



Attendees

Trustees in attendance at VLACS: Mr. Joseph Lovejoy, Dr. Mark Joyce, Ms. Kim Casey (via phone), Dr. Kent Chamberlin, John Hansen (via phone)
Administration: Dr. Stephen Kossakoski, Mr. Tony Baldasaro, Mr. Scott Prescott
Apologies: Mr. Treamer, Dr. Hanson,

Agenda

Topics	Discussion	Decision
1. Call to Order	Mr. Lovejoy called the meeting to order at 3:10PM.	
2. Approval of Minutes	Mr. Lovejoy asked if there were any recommended revisions to the September 6, 2012 meeting minutes. No revisions were recommended.	<u>Motion:</u> Dr. Chamberlin <u>Text:</u> To approve the minutes of September 6, 2012 meeting, as presented. <u>Second:</u> Ms. Casey <u>Vote:</u> All members voted in favor of the motion.
3. Public Comment	None	
4. Items requiring approval		
4.1 Signing of DOE-25	The DOE-25 and 2011-2012 audit will be completed soon. Mr. Lovejoy will meet with Dr. Kossakoski to review the DOE 25 and sign the report before it is submitted to the NHDOE.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To give Mr. Lovejoy the authority to approve the audit report and the DOE 25 report for submission them to the Department of Education. <u>Second:</u> Dr. Chamberlin <u>Vote:</u> All members voted in favor of the motion.
4.2 Review and approval of the 2011-2012 auditor's report	See 4.1	
4.3 Policy IJND Student Conduct & Acceptable Use (revision)	Dr. Kossakoski reviewed the revisions to Policy IJND Student Conduct & Acceptable Use. The school's attorney assisted in the development of the revisions to this policy.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To approve the revisions to Policy IJND Student Conduct & Acceptable Use <u>Second:</u> Dr. Chamberlin <u>Vote:</u> All members voted in favor of the motion.

5.0 Finance	
5.1 Financial reports	The Trustees reviewed all financial reports. General ledger reports for the months of August, September, and October were signed.
5.2 Status of Chief Financial Officer hiring	Dr. Kossakoski reported that informal inquiries have been made regarding qualified candidates. Advertisements for the position will be placed in December.
6. Legislative news	Members of the board discussed the need to develop relationships with new legislators and to inform them of the important services that are provided to the state by VLACS.
7. Administrative Report	
7.1 Enrollment	Dr. Kossakoski reported that enrollments have increased from 9,808 (Sept. 2, 2012) to 11,382 (Nov.11, 2012)
7.2 Status of major initiatives	<p>Dr. Kossakoski reported on the following initiatives:</p> <ul style="list-style-type: none"> - Knewton courses will be available to students after the first of the year. A press release, written in collaboration with Knewton, will be sent to media contacts throughout the state. - Google Apps will be available to students in January or February. - College, career, and citizenship ready focus for the full-time program will be promoted to prospective applicants.
7.3 Charter renewal process.	Dr. Kossakoski reported that the renewal visitation went well and thanked the staff and the Trustees for helping to make the day a success. He also thanked Dr. Richard Ayers and the visitation team for their feedback regarding VLACS. The NH Board of Education will vote to renew the VLACS charter, upon recommendation by the Commissioner of Education, at their next meeting on November 21 st . All members of the Board of Trustees were invited to attend the meeting.
8. Administrative Reports	
<p>Mr. Baldasaro reported on the following topics:</p> <ul style="list-style-type: none"> • Nine new instructors began their training in October • In our last three hiring cohorts, we have had four instructors travel from outside of New England in order to train to become a VLACS instructors. • There are twelve employees participating in our 457 retirement plan. • New instructors will need to be hired in early 2013 to meet increased enrollment demands in the areas of world language, math, English, dual credit courses, and middle school courses. <p>Mr. Prescott reported on the following topics:</p> <ul style="list-style-type: none"> • New instructors are currently working with mentors in order to 	

move from an “instructor in training” to “apprentice” status. In addition to providing support and training, mentors are conducting informal classroom walkthroughs in order to ensure that instructors have the skills and knowledge required to meet VLACS instructional standards.

- The partnership website is active and provides partner schools with resources and the opportunity to enter into discussions with other partner schools.
- Beginning in December/January the Knewton math readiness course will be available for use by NH students. Available strands include: pre-algebra foundation skills, preparation for high school algebra, preparation for high school algebra and beyond, and preparation for college level algebra.
- Sixty-three staff members are completing their recertification with VLACS.
- The full-time program is currently serving eighty students. Sixty-four applications are in-process and thirty have been deferred since January 2012.
- We will begin using the Accuplacer exam with full-time students this spring. The purpose of the exam is to gather diagnostic data regarding academic skills in reading, writing, and math. This data will help us to assess college and career readiness of our students.
- Recent student activities: full-time student gathering; six clubs (science, MS photography, HS photography, MS book club, HS book club, and HS writing club); webinars (college process, financial aid overview, College Unbound).
- New courses available: advanced algebra with financial applications and middle school photography. Additionally, three new courses will be available after the first of the year (journalism, forensic science, and astronomy).
- The technology department has completed work on a number of projects including: personalized presentation of assessments and course requirements within our learning management system; substitute technical support helpdesk staff members are now available to fill in when regular staff members are unavailable; quantitative and qualitative data regarding customer service is now being collected when interacting with the technical support helpdesk in order to improve customer service.

9. Meeting Schedule

Meeting dates for 2012-2013: January 10, 2013; March 14, 2013; May 23, 2013. All meetings begin at 3:00PM.

10. Adjournment

Motion: Dr. Joyce

Text: To adjourn at 4:55PM

Second: Dr. Chamberlin

Vote: All members voted in favor of the motion.

Minutes recorded by: Steve Kossakoski