

Committee Name:	Executive Committee
Meeting Date:	Monday, November 11, 2019
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)	5:30 PM
Quorum (Majority) Present (Y/N)	Y

AGENDA TOPICS

1.) Immediate Business

a.) Activity since last meeting:

- i. **Enrollment/NHDOE** – PACE is proceeding through with increasing enrollment up to 80 students. The process is that we have to send a letter to the Dept of Ed, DoE. The DoE Commissioner has to conduct a tour of the PACE facilities. Then, the PACE Director has to appear before the DoE. For PACE expansion, Clint gave Jorge a draft letter for the DoE to increase the enrollment. Jorge submitted the letter to the DoE last week, Nov 4. The Commissioner, Frank Edelblut, conducted a tour last Wednesday, Nov 6. Jorge has to appear before the DoE on Nov 21.
- ii. **Finance/Facilities** - Discussion that there is not a Finance/Facilities as it really is just the Executive Committee.
 Jorge introduced that he would like to have 3 new positions: 1.) Teacher Coach – part time. Jorge will be writing the job description. Money will come from CSI. 2.) Part Time Social Worker. 3.) Special Education Case Worker. Discussion on the cost and when would this start. Discussion from Gene that if we get incremental grant monies from CSI, we could use those incremental funds for these positions. 4.) Part Time Bus Driver. Jorge said we have a big need for a bus driver all day long to drive our students to the workforce opportunities.
 Gene said we’ll have a final draft of the audit of the FY19 audit for the November 25th full board meeting.
 Discussion of Profit and Loss by Gene. Gene said he’ll have the financials for the full board on November 25th. Discussion that the revenue has the invoices that we generated to the other towns, but collectability is in question, so Revenue may be adjusted for those invoices to come off if we don’t collect. Cash flow: Gene said we paid the \$50K HEFA line of credit. In November, it will be cash coming back in, so it goes back as cash in on the cash flow. For end of year in June, 2020, we still look good with ending cash of \$59,534. Gene got approval from the Town of Pembroke to pay monthly.

New Tenant – Gene introduced we have the potential for a new tenant, Monica Nicole Design.

They can offer PACE a course in woodworking to our students as an elective. They have also offered to fix building repairs and to build furniture. Clint advised Gene to talk to our accountants on how to account for a credit on their monthly rental for their services rendered to PACE for teaching and repairs. Discussion that this tenant would be a for-profit company, which would impact the tax rates for PACE versus a for-profit company.

- iii. **Curriculum/Personnel** – Jorge discussed: Programming Goals and Operational Goals. *Programming goals:* 1.) 85% of all students will meet academic and workforce competencies to move up a grade or graduate by June 2020. 2.) Math Space and Achieve 3000 for ELA scores will improve by 20% by June 2020. 3.) 90% of students and staff report having increased tools, techniques, and resources to address (Wrap-around; Socio-Emotional-Workforce-Regulation Goal). *Operational Goals:* 1.) Total Revenue of state and federal grants, foundations, individuals, tuition, special education. 2.) 12 new corporate partners for workforce development. 3.) 55 students to be recruited and maintained in the school. The staff’s individual goals roll up to these Programming and Operational Goals. Question from Clint: do you have data to tie back to the goals? Jorge only has very recent data to support the goals as data gathering has only been more robust this past year.
- iv. **Community Relations/Fundraising** – Craft fair is on November 24th. We’ve been renting tables for \$25 a piece.

MOTION:

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

MOTION:

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

2.) Adjournment – meeting adjourned at 7:50pm
Next meeting – full board on November 25th.

DISCUSSION SUMMARY:

MOTION:

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