

Meeting: PACE Career Academy Board of Trustees
Date: Monday, January 22, 2018
Time: Board Meeting - 6:00pm
Location: PACE Career Academy
Allenstown, NH 03275
Monday, May 15, 2017

Meeting Minutes

1. Call to Order: 6:10pm

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

At the PACE Career Academy Board meeting on 1/22/2018, not enough Board members were present to reach a quorum. Those who were present at the meeting discussed immediate business only. The paragraphs following outline the topics discussed.

A. Bathroom Etiquette

Several options were discussed regarding how to solve the issue of bathroom etiquette. Martin and Rachel noted that typically once or twice a week the toilets in the Ladies restroom are plugged up. This is due to both improper disposal of feminine hygiene products as well as the weakness of the low-pressure toilets which often clogs stool. One option suggested was to purchase high-pressure toilets. Another was to rent the room across the hall and turn it into our own bathroom which would not be shared with the business across the hall. The decision was made to immediately research and purchase disposal boxes and bags to be kept in the bathroom stalls. This allows for more discrete disposal of feminine hygiene products. With hesitancy to complete major renovations to a building PACE does not own, Martin will look into the possibility of buying the building with a 30 year mortgage.

B. Security

1. Fire Department
 - a. PACE is actively working towards getting Fire Department approved extinguishers. Rex Grinnel will be coming to PACE to look at the current extinguishers and to determine what we need to meet the Fire Department's criteria. They will be here within the week with 10 lb, 15 lb, and 30 lb extinguishers. If this doesn't happen within the week PACE will purchase 3 large

extinguishers from Sam's Club. Once this is taken care of the Fire Department will be back for an inspection.

- b. Martin will start a Monthly Internal Inspection Report.
 - c. PACE will number all of the extinguishers. They are currently marked with a red arrow.
 - d. PACE completed an annual test of the emergency lights. This test was 100% successful, with all lights passing. Two new ones will be installed
 - e. PACE will continue to conduct monthly AM and PM fire drills.
 - f. Martin will get quotes from no less than two electricians regarding the cost of extension poles in the classroom.
2. Other Safety
 - a. Martin will get quotes for leasing software equipment for the Safety Doors. Staff members will have key fobs for entry. The doors will lock at 9am and anyone wishing to enter the school past that time will be buzzed in by Karyn.
 - b. Martin to poll the Board on 1/23 to spend up to but not more than \$3000 for security doors and installation in the hallway.

C. Financials

1. Each month we will have two board members sign off on Financial Reconciliation Packets. Gene will arrange these packets each month. Martin will add the Treasurer as a co-signer on the accounts at his earliest convenience.
 - If the purchase order is less than \$500 the Executive Director will approve, the check is cut, the statements and receipts are passed to the Board of Trustees Financial Committee for validation. If they match they will be filed away.
 - If the purchase order is more than \$500 the Executive Director will approve and two members of the Board of Trustees Financial Committee will sign. The check is cut, the Financial Committee will receive and validate the statements and receipts. If they match then they will be filed away.
2. As of 1/19, PACE has \$59,000 in the bank and \$10,000 outstanding.

D. Directors Report

1. Martin will ask the Board for approval to accept the REAP Grant for the purpose of purchasing technology. He will also ask approval to purchase a Critter Building Kit for the Project Science class.
2. Job Descriptions have been approved for all four teacher positions.
3. PACE will consider changing the current time off system into a "PTO" (Paid Time Off) system. This would include vacation and sick time. Bereavement and professional development time would be separate.
4. PACE will consider moving from a Certificate of Attendance to an Alternative Diploma for students with documented special education needs.
5. Martin presented to the Board several 3D models which have been created and printed by PACE students.

Next Meeting: Monday January 29, 2018

Adjournment: The meeting adjourned at 8:00pm.