

Meeting: PACE Career Academy Board of Trustees
Date: August 20, 2018
Time: 6:00pm
Location: 65 Pinewood Road
Allenstown, NH 03275

Meeting Minutes

A. Call to Order 6:00pm

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

B. Minutes

April 16, 2018 - Approved unanimously. Clint made the motion, Gene seconded.

May 21, 2018 - Second reading tabled until September meeting

June 18, 2018 - Second reading tabled until September. One correction needs to be made - Ann Robinson was present. We have 3 open Board seats.

C. Immediate Business

Director's Report

-Recruitment - Currently PACE has 34 students enrolled; 18 male, 17 female.

-Jorge and Rachel are reaching out to newspapers, Concord TV, local diners

-PACE has new marketing materials; postcard and rack card and will bring some to pass out at Old Home Day

-Jorge is working with Michele around social media; goal to get LinkedIn, Twitter, Snapchat, Facebook

-Jorge has been reaching out to nearby schools to build partnerships; other ideas include barbershops and hair salons, gas stations, Dunkin Donuts, libraries, PD, DCYF, DOE, Town Halls and City Halls

-Marketing wishlist: hooded sweatshirts for teens - Gene will give Jorge contact information; notebooks and pens, mints, car magnets (PACE) - see Tom for contact information

-Moving

-The new space has knocked down walls and is painted. Paperwork for permitting is good to go, planning board has invited us to board meeting. Jorge has a meeting with the Fire

Marshall scheduled. Granite Glass is going to check out building tomorrow and will be putting the tint on the windows and change the size of the front door to be ADA compliant.

-Staffing

- PACE has a new office manager - Michele Gilligan.
- AmeriCorps - PACE is still looking for an AmeriCorps member.
- PACE is looking for an AmeriCorps VISTA to assist with grant writing. We are waiting for approval from the state and the next recruiting batch.
- Case manager - PACE would like to bring in social work students or interns to be available for home visits, liaison to Riverbend, etc.

-Budget

-Gene and Jorge are working on new budgeting tools which would help to be able to easily access our line of credit. Tom would like Jorge to send a roster each month to the DOE for reporting purposes, whether it is due or not.

-Student Michael Brown, his family, and his family's company came to volunteer and help clean the school. They offered paid internships for our students. PACE will send a thank you letter from staff and board.

-Jorge would like to start a Parent's Group. Only restriction is that they cannot come in contact with students other than their own unless they are fingerprinted through us. This will also help with marketing.

-Perception

-Jorge explained that he believes the perception the community has of PACE affects the school in several ways, including funding. He would like to take measures to reduce this perception through communication and marketing, among other strategies.

-Fundraising

- Jorge proposes a ribbon cutting ceremony for the new building; we would invite parents, DOE, principals, Governor, community partners, State Reps from Pembroke and Chichester, media (WMUR).
- Robotics competition; sell concessions, tickets
- Parent's group
- Grant writing

-Assistant Director report

- Old Home Day - PACE will have a booth at the Pembroke/Allenstown Old Home Day on Saturday 8/25.
- Rachel shared the updates to the Career Exploration program.

-Gene - Financials

-PACE ended last year in the positive. PACE is in the process of doing an audit, but we are in a good spot.

-We budgeted for 49 students and are currently at 34.

-To date we have paid \$80k for buildout from the HEFA loan.

-Motion by Clint to authorize Gene to request an extension of up to \$30,000 from HEFA for the purpose of completing the build out. A second was made by Dave. The motion was approved unanimously.

-Gene made motion to enact a spending freeze for any expenditures we are not contractually obligated to pay for effective immediately. Second by clint. Passed unanimously.

Next Meeting

The next meeting will be held Monday, September 17th at 6:00pm.

Adjournment

The meeting was adjourned at 8:57pm.