



# Meeting Minutes

Committee Name:	Executive Committee
Meeting Date:	Wednesday, May 12, 2021
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"/> Amy Parkinson	<input checked="" type="checkbox"/> Karen Guercia-joined at 6:22

Call to Order (Time)	5:31 PM
Quorum (Majority) Present (Y/N)	Y

## AGENDA TOPICS

### 1.) Discussion on Personnel; Operations; Finance

#### DISCUSSION SUMMARY:

- A. **Disciplinary Issues with Students going off campus / Policy that was drafted** - Clint recommends we approve as an Executive Policy. Amy can send documents to Jennifer on Parking Agreements and a Senior Privilege Document that parents can sign and give to PACE. Amy talked about Towing Policy; that's not an issue at PACE, so there's no need to send Jennifer that policy.
- B. **Status of the Charter Renewal:** No one at PACE has documentation regarding the last renewal. It was all done by a 3<sup>rd</sup> party review. DOE 3<sup>rd</sup> Party did the renewal the last time PACE went through this on our operating year 6. Source of documentation from that charter renewal is with that 3<sup>rd</sup> Party, so until we get that documentation we have missing items. Deadline is November, 2021 for the renewal to be turned in. Clint said there are 3 options with our renewal. 1.) Put everything together ourselves. 2.) Ask for an extension based on change in Leadership; 3.) We say our continued existence is not feasible and we close the institution. We need to start to ask the DoE about an extension, but let's get a sense of DoE 3<sup>rd</sup> party contractor to send us the documentation. Karen said we have data, but it's a matter of how we present it. Karen wants to see the Actual Charter Renewal Application as she thinks she can help clarify and make it easier. Karen shared a copy of the Renewal Report with Jennifer and will send along to Executive Committee.
- C. **The 2021-22 Budget:** We could do some financing, but that could involve more debt expense which we'll have to budget for. Gene asked if we could take a year off to regroup. Clint doesn't think the DoE would allow that. Gene talked about the appraisal being done on the building. Clint said MOU with SAU53 and with Pembroke School District would also have to be granted a pause. If Pembroke says no, we would have to re-negotiate. Clint said we have to pass a balanced budget, so if that budget won't balance, we have to make the decision on viability of continuing PACE operations. We have to make in our best judgement is whether or not we are viable. **BUDGET SPREADSHEET DISCUSSION:** Gene touched upon the Opportunities and Risks he documented on the spreadsheet.
- D. **Executive Director Search:** We only have 2 applicants. Discussion, as well, on all 3 staff teaching positions are not coming back. Only 1 has handed in a termination notice. Karen commented the 2 Executive Director candidates have interviews next week, week of 05/17/2021.

E. **NextFull Board meeting - 05/17/2021-** Agenda: Budget; Charter Renewal and Elections.

**MOTION: Motion to accept Campus Policy and Parking Regulations**

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

**2.) N/A**

**3.) Adjournment – meeting adjourned at 6:46pm**