

Committee Name:	Executive Committee
Meeting Date:	Monday, February 3, 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	<input checked="" type="checkbox"/> Mary Woods – Potential New Board Member
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Call to Order (Time)	5:40 PM
Quorum (Majority) Present (Y/N)	Y

AGENDA TOPICS

1.) Organization

MOTION: None at this meeting.

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

2.) Immediate Business

a.) Activity since last meeting:

- i. **Enrollment/NHDOE –**
- ii. **Finance/Facilities -**

FACILITIES:

- Gene gave Kris and Clint a tour of the new Woodshop that is being rented out.
- Jorge said we need 5 more radios for a quote of \$1,150. Discussion on if the budget could accommodate this purchase. This would give everyone all staff – teachers and support staff and Admin; and one for the new woodshop tenant. This is a safety issue. **Motion approved to purchase.** (See below).
- Building Projects: 1.) Upstairs bathroom located near the Director and Assistant Director offices. Quote of \$5,942. 2.) In the woodshop space – half bath plus eye wash station; ADA toilet; heat for their space. Discussion for the Board to start thinking about next year’s budget for projects.
- Josh Coughlin from Pembroke School District Facilities came to come tour PACE and answer facilities questions Jorge had.

FINANCES:

1. Property Tax – tax issue came up at the Pembroke Planning Board. A Dunning letter was sent to PACE. Gene confirmed PACE received. Clint recommended that Gene get the agreement in writing with the Town Administrator. Gene has the PACE Federal 990 – income tax for non profits – this is required as part of the Pembroke application to waive our Property Taxes for the portion of the property that PACE occupies. (The woodshop portion will stay pay 14% of property taxes.) Gene confirmed we handed in all paperwork way before April 1st, 2020 to the town of Pembroke. Discussion about what we still owe to the Town of Pembroke for taxes this year. Discussion ensued that we get the next adequacy payment in February, so the recommendation is to pay off this tax year through June 30, 2020.

- Cash Flow Discussion – Gene said paying off the taxes doesn't impact his cash. Gene said he's projected into next school year for cash flow because we have expenses during the summer. Gene's only concern was August cash flow, but there could be unbudgeted revenues coming in to mitigate that.
- IRS – 1099 interest – \$70.37. Jorge uncertain as to what it is for. Gene will help figure it with the auditor.
- Staff Retirement Plan – Edward Jones Finance came in to present a retirement program to Staff. Clint directed Jorge to continue exploring a different plan for Staff. Jorge said this Edward Jones plan would be less cost than the stipend plan we do today for retirement.

iii. **Curriculum/Personnel –**

- Staff Retreat was on January 17th. Jorge has a written list of achievements and photos that he put together for this retreat to show the Board. Jorge to show this achievement and photos at the Annual May Meeting – May 18th so the full board can see the overview.
- Mary Verville – new admin assistant. Started on January 24th 2020. **Motion approved to hire.** (See below).

iv. **Community Relations/Fundraising**

- Jorge mentioned that all NH Charter Schools met at PACE on January 28th, 2020 for the- every- 6 - week NH DoE meeting that they do for Charter Schools.
- Glenn Cordelli - the assistant Republican leader in the New Hampshire House.; and Corky Messner – running for US Senate- visited PACE and hear about the school.
- Part Time Social Worker– Jorge introduced a potential part time candidate. They would work 20 hours a week. They would do crisis management; in home therapy. Discussion ensued that we cannot call it a Social Worker as it has negative connotations. Discussion on job title of Academic Coach.
- Staff Evaluations are almost done and will be presented to the Executive Committee. They will be done twice a year.
- Class Schedule – Jorge introduced a class schedule rubric. Susan, our Antioch Coach, has stressed we need to expand our Learning Time with our students. Discussion on the school day is now showing different subject choices in the morning and afternoon. This allows for the flexibility for students on either attend half a day; or attend a full day.
- NH Food Bank – we've acquitted 1,651 pounds of food but only paid \$290 for it. This is how we feed our PACERs during lunch.

b.) Executive Directors Update –

1. Federal Audit –

- Timothy Carney from the NH DoE is going to all charter schools to do a risk compliance audit. PACE got picked this round. Jorge presented the compliance report to the board. There was 1 corrective action around policy.

c.) Other -

- New Board Members** – Mary Woods was present at the meeting. Introductions were made. Clint gave a historical overview of PACE’s board since the beginning. Motion approved to accept new board members. (See below).
- Stakeholder matters/Public Comment** – None discussed at this meeting.

MOTION: To nominate Mary Verville as the new admin assistant for PACE. **Motion Approved.**

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

MOTION: To recommend purchasing the 5 new radios for safety. **Motion Approved.**

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

MOTION: To nominate Mary Woods and Frank Catano to join as Ad Hoc PACE Board members. **Motion Approved.**

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

3.) Adjournment – meeting adjourned at 7:53pm

Next meeting – February 17th 2020 - Full Board Meeting. Next Executive Committee Meeting – March 2nd 2020.

DISCUSSION SUMMARY:

MOTION:

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