

Committee Name:	Executive Committee
Meeting Date:	Monday, September 16, 2019
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 type="checkbox"/> Gene Calvano – In Japan	<input checked="" type="checkbox"/> Kris Raymond	<input checked="" type="checkbox"/> Jorge Santana – PACE Director
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Call to Order (Time)	5:30 PM
Quorum (Majority) Present (Y/N)	Y

AGENDA TOPICS

1.) Immediate Business

- i. Enrollment – currently at 58. Discussion on getting the cap lifted. Filing with the DoE before the end of the Semester. Action Item: Jorge to work with Jane Waterhouse at the DoE.
- ii. Concord School District – issues with giving SPED services. Email to PACE from the Concord Superintendent and other Administrators from Concord said because they didn’t send the student, they don’t have to supply. Jorge checked in with Jane at the DoE. DoE said there are pieces that Concord School District has to supply for SPED.
- iii. Cash Flow – Discussion on doing a monthly cash flow. Laurie, our book keeper is also recommending a monthly cash flow. Action Item: Jorge to get with Laurie to finalize the cash flow to be done monthly. Discussion that the PACE office manager is doing entry into QuickBooks. Discussion on optimal enrollment numbers. Discussion on future Invoicing: We will start invoicing Quarterly to the sending school districts. Regarding SPED services, Jorge can now provide the services through his clinical license. Agreement was to have Jorge invoice \$100 for the SPED social work. Hours are all tracked through ALMA, the student information system.

MOTION: No Motion Needed; Discussion only.

Made By:		Seconded By:	
Voted # in Favor:		Voted # Opposed:	
Voted # Abstain:	0		

2.)

DISCUSSION SUMMARY:

MOTION: No motion needed; Discussion only.

Made By:		Seconded By:	
Voted # in Favor:		Voted # Opposed:	
Voted # Abstain:	0		