



Meeting Minutes

Committee Name:	Executive Committee
Meeting Date:	Monday, March 29, 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
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Call to Order (Time)	5:30 PM
Quorum (Majority) Present (Y/N)	Y

AGENDA TOPICS

1.) Discussion on Personnel; Operations; Finance

DISCUSSION SUMMARY:

- A. Salaries – Operations Manager; Interim Executive Director. Discussion on what the salaries should be in light of all the duties they have undertaken. Clint will present final numbers to Jennifer.
- B. Lines of Credit - Gene mentioned he's done no drawing down as yet on the lines of credit. Gene said he'll draw on the HEFA one because it's a use it or lose it, so he has to draw down. Gene said that PACE has just about paid off the loan that Gene made.
- C. Board Roles / Board Composition - Discussion on what the board composition should be for the Charter Renewal.
- D. Posting for the Executive Director Position - Karen Guercia has suggested we have to jump on that. Gene asked if we want to make any changes to the Executive Director job summary? Clint said Karen and the Personnel Committee drafted it up, so they can recommend changes. Kris will email Karen to go forward with posting.
- E. Jorge Interaction with Staff, Students, Parents – Discussion that we did ask there be no interaction once Administrative leave began. Clint will email Jorge to desist on fostering communications.
- F. Truancy - discussion on how to get students off the roster - Clint said notification by registered letter and that we will refer the student back to the home district. The transferal process back to home district needs to be part of the Truancy Policy that Jennifer is creating. We have to establish a policy and start doing a 'light enforcement' for May/June.
- G. Budget for 21/22 - Gene says he's redone the template so it matches QuickBook set of accounts. Gene has done a First Pass for 21/22. Gene has pulled a full 12 months of March 1, 2020 thru Feb 28, 2021 to start trending the 21/22 budget. Gene is waiting on: 1.) Projections for students - draft is 38 right now; 66 is definitely too high. 2.) Staffing needs and what Jennifer envisions. Gene needs to have a draft by next month, April.
- H. Health Insurance Changes - Gene is recommending that we go along with 100% coverage for Single; but for 2+ covered individuals that the staff member pays a percentage of 20%. How do we change? Clint said HealthTrust can give feedback. Gene said HealthTrust gave 3 options. Gene asked Clint if it's in the contract? Clint said see Mary as to how it's captured in documentation. Clint and Kris agreed on the 80/20 split.

MOTION: No motions made at this meeting.

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

2.) N/A

3.) Adjournment – meeting adjourned at 6:32pm