



## Attendees

Trustees in attendance at VLACS: Mr. Joseph Lovejoy, Dr. Mark Joyce, Mr. John Hansen, Ms. Kim Casey, Mr. Matt Treamer, Dr. Arthur Hanson, Dr. Kent Chamberlin

Administration: Dr. Stephen Kossakoski, Mr. Tony Baldasaro, Ms. Ollire Lane-Wortley

Visitors: Ms. Roberta Tenney, NHDOE

Apologies:

## Agenda

Topics	Discussion	Decision
1. Call to Order	Mr. Lovejoy called the meeting to order at 3:05PM.	
2. Appointment of Trustees to an additional term	Mr. Lovejoy announced that Dr. Brennan has resigned from his position as a Trustee, effective immediately. Mr. Lovejoy asked for a motion to nominate members whose terms have expired.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To nominate and elect Dr. Arthur Hanson for a three year term. <u>Second:</u> Dr. Chamberlin <u>Vote:</u> All members voted in favor of the motion.
3. Election of Officers	Mr. Lovejoy asked for a motion to approve the nomination of a new slate of Board officers.	<u>Motion:</u> Mr. Hansen <u>Text:</u> To nominate and elect the same slate of officers who served during 2011-2012. Chair, Mr. Lovejoy; Vice Chair, Dr. Chamberlin; Treasurer, Mr. Treamer; Secretary/Clerk, Dr. Joyce <u>Second:</u> Ms. Casey <u>Vote:</u> All members voted in favor of the motion.
4. Approval of Minutes	Mr. Lovejoy asked if there were any recommended revisions to the June 14, 2012 meeting minutes. No revisions were recommended.	<u>Motion:</u> Mr. Hansen <u>Text:</u> To approve the minutes of June 14, 2012 meeting, as presented. <u>Second:</u> Ms. Casey <u>Vote:</u> All members voted in favor of the motion.
5. Public Comment	None	

6. Items requiring approval		
6.1a Addition of chief financial officer (7.3 on the agenda)	Dr. Kossakoski reported that based on the size of the organization and budget it is time to consider hiring a part-time (.4 FTE) chief financial officer. Funding for this position has been included in the revised 2012-2013 budget.	
6.1b Approval of revised 2012-2013 budget	Dr. Kossakoski presented revisions to the 2011-2012 budget. Increases to the budget are required to meet increasing enrollments.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To approve the requested increase of the 2012-2013 budget from \$3,688,008 to \$3,892,121. <u>Second:</u> Dr. Hanson <u>Vote:</u> All members voted in favor of the motion.
6.2 Signing of DOE-25	Dr. Kossakoski reported that he has asked the auditor to review the DOE-25 upon completing his audit. Dr. Kossakoski has contacted the NHDOE to inform them that the report will be sent to them after the November Board of Trustees meeting.	
6.3 Approval of future directions timeline	Dr. Kossakoski asked the Trustees to approve the concepts and direction for the growth of VLACS programming and services. The major initiatives include: <ul style="list-style-type: none"> <li>September 2012: Full-time program emphasis on college, career, and citizenship ready</li> <li>January 2013: Announce college, career, and citizenship ready emphasis for in-state and out-of-state full-time students</li> <li>May 2013: Middle college and college transition program</li> <li>September 2013: Adult education program</li> <li>January 2014: Full-time middle school program</li> <li>September 2014: Elementary courses (grades 4 &amp; 5)</li> </ul>	<u>Motion:</u> Dr. Joyce <u>Text:</u> To approve the concepts and direction for the growth of VLACS programming and services as presented. <u>Second:</u> Ms. Casey <u>Vote:</u> All members voted in favor of the motion.
7.0 Finance		
7.1 Financial reports	The Trustees reviewed all financial reports. General ledger reports for the months of May, June, and July were signed.	
7.2 Status of 2011-2012 audit	Mr. Lovejoy reported that he, Mr. Treamer, and Dr. Kossakoski met with the auditor on September 4 <sup>th</sup> to discuss the status of the 2011-2012 audit.	
8. Legislative news	Dr. Joyce reported on changes to the retirement rates for certified personnel.	
9. Administrative Report		
9.1. Enrollment	Dr. Kossakoski reported that the school finished the year with 15,558 enrollments. As of September 2, 2012 the enrollment total for the 2012-2013 school year is 9,808.	
9.2 Past, present, future	Dr. Kossakoski shared portions of his past, present, future presentation which was originally presented to all personnel at the summer instructors' conference.	

9.3 Charter renewal process. Dr. Kossakoski reported that the renewal report will be completed and submitted to the charter renewal team within the next two weeks. He and Dr. Ayers (chair of the renewal team) have been in communication regarding the renewal team's visitation on October 3<sup>rd</sup>. All Trustees are invited to attend the visitation and can expect to be interviewed by the renewal team. Dr. Kossakoski also shared preliminary results which included positive standardized test results as well as positive feedback from students and parents.

10 Administrative Reports

Mr. Baldasaro reported on the following topics:

- 457 retirement plan is now available to all employees as of July 1, 2012
- Interview process for a new cohort of instructors is well underway.
- Currently interviewing for a full time instructors. Once hired, we will have 13 full time instructors.

Ms. Lane-Wortley reported on the following topics:

- Over 100 instructors attending the summer instructors' conference
- Over 150 schools are participating in our partnership program
- We continued to refine our competencies during the summer. A group of instructors reviewed and revised current competencies and created new competencies for new courses. Competencies will be updated as our courses are upgraded to align with the Common Core Standards.
- We completed our pilot of the Knewton Math Readiness program. The program will be opened to all schools this fall.
- Our advisory program has undergone major revision to align with helping students to be college, career, and citizenship ready.
- We continue to offer virtual open houses to parents. Over 150 families have attended, to date.
- We are now using WizIQ as our online classroom application. The technology department has also created a communication utility which allows student to text chat with students and then open WizIQ when needed.

12. Meeting Schedule Meeting dates for 2012-2013: November 15, 2012; January 10, 2013; March 14, 2013; May 23, 2013. All meetings begin at 3:00PM.

13. Adjournment

Motion: Dr. Joyce  
Text: To adjourn at 5:07PM  
Second: Mr. Hansen  
Vote: All members voted in favor of the motion.

Minutes recorded by: Steve Kossakoski