

APPROVED



# Veritas Preparatory Charter School

## Minutes

### Executive Committee Meeting

ED Contract

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#### Date and Time

Wednesday November 9, 2022 at 4:30 PM

#### Location

[Join Zoom Meeting](#)

ID: 84545081449

Passcode: 064453

[\(US\) +1 669-900-6833](#)

Passcode: 064453

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#### Trustees Present

A. Errichetti (remote), D. Ford (remote), M. Landon (remote), R. Martin (remote)

#### Trustees Absent

*None*

#### Guests Present

N. Gauthier (remote)

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### I. Opening Items

#### A. Record Attendance

#### B.

## **Call the Meeting to Order**

A. Errichetti called a meeting of Veritas Preparatory Charter School to order on Wednesday Nov 9, 2022 at 4:32 PM.

## **II. Executive Director Contract**

### **A. ED Contract**

Ann begins the meeting and starts off by saying that she wanted the executive committee to have a chance to see these materials before they are brought to the whole Board and answer any questions anyone may have.

The development of the contract has made Rachel feel valued and has not been a contentious process at all. There has been some discussion about language but other than that the terms were agreed upon pretty quickly.

Things that were important to Rachel were:

1. Having carryover of unused vacation time
2. Payment for unused vacation time
3. Dedicated funds for her personal professional development

On our end, we wanted to make sure that if she chose to leave, she gave enough notice as well as we ensured that terms of severance were appropriate.

We took care to write a job description for her, as she hadn't had an updated one in years.

Denise's thoughts are that the job description itself could be better organized by category but the content was appropriate.

The Release included was proposed by Rachel's attorney and is standard.

The Appointment Agreement includes automatic renewal in one year increments (unless she decides not to renew with at least six months prior notice).

The committee discussed the reasoning behind the automatic renewal and how that decision was reached.

Denise suggested that we make sure we have it marked somewhere six or three months prior that we need to get renewal on the Board agenda.

Denise asks if there is a salary cap for this position?

Ann says they did a market assessment and they settled with a number just above the median. They have not taken a position on a cap.

Denise brings up being paid semi-monthly (paid 24 times per year) vs. bi-weekly (paid 26 times per year).

Ann will clarify language around the other paid leaves question with our attorney (15 days on top of the 20 she gets)? (Item 5.9)

The committee discussed the termination and severance terms.

Matt asks the question about including a "non-competition" clause in the contract. The committee discussed and will talk to the attorney. May be something we add into the next contract.

The executive committee determines that they can all support this contract and agree to bring it to the Board for a vote at the November meeting.

A. Errichetti made a motion to bring the Executive Director contract as written to the November Board meeting for an official vote of approval.

D. Ford seconded the motion.

The committee agrees to the contract as written with clarification on item 5.9.

The team **VOTED** unanimously to approve the motion.

### III. Closing Items

#### A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:29 PM.

Respectfully Submitted,  
A. Errichetti

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### Documents used during the meeting

- VCPS Executive Director Employment Contract PROPOSED FINAL 10.28.22 (1) (1).docx
- Job Description - Rachel Romano Exhibit A FINAL.docx
- RR Employment Agreement Exhibit B PROPOSED FINAL.docx