

Committee Name:	Executive Committee
Meeting Date:	Monday, January 6, 2020
Meeting Time:	5:30 PM
Meeting Place:	PACE Career Academy – 716 Riverwood Drive; Pembroke; NH; 03275

Committee Members: ‘X’ indicates present at meeting

<input checked="" type="checkbox"/> Clint Hanson	<input checked="" type="checkbox"/> Gene Calvano	<input checked="" type="checkbox"/> Kris Raymond	<input checked="" type="checkbox"/> Jorge Santana – PACE Director
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Call to Order (Time)	5:38 PM
Quorum (Majority) Present (Y/N)	Y

AGENDA TOPICS

1.) Organization

MOTION:

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

2.) Immediate Business

a.) Activity since last meeting:

- i. **Enrollment/NHDOE** – DoE approved us to be up to 80. Current enrollment is 56. There are other students coming in for interviews. There are a couple of seniors that just need paperwork for their hours to graduate, so there will be a few more openings.
Student attendance is going up. Jorge said we now have data that has tracked this.
- ii. **Finance/Facilities** - Gene comments on finances. Cash Flow – still in good shape, but run tight in May 2020 with ending cash projected as \$4,267. Discussion that PACE Director/Jorge will have more grant money coming in. These grants match to specific purposes. Gene has the expenses in the cash flow. Difficulty is that he doesn’t know the grant amount to put up in Cash In/Revenue, so there may be some gaps in Cash In/Revenue. Also, Gene’s enrollment is at 50 students in this cash flow.
Discussion that Jorge is tracking Special Education expenses .
Discussion on utility bills – Gene said our budget projections for utilities is good.
- iii. **Curriculum/Personnel** – SPED teacher position is posted, but little to no candidates.
Jorge said that he’s started the Title I school application. This is a year long process.
Office Manager is leaving PACE. Jorge has posted and has about 20 applications. Current salary posting is \$28K - \$30K. Jorge said that he’d like to increase the salary if they are really qualified.
Staff Evaluation Forms – Jorge is meeting with Stephanie tomorrow, 01/07/2020, to finalize. The thought is to implement them for 2020 in time for employee contract offerings in April.

Social Work Interns – 1 more Plymouth State intern starting next week.
 Vista – grant writer position is filled. He just started this week.
 Teacher Coach – will come in once a week to meet with teachers and Stephanie. This is paid through CSI funds.
 Jorge – Social Work License – expired in Massachusetts, however, NH Board through NH DHHS (Health and Human Services) has told Jorge the process to get a NH license is to show his education and training and job path, and they would grant him a NH social work license. Jorge recapped that he did all his CEU training for his Massachusetts license; which they denied.

iv. **Community Relations/Fundraising –**

b.) Executive Directors Update – Jorge gave his updates captured as noted in the sections in these minutes.

c.) Other

i. **New Board Members –** Francis (Frank) Catano and Mary Woods. These would fill the 2 At Large positions. (Formerly Tom Gilligan and Ann Robinson). No action taken as the Full Board needs to approve new members.

ii. **Stakeholder matters/Public Comment –** None discussed at this meeting.

MOTION:

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

MOTION:

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

3.) Adjournment – meeting adjourned at 6:55pm
Next meeting – February 3rd Executive Committee. February 17th is Full Board Meeting.

DISCUSSION SUMMARY:

MOTION:

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