

# VLACS Board of Trustees

## Minutes

Date: Thursday, February 5, 2009  
Location: Virtual Learning Academy Conference Room  
30 Linden Street, Exeter, NH Time: 3:00PM

### Attendance

#### Trustees

Dr. Kent Chamberlin

Dr. Mark Joyce

Mr. Joseph Lovejoy

Mr. Matthew Treamer

Mr. John Hansen

Dr. Thomas Brennan

#### Administration

Dr. Stephen Kossakoski

Mr. Gary Tirone

#### Visitors

Ms. Roberta Tenney, NH DOE

Mr. Thomas Dumais, Dumais & Ferland, CPA

### Minutes

1. Mr. Lovejoy called the meeting to order at 3:09PM.
2. Dr. Joyce administered the oath of office to Mr. Hansen and Dr. Brennan.
3. Dr. Chamberlin made a motion to accept the minutes from the November 20, 2009 meeting. Dr. Chamberlin requested that under agenda item 5.1, there should be a statement noting that the school is in good financial standing. Seconded by Dr. Joyce. Mr. Hanson abstained; all other members voted in favor of the motion.
4. Public comment: none
5. Finance
  - 5.1. Dr. Kossakoski reviewed 2008-2009 and 2009-2010 budget projections. Based on current course completion rates it is projected that the school will end the year with a deficit of approximately \$177,000, however, projections also indicate that the budget should be balanced to by the end of the 2009-2010 fiscal year. These projections are based on conservative student enrollment estimates and course completion percentages. If growth rates exceed these conservative estimates then budget balances will improve proportionally. Dr. Brennan made a motion to accept the financial report as presented. Dr. Joyce seconded the motion. All members voted in favor of the motion.
  - 5.2. Mr Dumais reported that he and his staff are working on the 2007-2008 audit and that, to date, everything is in order.
  - 5.3. Dr. Kossakoski reported that a request has been submitted to the NH DOE that will allow VLACS to receive funding for more than five credits per year for each full-time student while not exceeding twenty total credits. If approved, this will allow full-time students to complete the requirements for graduation at an accelerated pace.
6. CEO/CLO Report
  - 6.1. Dr. Kossakoski reported that there were 3,969 enrolled, active, or completed enrollments as of January 28, 2009.
  - 6.2. Administrative updates

- 6.2.1. Dr. Kossakoski and Mr. Tirone made a presentation to the Trustees which summarized the VLACS philosophy and background.
  - 6.2.2. Dr. Kossakoski reviewed the new website design.
  - 6.2.3. Mr. Tirone reviewed current and future eStart offerings.
  - 6.2.4. Mr. Tirone described how guidance services are structured for full-time students.
  - 6.2.5. Dr. Kossakoski reported that student surveys are now being collected whenever a student completes a VLACS course. Parent, instructor, and partner surveys will be sent out in May or June.
7. Personnel
    - 7.1. Dr. Kossakoski reviewed current staffing levels.
    - 7.2. Mr. Tirone reviewed professional development offerings for instructional staff.
  8. Policy
    - 8.1. New policies. Dr. Joyce made a motion to adopt the following policies: GBAA, Sexual violence and harassment; GBCD, Background investigations; and, JLF, Child abuse. Seconded by Dr. Brennan. All members voted in favor of this motion.
    - 8.2. Policies for revision. Dr. Chamberlin made a motion to adopt the suggested revisions to policy JRA, Right to privacy. Seconded by Dr. Brennan. All members voted in favor of this motion.
  9. Old Business: none
  10. New Business: Mr. Lovejoy and Dr. Chamberlin reported that they, and Ms. Casey, attended the VLACS instructor training session on Saturday, January 10, 2009. They stated that the experience was very positive and helped them to understand the benefits of online learning.
  11. Next meeting: Thursday, April 9, 2009 at 3:00PM.
  12. Dr. Chamberlin made a motion to adjourn at 4:55PM. Seconded by Dr. Brennan. All members voted in favor of this motion.