



Meeting Minutes

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| Committee Name: | Executive Committee |
| Meeting Date: | Wednesday, July 22, 2020 |
| Meeting Time: | 5:30 PM |
| Meeting Place: | Zoom Video Meeting due to COVID-19 -- PACE Career Academy – 716 Riverwood Drive; Pembroke; NH; 03275 |

Committee Members: 'X' indicates present at meeting:

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|---|---|---|---|
| <input checked="" type="checkbox"/> Clint Hanson (Virtual) | <input checked="" type="checkbox"/> Gene Calvano (Virtual) | <input checked="" type="checkbox"/> Kris Raymond (In Person) | <input checked="" type="checkbox"/> Jorge Santana – PACE Director (In Person) |
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|---------------------------------|---------|
| Call to Order (Time) | 5:40 PM |
| Quorum (Majority) Present (Y/N) | Y |

AGENDA TOPICS

1.) Discussion on Personnel; Operations; Finance

DISCUSSION SUMMARY:

- A. 20/21 School Year – PACE is coming up with 3 different versions of how to conduct school. 1.) Full In Person; 2.) Hybrid - 2 days on; 2 days off. 3.) Full Remote – LeaderJam will be the platform for full remote for the benefits it has to offer. There are different online formats to communicate with students. Clint says flexibility is key to switch between the 3 options if needed. Jorge is having a PACE Town Hall next week to get parent and student feedback. Each of the 3 options will have a Code, so that if a fast change is needed, communication will go out with the code so that the students are aware of what version of learning they will need to do that day. Jorge says the class schedule will be the same; no matter what the version of the school day will be. Gene had the question if a student was diagnosed with COVID. Jorge responded that PACE is relying on DHHS data. Discussion on those students that will choose to be Full Remote and will never come into the building. Jorge said a webcam will be in the classroom so the student can participate virtually. Jorge is working on grants to get desk shields for the desks. PACE bought the electro-static disinfectant spray for cleaning. Discussion on PACE System Bandwidth – Gene recommends looking into the online platform’s bandwidth size so that we know the system won’t crash.
 - a. VLACS – the DoE has said VLACS can be used for a student that wants to do VLACS, but the student stays with the school district so that adequacy funds stay with the school.
- B. 20/21 School Day - Jorge said PACE is moving to a Block School day. More information can go to the Exec Committee in future meetings.
- C. Financials – Cash Flow – we finished 19/20 in a positive cash flow. For the 20/21 forecasted Cash Flow, Gene said he had a good previous year of actual history in the new building.
 - a. Jorge said that PACE is on day 2 of the financial audit. The Auditor has recommended is to create a Manifest Review for the Full Board. Gene said he does this review every month, where he reviews the payment.
 - b. Discussion on the billing to the districts for Special Education. Clint advised it needs to be fully transparent. Jorge says PACE has a rate that is explainable.



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- D. Enrollment – Goal is 66; Current Enrollment is 45. Need 21 more. 7 students are in the process of getting PACE their paperwork. 7 are currently in discussions as to if they want to come to PACE. Students are located from all over. Jorge is confident that getting to 66 for the new school year is attainable.
- E. Personnel – Jorge said PACE is hiring 3 Paraprofessionals. They are not in the budget. Clint said they can be added, but Revenue needs to be found to cover them. Jorge said we will be billing the School Districts as these are Paraprofessionals for IEP’s. Gene confirmed they will be added to the budget, with the revenue added as well.
- F. Introduction to the New Staff – August 24th Full Board meeting would be good to introduce to the Staff. Clint advised we need enough space to social distance.
- G. 19/20 Graduation – August 14 at 5:30. Still need a location. Gene said he has clients that run Food Trucks that could be in the parking lot.
- H. PPE – Buying 200 cloth masks that say PACE Career Academy. Washer and Dryer will be bought to clean the masks daily. Thermometers have been bought. Clint recommendation is to track the value of this PPE.
- I. Goals – Leadership team is meeting to have goals that will roll up to Organizational Goals. 3 Programming Focus Goals; 3 Operational Goals. Jorge listed out the goals. Clint recommended that there needs to be a process to achieve those goals and the status gets communicated to the Board. Clint said a one or two page summary should be shown to the Board to see historical data and progress.
- J. Full Board Meeting – Monday August 24th.

MOTION: No motions made at this meeting.

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| Made By: | | Seconded By: | |
| Voted # in Favor: | | Voted # Opposed: | |
| Voted # Abstain: | | | |

2.) N/A

MOTION:

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|-------------------|--------------|------------------|--------------|
| Made By: | Gene Calvano | Seconded By: | Kris Raymond |
| Voted # in Favor: | 3 | Voted # Opposed: | 0 |
| Voted # Abstain: | 0 | | |

3.) Adjournment – meeting adjourned at 6:55pm

DISCUSSION SUMMARY:

MOTION:

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|-------------------|--------------|------------------|--------------|
| Made By: | Kris Raymond | Seconded By: | Gene Calvano |
| Voted # in Favor: | | Voted # Opposed: | |
| Voted # Abstain: | | | |