



**Meeting Minutes**  
 November 17, 2016  
 3:00-5:00PM  
 VLACS Conference Room  
 30 Linden Street, Exeter, NH 03833

**Attendees**

Trustees in attendance: Dr. Kent Chamberlin, Mr. Matt Treamer, Mr. Joseph Lovejoy, Dr. Mark Joyce, Mr. Jerome Frew

Administration: Dr. Stephen Kossakoski, Mr. Tony Baldasaro, Mr. Larry White, Ms. Kyle Cote

Apologies: Mr. John Hansen, Ms. Kimberley Casey

**Agenda**

Topics	Discussion	Decision
1. Call to Order	Mr. Lovejoy called the meeting to order at 3:04PM. Mr. Lovejoy asked Dr. Chamberlin to run the meeting.	
2. Oath of Office	Dr. Joyce administered the Oath of Office to Mr. Frew.	
3. Approval of Minutes:	Dr. Chamberlin asked if there were any revisions to the meeting minutes of September 8, 2016.	<u>Motion:</u> Mr. Treamer <u>Text:</u> To approve the minutes of the September 8, 2016 meeting, as presented. <u>Second:</u> Mr. Lovejoy <u>Vote:</u> All members voted in favor of the motion.
4. Public Comment	None	
5. Items Requiring Approval		
5.1 McGarr Award Revision	Dr. Kossakoski asked the board to approve the following addition to the McGarr Award: Students who pursue an LTE may apply in the fall of their senior year to receive up to \$500 to fund an approved project.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To allow seniors to apply for up to \$500 to fund an approved LTE project. <u>Second:</u> Mr. Treamer <u>Vote:</u> All members voted in favor of the motion
5.2. Permission to award adult education diplomas	Dr. Kossakoski asked the board to establish an Adult High School Diploma Program as per Ed 702.01. He reviewed the state's requirements for an adult high school diploma and discussed a new partnership with Fidelis that will help VLACS provide support to students who are pursuing a diploma.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To establish an Adult High School Diploma Program as per Ed 702.01. <u>Second:</u> Mr. Treamer <u>Vote:</u> All members voted in favor of the motion

5.3. Policy EHA – Data Breach	Dr. Kossakoski recommended that the board approve policy EHA – Data Breach, as written. The policy describes the procedures and requirements for reporting the loss or unintended sharing of protected data.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To adopt policy EHA – Data Breach, as presented. <u>Second:</u> Mr. Treamer <u>Vote:</u> All members voted in favor of the motion
5.4. Board representative to the professional development master planning committee	Dr. Kossakoski will contact Ms. Casey to see if she would like to continue as the representative to this committee.	
6. Finance		
6.1. Review of financial reports and sign manifests	Mr. White reviewed the financial reports and reported that the school is in good financial standing as of the end of October. Trustees reviewed and signed manifests for the months of September and October.	
6.2. Revision of RSA 194-B:11 Chartered Public Schools; Funding	Dr. Kossakoski and Mr. White reported that in order to ensure the long term viability of the school the annual funding rate for VALCS should be adjusted on an annual basis rather than biennially. The board agreed that VLACS representatives should contact the Governor’s office to discuss this topic.	
7.1. Budget report to Governor	Dr. Kossakoski reported that Caitlin Davis, Director of School Finance at the NHDOE, requested information about VLACS to include in her budget report to the Governor’s office.	
8. Administrative Reports	<p>The following topics were addressed by the administrative staff:</p> <ul style="list-style-type: none"> <li>• Enrollment since July 1<sup>st</sup> is higher than last year during the same period of time.</li> <li>• Maintaining academic integrity standards is an important and ongoing task. Mr. Baldasaro reported about professional development activities on this topic and demonstrated how VeriCite will be used to assist students and instructors.</li> <li>• Being able to measure progress toward school-wide goals is important to continued success. Mr. Baldsaro reported on how categories in Small Improvements will be configured for this purpose.</li> <li>• Ms. Cote stated that plans are in place for supporting students as they prepare for upcoming standardized tests. She also reported that the school has submitted an application to become a member of the PACE initiative which will reduce the number of standardized tests taken by middle and high school students.</li> <li>• Dr. Kossakoski reported that he has been invited to participate in a discussion about school funding at the National Summit on School Reform in Washington DC at the end of the month.</li> <li>• Mr. Baldasaro reported that there are now 214 employees at</li> </ul>	

VLACS.

10. Board of Trustees Meeting Dates Board of Trustees meeting dates: January 12, 2017; March 23, 2017; May 25, 2017; All meetings are held in the VLACS conference room from 3:00-5:00PM. Graduation is scheduled for Friday, June 10, 2016, 4:00PM, at the Capitol Center for the Arts in Concord, NH.

13. Adjournment

Motion: Dr. Joyce

Text: To adjourn at 4:36.

Second: Mr. Treamer

Vote: All members voted in favor of the motion.

Minutes recorded by: Steve Kossakoski