



Meeting of the Board of Directors May 29th, 2014

Meeting Location: Academy for Career Exploration, 130 Broadway, Providence, RI 02903
Date and Time of Meeting: May 29th, 2014, 5:30pm
Directors Present: Jane Nugent, Kerry Altman, Alan Neville, Nicolette Ciano, Donna Paine
Others Present: Mario F. Cirillo, Bernie Luger, PPSD COO, Randy Dittmar and Roger Ray, Dittmar, McNeil, & Ferolito, LLC.
Directors Absent: Kristin Smilevski, Roberto Garcia, Paul R. Racicot, Phil Zarlango, Kathy Fisher, Denise DeBarros,
Presiding Officer: Jane Nugent

I. Call to Order & Opening Remarks

Board Co-Chair Jane Nugent called the meeting to order at 5:40PM.

II. Acceptance of Meeting Minutes

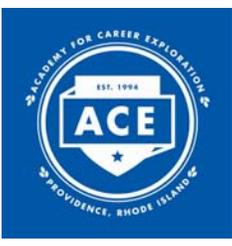
- **Discussion/vote to approve minutes from Monday, May 1, 2014 meeting**
Ms. Altman moved and Mr. Neville seconded the approval of the May 1st minutes. The motion passed by unanimous vote.
- **Discussion/vote to approve minutes from Monday, May 13, 2014 meeting.**
Ms. Ciano moved and Ms. Altman seconded the approval of the May 13th minutes. The motion passed by unanimous vote.

III. Executive Session Pursuant to R.I.G.L. §42-46-5(a)(5) Discussions or Considerations Related to School-Building Relocation. The group did not go into executive session.

IV. Discussion/Vote Regarding School-Building Relocation

Ms. Nugent mentioned that we received a letter from R. DeBlois late yesterday informing us that the lease has been awarded to Bradley and that we have found a property on Dexter Street. Mr. Luger explained that the property is in good shape and only needs paint and some work. There is plenty of parking, it is on a bus line and it is a great option given the rent. He estimates \$2K a month in utilities in addition to the \$7K rent. A building inspection would be no more than \$4K. Mr. Cirillo mentioned that we need to factor in janitorial and that we are satisfied with our current provider. He added that we are trying to identify a building inspector. Mr. Luger indicated they are looking for 1 year. The building is larger than our current location with 16 classrooms. There was discussion about the pros and cons of the various location alternatives. Mr. Luger is looking into the possibility to have his IT department move our equipment. Lockers are difficult to move and we should consider selling them to new tenant. Mr. Cirillo would like to pursue grant monies to help cover the costs of the move. Ms. Nugent asked that it is made clear to the teachers and staff that the Board did everything in their power to avoid this move and are not happy about what has happened. There was discussion about the cafeteria in the new location and the considerations given the facility. Mr. Cirillo mentioned that still wants to make changes in our IT provider. He also wants to start crafting a letter to the parents about the move.

Ms. Paine moved and Mr. Neville seconded a motion to approve ACE talking to the representatives of the St. Charles School to address the questions discussed today and start the process of inspection and all of



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the steps needed to move.

V. Discussion/Vote Regarding Budget amendment:

Mr. Dittmar shared the most recent set of financials and indicated that those show a positive net income but the PPSD quarterly invoice has not come in. Based on the projection we are 100K in the red. We are also going to incur moving expenses that are not included. This will not be a profitable year but we will have money left over in our funds (about 100K in cash and 220K in equipment). Claims Pro may provide an increase in revenue. Mr. Neville commented that a lower rent in the new building, the increase in claims pro, and increase in headcount are positive components to lead to increased financial health. Legal fees are seriously under budgeted for Barton Gilman and we also have incurred some fees for J. Bassi for the real estate legal work. Mr. Dittmar walked the group through the Barton Gilman invoices and their timing. Ms. Nugent commented that for next year's budget we need to increase the amount for legal fees, Mr. Dittmar more closely involved in the process, and ACE and the legal firm need to be more diligent about the invoicing. The invoices are electronic and need to make sure that they reach the appropriate parties. The current balance owed to Barton Gilman requires a budget amendment. Ms. Nugent mentioned that with the RIDE renewal coming up and it is important that Mr. Plain serve as a link as he did the last time. We are waiting for the April invoice but expect that to be high due to all the work done that month. Mr. Dittmar mentioned that to date there was one other budget amendment to cover the Dan Pasik work. Mr. Luger mentioned that it will cost \$20K to move out of the building. There was discussion about the costs of moving and alternatives to defray some of those costs. Mr. Dittmar recommended that the budget be amended by \$40K at a minimum for the legal fees. There was discussion about the impact of the increase and how we expect to start building reserves back up in the next fiscal year. In the June meeting the budget discussion will cover an update on the legal fees, moving expenses, rental fee, and the status of our charter application. Dittmar has been working on an RFP for a new firm for the audit. Ms. Paine moved and Ms. Altman seconded the motion to increase the legal fees budget up to \$50K and the moving fees up to \$50K. The motion carried by unanimous vote.

VI. Update on RIDE renewal application

Mr. Dittmar mentioned late today he sent a draft response to the auditor's letter and hope to have that finalized to include with the June 6th application. Mr. Nugent mentioned that working with Mr. Pasik we expect to have a first draft in the next few days. Mr. Neville discussed some of the areas they are still working on. Mr. Cirillo mentioned that the recent Star data has been sent to Mr. Pasik. Ms. Nugent mentioned they met with the CTE experts from RIDE to understand what RIDE means by CTE. Mr. Cirillo mentioned that all teacher evaluations are almost completed and that ACE met its SLO and all the teachers are coming to the meeting with information to show they have met their SLO's.

VII. Update Regarding Friday, May 30th meeting

We are meeting tomorrow with Superintendent Lusi, the Head of the Union, and Mr. Nardelli regarding the move, the charter renewal and the CTE Model changes.



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VIII. Update on Parent Survey

Ms. Paine reported that the parent survey is done and has been sent out to the parents via US mail and email. A Parent Link message was sent out to all parents and students were sent an email asking them to help us get parents to complete the surveys. Mr. Cirillo mentioned that using Parent Link (phone messages) will save us money in communications by eliminating some mailings. Mr. Paine mentioned the incentive offered to parents for the survey is one Providence Place Mall gift card. The Board agreed to increase the value of the gift card.

Ms. Altman presented a student survey for consideration by the Board. Need to make sure that we include questions around the three areas mentioned in the parent engagement section of the charter review.

IX. Public Comment

There was no public comment.

X. Adjourn

The meeting was adjourned at 7:30PM