

Meeting: PACE Career Academy Board of Trustees  
Date: Monday, February 19, 2020  
Time: Board Meeting - 6:30pm  
Location: PACE Career Academy  
Pembroke, NH 03275

## Meeting Minutes

1. Call to Order: 6:36pm

Present:	Absent:
Gene Calvano	Ahni Malachi
Kris Raymond	Sydney Malachi
Rachel Carver	April Villani
Clint Hanson	Karen Guercia
Amy Parkinson	Jorge Santana
Stephanie Carberry	
Mary Woods	

### 2. Board Minutes

Rachel will send minutes as an email attachment. Minutes are also posted in the shared Google Drive. Due to several board members having not been made aware of this, we will table any action on the November minutes.

### 3. Immediate Business

#### A. Board Organization

##### i. Election of new board members.

We have two new board members. One is Mary Woods, who was recommended by Gene. Mary has lots of nonprofit experience as well as experience in working with teenagers. Clint proposed a vote to accept her onto the Board. Gene motions, Kris seconds. Passes unanimously. The other proposed member is Frank Catano, who was unable to attend. Ideally he would come to the Executive Committee meeting on 3/2.

##### ii. Comments on Annual meeting.

Next full board meeting is Monday, May 18th. This is to avoid town elections and as it is the annual meeting, we can elect board officials. Clint asks for everyone to consider whether they may be willing to serve as the Chair of the Board in the event that he gets elected to a position that would no longer allow him to serve. Also at the annual meeting there will be a discussion about the board calendar and whether to continue the current structure.

#### B. Committee Reports

##### i. Finance and Facilities

The financial report from the audit was distributed, as well as a packet with current financials and cash flow. We are in good shape financially. We will need to keep an eye on August, which has traditionally been the most challenging month financially due to the lack of adequacy funds during that time of year. Jorge is looking at restructuring staff so next year's budget will look different. We will also not be paying property tax next year. We are paying for heat to be installed in the far back bay since we are landlords. Gene will compare estimated versus actual costs for utilities in this building prior to the next full board meeting. Gene is planning to budget for 60 students for next year, with 30 from SAU 53.

ii. Curriculum and Personnel

The staff handbook is provisionally approved, Karen just needs to send the sexual harassment policies to Stephanie or Rachel to add. At that point it will be distributed to the staff. The next project for the committee will be a student handbook.

iii. Community relations and fundraising

PACE's 10 day run at the casino in Concord is coming up shortly. The dates are 3/1-3/10.

iv. Executive Committee

This committee meets every month to make sure that any immediate actions can be taken care of.

4. Old Business

5. Non-public Session

6. Adjournment

The meeting adjourned at 7:58pm, Kris made a motion, Gene seconded, all approved. The Board did have a quorum.

7. Informational Items

8. Meetings and Upcoming Events

- |                                    |                       |
|------------------------------------|-----------------------|
| a. Executive Committee Meeting     | Monday, March 2, 2020 |
| b. Finance/Facilities Meeting      | TBD                   |
| c. Curriculum/Personnel Meeting    | TBD                   |
| d. Community Relations/Fundraising | TBD                   |
| e. Board Meeting (Annual)          | Monday, May 18, 2020  |
| f. Graduation                      | Friday, June 5, 2020  |

Amy, Clint, and Kris will not be able to attend graduation