

Meeting: PACE Career Academy Board of Trustees  
Date: Monday, October 15, 2018  
Time: Board Meeting - 6:00pm  
Location: PACE Career Academy  
Allenstown, NH 03275  
Monday, May 15, 2017

### Meeting Minutes

1. Call to Order: 6:04

Present	Absent
Tom Gilligan	Kris Raymond
Gene Calvano	
Clint Hansen	
Rachel Carver	
Dave Doherty	
Karen Guercia	
Jorge Santana	
Laurie Sullivan	
Tim Herbert	
Ann Robinson	

2. Minutes:

May 21, 2018 - tabled until next meeting  
August 20, 2018 - Clint, second by Dave, passed unanimously  
June 16, 2018 - Karen, second by Clint, passed unanimously  
September 17, 2018 - tabled until next meeting

3. Immediate Business

- a. Meet Bookkeeper - Laurie Sullivan is PACE's new bookkeeper. She was recruited to PACE by Olga, PACE's former bookkeeper. Tom provided Laurie with a brief overview of PACE's financial status over the past several months.
- b. 2018-2019 Financial Update - Jorge passed out a report using the cash flow management tool, stating the current financials. Additionally, PACE is looking at a new Chart of Accounts to use for next school year.
- c. New Space Project Update - Tom inquired how much work still needs to be completed in the new building. Gene passed out a paper breaking down the costs for each aspect of the move and whether or not that work has been completed. Right now PACE is short approximately \$12,000 to complete the building project. Jorge will contact Homeland

Security to inquire about a grant which we have not received. Gene gave an update that the audit is about 80% complete, is going well, and will likely be completed in November. Prior to moving into the new building, certain things have to be altered to comply with ADA, including parking spaces, ramp, and the restroom. The goal is to move in by Thanksgiving Break, but no later than Christmas Break.

d. Director's Report

- i. Transportation continues to be an issue. Jorge is hoping to raise funds to tackle this issue. Ideas include Amazon Smile, gift cards for grocery stores, TD Bank's giving program, "PACER cards" and SCRIP. The money could be used to drive a loop to pick up students.
- ii. Jorge has started a parents group which will be meeting the second Wednesday of every month. They are going to help with school events, including the Ribbon Cutting ceremony for the new building. They would like to implement a Halloween themed event next year.
- iii. PACE is implementing Running Start classes through NHTI. Students are able to take college courses for \$150. PACE is currently doing Robotics through Running Start and working on starting English classes.
- iv. Dave's science classes need to be covered. Until we are able to hire a new teacher or long term sub, a current staff member may be able to receive a stipend for covering those classes. That staff member would need to do the planning for those classes and it could not interfere with their current classes.

4. Non-Public Session

- a. Clint made a motion to enter a non-public session under NH RSA 91A, Dave seconded this motion and a roll call vote was taken. The motion passed unanimously and a non-public session was entered at 8:32pm. Jorge left the meeting at 8:55pm. The Board came out of Non Public Session at 9:37 PM. Motioned by Clint Hanson, second by Dave D, roll call vote was taken and all approved.

No action was taken in non public session.

Dave D made a motion to confirm the poll vote to accept Dave Kelly's resignation as of 10/9/18.

Clint seconded the motion. All were in favor except Ann Robinson who voted Nay.

With no objection, the meeting adjourned at 9:39pm.

5. Next Meeting

The next meeting will be held Monday, November 19th, 2018.