is a problem of language that is not conducive to our student environment. We are still working with NCHS to see if they can accommodate our needs and improve the integration of all students. While this is a problem, it is not so critical that a resolution cannot be worked out.

Finally, Paige said that she wants to begin the process of identifying other potential locations for next year's school location. While NCHS is certainly acceptable, she has learned from the past that identifying options early in the school year provides maximum choices when the decision must be made. Therefore, Paige has arranged a site visit to St. Andrews Middle School next week to consider it as a future site. This was one of the original venues of interest early on in our search for a location. Tom asked if he and others could accompany her and she said anyone is more than welcome. She will report on the visit next meeting.

New Business

The only new business discussed is that Tom would like to begin to set up formal committees and bring in volunteers to assist with school and fundraising activities. The Board will discuss at the next meeting.

Adjournment

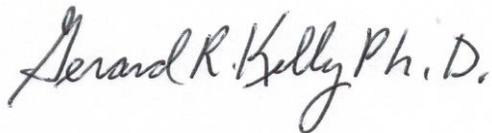
With no further business to discuss, a motion for adjournment was made by Laurie and seconded by Jeff. The members unanimously concurred, and the meeting was adjourned.

Meeting Adjourned: 4:57pm

Next Meeting – Tuesday, October 16, 2018

Location – Office of Charleston Medical Society, 198 Rutledge Ave, Charleston

Time – 5:00pm



Gerard Kelly, PhD

Secretary