



Meeting Minutes

Committee Name:	Executive Committee
Meeting Date:	Monday, June 2, 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:

<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)	5:45 PM
Quorum (Majority) Present (Y/N)	Y

AGENDA TOPICS

1.) Discussion on Personnel; Operations; Finance

DISCUSSION SUMMARY:

- A. Personnel – PACE has hired a math teacher; a Student Services Coordinator; and a Curriculum & Instruction Coordinator. Still have 1 staff member opening (Science Teacher). **Clint directed Jorge to please do an Org Chart with these new positions and names.** Hiring Status: Jorge says we have 2 new applicants. Jorge is in discussions with Community Colleges as they are laying off many adjunct teaching positions for possible science teacher applicants. Discussion about having a Student Teacher Candidate. Issue is that they are not certified.
 - a. Year-Round Staffing positions, (except Teachers), are now year-round positions. Jorge asked about making all staff year-round. Clint says you can have a contract with year-round staffing because you can arrange a contract in any timeframe, but under NH public school contracts you have to have 180 days of instruction. Anything over 180 is up for negotiation, so if staff wishes to unionize, they can negotiate working calendar days and salaries.
 - b. Health Insurance – discussion on when new staff are effective for health insurance. It will be August 1 when they are coming into the classrooms.
 - c. Staffing have access to Board Committees – Jorge asked that his staff have access to Board members and board members know the staff. Kris recommended that a staff member come to the first 15 minutes of an Exec Committee meeting and talk or give a presentation.
- B. Graduation – There are 10 students to graduate. Jorge said they have a layered approach of a mobile graduation. We have the cap and gowns; diplomas; balloons. We would give a heads up to the family so that they could know when the bus would come. The families are adamant that they want a Ceremony in August. The new Culture Liaison will work with the families and Seniors to do an August graduation. Discussion on outdoor ceremonies. Pittsfield Superintendent said their school gym could be used.
- C. Summer Programming – Jorge wants to have summer programming on July 6th. Discussion on the 10 students that can attend with a ratio of 3 students to 1 staff.
- D. Utilizing Rachel in July Part Time – Rachel has offered to do up to 10 hours a week virtually in July to help onboarding and other various items. Clint said as long as the part time salary comes out of a separate pool



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outside of regular staffing plan budgets. Jorge will utilize the CARES fund for this.

- E. Student Population – we are at 55 students. 8 students are in the process of the paperwork. With about 8 students graduating, we would be starting 20/21 that would be about 57 students. Target is 66 students for 20/21. Clint mentions that we need a contingency plan for August to see what the student population is and if we don't have 66, we need to balance the budget.
- F. Finances – Gene said it's very preliminary because not everything is in there for May. We're going to get a good start on the audit in July. Gene said he'll have better numbers next month.

MOTION: No motions made at this meeting.

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

2.) N/A

MOTION:

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

3.) Adjournment – meeting adjourned at 7:38pm

DISCUSSION SUMMARY:

MOTION:

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