

Committee Name:	Executive Committee
Meeting Date:	Monday, October 14, 2019
Meeting Time:	6:00 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
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Call to Order (Time)	6:13 PM
Quorum (Majority) Present (Y/N)	Y

**AGENDA TOPICS**

**1.) Immediate Business**

a.) Activity since last meeting:

- i. Enrollment/NHDOE – Jorge said we’re at 55 students right now. The Dept of Ed, DoE, wants Jorge to go before the Committee to expand students. Discussion that our cap is 50 students. Jane Waterhouse from the DoE has the action item to check to see what was last filed for the cap of students at PACE. Discussion that 12 students may come off the roster because they are nearing age 21 and don’t have enough credits to graduate. Jorge is creating a transition plan for these students. Gene raised concerns on the loss of 12 students from a revenue standpoint. There is no longer a waitlist as of this time.
- ii. Finance/Facilities - \$47,893 in invoices were sent out for Q1 2019 invoices for 23 students outside of SAU53. Discussion that when these invoices are paid by the schools, that will help to offset the loss of 12 age-out students. 7 hours has been tracked, so far, of Special Education Counseling, billed at \$100 per hour, will be a totally separate invoice that goes out to the schools. Gene presented the finances. Gene announced that we paid off all of the contractors that did the construction. Gene said we have enough money in the account to pay down the \$55K to HEFA. When we pay down HEFA to \$0, we can borrow back on it the following month. **See below for motion to pay down the line of credit.** Gene discussed that we should pay down the Eastern Bank line of credit if we have extra funds. Jorge presented the Cleaning Service quotes. **See below for motion to approve the contract.** Gene discussed that Jorge needs to get bids on snow removal. Jorge said he’d like to get cameras installed on the outside of the building. Executive Committee recommended Jorge get bids for the cameras.
- iii. Curriculum/Personnel – Jorge gave the update that the teachers had a retreat on Friday, Oct 11, with a discussion on academics. Discussion on Differentiated Learning needs to be implemented in the classrooms, starting with the January semester.
- iv. Community Relations/Fundraising – Jorge said the Parent Group is getting bigger. They want to sell crafts and rent out tables like a Craft Fair. Clint recommended this Parent Group needs to register

as a Non-Profit.

**MOTION: Motion to pay down the HEFA line of credit to \$0 balance.** Motion to approve the cleaning contract to Infinity Plus, LLC.

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

**MOTION: Motion to approve the cleaning contract to Infinity Plus, LLC.**

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

**2.) Adjournment – meeting adjourned at 7:40pm**

**Next meeting – full board on November 25<sup>th</sup>.**

DISCUSSION SUMMARY:

MOTION:

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