

Meeting: PACE Career Academy Board of Trustees

Date: May 21, 2018

Time: Board Meeting - 6:00 PM

Location: PACE Career Academy

Allenstown, New Hampshire

Order of Business

AGENDA

A. Call to order - 6:01 PM

Present: Absent:

Martin Castle Tim Herbert

Gene Calvano Kris Raymond

Jorge Santana

Tom Gilligan

David Doherty

Clint Hanson

Karen Guercia

Anne Robinson

Rachel Carver

Kelsey Tomasic

B. Minutes

Motion was made by Clint Hanson to approve the minutes from March 19th. A second was made by Tom Gilligan and the motion passed unanimously. The motion to approve the minutes from April 16th were tabled to June's board meeting.

C. Immediate Business

a. Introduction of Potential New Board Members

Martin Castle introduced the board to Anne Robinson, a retired special ed teacher who volunteers her time at PACE a few times a week. Martin made a motion to accept Anne to become a board member, with a second from David Doherty. The motion passed unanimously. As of now, the board still needs a parent representative, a student representative, and a few at large members.

b. Director's Report

Martin Castle stated that PACE's office manager, Karyn Scott, has been out on medical leave

since February. As of now, Karyn plans to go on long-term disability, and Martin would like to temporarily hire someone to take over Karyn's position. PACE will be looking for someone who has experience and knows how to use quickbooks.

PACE decided to potentially stick with Plodzick and Sanderson, since they are already hired to do PACE's bookkeeping and auditing.

Martin brought up the online education program for the 2018-19 school year. As of now, PACE has 135 licenses for PLATO classes, which costs around \$8,000. Martin would like to reduce that price to \$5,000, since not every student has been showing success in the online courses they are taking. Martin would like to reduce the licenses to 75 rather than 135. It was agreed that the online courses should be used for required credits such as PE, Health, and Technology. If a student wants to take a course in a subject they are interested in but don't particularly need, they will have to prove to be successful in that course.

It was stated that PACE received a loan from Homeland Security for \$2,900 to purchase radios. The radios will be used in the new building to contact someone during an emergency situation.

Martin stated that Jorge Santana, PACE's new executive director, is planning to look at window tints for the new building, as well as looking at the price of safety glass for the windows.

Rachel Carver met with the director at Strong Foundations, the school across the street from PACE's new location. It has been decided that PACE will radio Strong Foundations in case of an emergency.

The board talked about a potential place for PACE to flee to in an emergency situation, and want to look at a neighborhood far enough away from the school to alleviate any emergency that may happen.

PACE would like to put a sign both on Route 106, and in front of the new building to raise awareness that PACE will be moving there.

Graduation for PACE is on June 8, 2018. The ceremony will take place at the Walker Auditorium at SNHU. The event will start at 6 PM. Jorge stated that he will look into food and refreshments, and will call SNHU Culinary program to find out about fees on catering. Jorge will also contact different places about a cake and bottled water.

There will be an Open House at PACE on May 23, 2018 from 6-7PM. The Open House will be used to introduce parents to Jorge, and talk more about the location and the exciting things that are happening within PACE.

There will be a school dance on May 25, 2018 at PACE from 7-9:30 PM. There will also be a field day on June 15, 2015 at Fairfield Park at the Pavillion. Jorge is going to contact local YMCA's and Boys and Girls Clubs to look into hiring a lifeguard incase students would like to go swimming.

Martin stated that in order to have access to the new building before move-in, PACE will have to provide a certificate of insurance in order to get a key.

Jorge would like to meet with staff about five times over the summer, but staff made it clear that they will not volunteer their time and would like to be paid. It would cost about \$5,000 to pay staff for five days over the summer. Jorge would like to do a staff retreat and group building activities with staff, which is something that would need to go into the budget.

Jorge is going to look into several different non-profits about moving all of PACE's stuff to the new building. Jorge also plans to talk to companies about a "grand opening" sign for the new location.

c. 2018-19 Budget Discussion

According to the budget, rent cost will stay about the same at the new building. Gene Calvano applied for a HEFA build-out loan and PACE got approved for \$120,000 for five years at 1%. If PACE were to need more than that, Gene can always put in another request for a loan.

PACE will be paying for maintenance such as snow removal. Because of that, Gene put last years fee and this year's fee together and added 5% to that number and added that to the budget.

For the utilities bill, Gene pulled all of the bill from last year's budget and added 10% to

it. The new lease will cost \$39,600.

The board will take a final vote on the budget at June's board meeting.

d. 2016 Audit Update

The board decided to table the 2016 audit to June's board meeting. The board reviewed the management letter from the auditor, as well as communication of no material weaknesses letter and both have been tabled to vote on at June's board meeting.

e. 2017-18 P&L vs Budget Update and Review

Plodzick and Sanderson will be responsible for the 2017-18 audit. The motion to stick with Plodzick and Sanderson was made by Clint Hanson, with a second by David Doherty. The motion passed unanimously.

A motion to approve the management letter and letter of engagement was made by Clint Hanson, with a second by David Doherty. The motion passed unanimously.

f. The IRS 990 Review and NH Non-Profit Financial Report Review

The IRS 990 has been submitted, and it has been tabled to be approved at June's board meeting.

g. Current Financials Through 4/30/2018

As the end of April, PACE has \$129, 000, which looks like PACE underspent and will end up with more than budgeted.

There is about \$40,000 in outstanding funds.

h. Final Approval of 18-19 Operating Budget

Martin stated that he has not received an allocation for Title 1.

i. Final Version of Lease Agreement

Gene Calvano has a draft of the lease for the new building. The board needed to approve the lease at the May board meeting in order for PACE to be in the building by September. There will be a security deposit of \$7,000, with the first two months of rent being free. A motion to accept the draft of the lease as long as there are no material changes between the draft and the final lease was made by Clint Hanson, with a second from Karen Guercia. The motion passed unanimously.

j. The HEFA Financing Loan Agreement

A motion to authorize the director's position and the HEFA Loan of \$120,000 with 1% over five years was made by Clint Hanson with a second from David Doherty. The motion passed unanimously.

D. Consent Calendar

a. Grants/Funds

Martin applied for a grant but did not get accepted for it.

E. Old Business

a. Policy Review/Creation

b. Policy Adoption

F. Information

G. Policy and Procedure

H. Non-Public Sessions (Under the Provisions of NH 91-A:3 II C)

At 8:03 PM, Clint Hanson made a motion for the board to go into non-public under the provisions of NH 91-A:3 II C. The vote passed unanimously with a roll-call vote from Karen Guercia, Martin Castle, Tom Gilligan, Jorge Santana, Anne Robinson, Rachel Carver, David Doherty, and Gene Calvano.

I. Right-to-Know Acknowledgements by the board and Subsequent Public Action

J. Adjournment

K. Next Meeting

Monday, June 18, 2018.