



Meeting Minutes

Committee Name:	Executive Committee
Meeting Date:	Monday, May 24, 2021
Meeting Time:	6:00 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:

<input checked="" type="checkbox"/> Clint Hanson	<input checked="" type="checkbox"/> Gene Calvano	<input checked="" type="checkbox"/> Kris Raymond
	<input checked="" type="checkbox"/> Amy Parkinson	<input checked="" type="checkbox"/> Karen Guercia

Call to Order (Time)	6:00 PM
Quorum (Majority) Present (Y/N)	Y

AGENDA TOPICS

1.) Discussion on Personnel; Operations; Finance

DISCUSSION SUMMARY:

A. Discuss Financial Situation and PACE DoE Charter Renewal Information

- Title 1 information - Gene and Clint met with Jennifer and Mary last week- 05/21, and Title 1 are under scrutiny at NH DoE. This is just a preliminary review. Gene said it seems to be a matter of little to no documentation. Clint thinks we could have documentation to pull up for this audit, but it's a matter of being able to find it.
- PACE proposed FY21-22 draft budget. We are still in the red by about \$400K. Karen said you don't have to have a Special Ed program. It is not the Charter School's responsibility to have a Special Education program. If we don't have staff, the services need to be provided by the sending district. Karen mentioned that the student projections is still 45. Gene clarified it's 45, but 5 from Pembroke for a total of 50 student population. Clint said at this time, it looks like only 1 staff that is returning and that 1 person is not a teaching position. Clint feels having no staff is a critical issue to decide on going forward with a new year.
- Charter Renewal - Clint thought November was the deadline for applying. It is really July 9, 2021 with a scheduled visit for September 9, 2021. That puts us in a situation to get the data to complete the application which is a critical issue. We can ask to delay the charter renewal, but Jennifer has said we would be under the DoE scrutiny for the academic year, but would need to have a new Executive Director to take a lead role on this.

- #### B. Closure discussion
- Karen and Amy did interviews last week and one candidate could fill both Exec Director and Curriculum and Instruction so that we could 'scale back' PACE and do a rebuild year. The other big area, Karen said, is the Special Education Aid line - budget \$91K - the school districts have to send paraprofessionals, but the proposed budget is that we hire the paraprofessional. In the prior budget, we had an enrollment recorded of 66+ students. Right now, we have less than 40 after you subtract graduates. We have 38 coming back, but we're budgeting 50. Gene says that is high risk. Clint said even if we put the positions of Director and Curriculum together, we're still in the red. Clint said the original model was 2 half days, and now we're on full day program had creates another block of staffing costs. Karen said the current staffing level is the largest and

heaviest in the PACE history. There was a lot of discussion on Special Education. Karen maintains that PACE does not have to supply services; the sending district does. Karen said PACE has never had a special education program.

Discussion on staffing in the budget: Office Manager – Karen said the SAU doesn't have any type of manager at that rate and the budget needs to have \$40K. Behavioral Specialist - Karen said it depends on what the person does. Karen said you want to keep that. Karen said keep Licensed Social Worker to liaison with the families. Discussion on Student Support teacher - includes the Americorps teacher. Need to take the Special Educator out.

Discussion that the longer we wait for deciding on what to do, does not advantage staff and students. Gene said MC squared made the decision to close a location back in April.

Gene to put together a new budget to show updated numbers. Gene ran through the Staffing Model during the meeting so he could capture the changes to what all agreed. Gene subsequently sent out a revised Budget with the changes. Even with the changes discussed, the budget still shows negative \$105,644 bottom line.

MOTION – REVISED 06/11/2021 DUE TO INPUT FROM AMY MANZELLI, PEMBROKE SCHOOL BOARD: In light of the financial challenges facing the continued operation of PACE Career Academy Charter School, the Executive Committee of the Board of Trustees ~~along with Board Representatives from SAU 53 Administration and Pembroke Academy~~ move to cease operations effective June 30, 2021.

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

2.) N/A

3.) Adjournment – meeting adjourned at 7:37pm