

Meeting: PACE Career Academy Board of Trustees
Date: Monday, March 19, 2018
Time: Board Meeting - 6:00pm
Location: PACE Career Academy
Allenstown, NH 03275

Meeting Minutes

A. Call to Order: 6:03pm

| | |
|---------------|----------------|
| Present: | Absent: |
| Gene Calvano | Ammy Gouin |
| Martin Castle | Kris Raymond |
| Tom Gilligan | David Doherty |
| Rachel Carver | Kelsey Tomasic |
| Clint Hanson | |
| Tim Herbert | |
| Karen Guercia | |

B. Minutes

December 18, 2017 - No action was taken

January 29, 2018 - Clint moved to accept the minutes, Gene seconded, and the motion passed unanimously.

February 19, 2018 - These minutes will be reviewed for final approval at the April meeting.

C. Immediate Business

- a. Executive Director Job Application Status Update, and Interview Committee Selection -
The first round interview committee has chosen three candidates to move forward for the second round interviews and a visit to PACE. Karen Guercia will schedule these interviews to take place over the next two weeks. The second round interview committee will be Karen Guercia, Tim Herbert, Tom Gilligan, and Gene Calvano.
- b. Introduction of potential new Board Members - No new members to introduce.
- c. Director's Report
 - i. Martin passed out a school calendar for the 2018-2019 school year. This calendar includes several more professional development days. Next meeting the Board will vote on the calendar.
 - ii. The Staff is working on how to integrate technology and do cross-curricular projects.
 - iii. PACE will be holding a Bullying Awareness Day in lieu of regular classes on April 5th.
 - iv. Gun policy - the Board will vote to adopt Pembroke Academy's policy next month.

- v. Martin distributed a map of the updated school wing. PACE exchanged a few of the rooms it had been using for a few rooms on the hallway that we occupy. This exchange gained PACE about 1,000 square feet.
 - vi. PACE is interested in purchasing a laser cutter. This would be used in lots of classes with potential for turning a profit (if used to create projects for families, friends, community members). The cutter would cost around \$4000. PACE has \$2,300 in a STEM grant which needs to be used. Martin will contact the Fire Department to look into what safety measures would need to be taken. Martin will provide more information at the next Board meeting.
 - vii. PACE is looking into the possibility of buying a tri-color 3-D printer. This could be purchased through the REAP grant for \$750. The printer would come with a two year warranty.
 - viii. The SSAE grant could be used for a Mental Health Counselor. The grant application is due 4/20. Karen knows someone from the SAU who may be interested in working one day a week at PACE. Karen will have her information sent to Martin.
- d. 2018-2019 Budget Report
 - e. Status of Remaining BOE/HSEM/APD Issues List
 - i. PACE has new security doors. Key fobs are used to get inside of the school and those without a key fob use a buzzer. Only staff members may let students inside. Students have been very receptive to the changes.
 - ii. PACE will be putting in another security door using a grant from Homeland Security. The grant is for \$2105.
 - iii. Martin received a quote of \$1500 for cameras and installation in the hallway. A second quote was presented for \$450. Clint moved to approve \$2100 for doors. Tim seconded this motion. It passed unanimously. Clint moved to approve \$450 for installation of the cameras. Tim seconded this motion. The motion passed unanimously with the exception of Tom, who abstained. After some discussion, Clint made a motion to reconsider the \$2100 for doors. Tim seconded The motion passed unanimously. Clint moved to reconsider the \$450 installation. Tim seconded. The motion passed unanimously.
 - f. Audit Update - The audit is complete and going through final review. It will be ready by this Friday. Next month the Board will review it with potential to vote.
 - g. 2017-2018 P&L vs Budget update and review
 - h. Financial Update
 - i. P&S Agreement Review for new property in Pembroke - 1st public review - Gene spent time at the property in Pembroke and obtained information regarding purchasing or leasing the building. Currently purchasing is not an option. They are willing to do a 5 year, 2 months lease with the first two months free for build out. The cost of the building would likely eliminate the Social Work position.

D. Non-public session

Clint motioned to move into non-public. Tim seconded. A roll call was taken and unanimous. The meeting went into non-public at 8:23. No action was taken. At 8:39 Clint moved to end the non-public session. Tim seconded and a roll call was taken and unanimous.

E. Graduation

Graduation will be held June 8, 2018.

F. Next Meeting

The next meeting will be held Monday, April 9, 2018. Note: this was moved from the originally scheduled date of Monday, April 16, 2018.

G. Adjournment

The meeting was adjourned at 8:43.