



**Meeting Minutes**  
 May 25, 2017  
 3:00-5:00PM  
 VLACS Conference Room  
 30 Linden Street, Exeter, NH 03833

**Attendees**

Trustees in attendance: Dr. Kent Chamberlin, Mr. Joseph Lovejoy, Dr. Mark Joyce, Ms. Kimberley Casey, Mr. Jerome Frew, Mr. John Hansen, Mr. Matt Treamer

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

Apologies: NA

**Agenda**

Topics	Discussion	Decision
1. Call to Order	Mr. Lovejoy called the meeting to order at 3:05PM	
2. Approval of Minutes:	Mr. Lovejoy asked if there were any revisions to the meeting minutes of March 23, 2017.	<u>Motion:</u> Dr. Chamberlin <u>Text:</u> To approve the minutes of the March 23, 2017 meeting, as presented. <u>Second:</u> Mr. Treamer <u>Vote:</u> All members voted in favor of the motion.
3. Public Comment	None	
4. Items Requiring Approval		
4.1. Policy	Dr. Kossakoski recommended that the board adopt the revisions to policy IKF, Graduation. Revisions include: (1) students must earn at least five high school credits at VLACS to qualify for a diploma; and, (2) all graduates must complete at least a half-credit Experience related to a career.	<u>Motion:</u> Mr. Frew <u>Text:</u> To approve policy IKF, Graduation, as presented. <u>Second:</u> Ms. Casey <u>Vote:</u> All members voted in favor of the motion.
4.2. 2017-2018 Benefits Summary	Dr. Kossakoski recommended that the board approve the 2017-2018 Benefits summary. Benefits will remain the same as in 2016-2017.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To approve the 2017-2018 benefits summary. <u>Second:</u> Ms. Casey <u>Vote:</u> All members voted in favor of the motion.
4.3. 2017-2018 Budget	Dr. Kossakoski and Mr. White reviewed the 2017-2018 budget. Board members discussed enrollment projections and the positive impact that the school has had on full-time VLACS students, public school students, home schooled students, and other students across the state.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To approve the 2017-2018 budget of \$9,132,282. <u>Second:</u> Mr. Treamer

		All members voted in favor of the motion
4.4. Tuition rates for out-of-state students	Dr. Kossakoski reviewed the proposed increases to out-of-state tuition rates. He recommended that the rates go into effect on July 1, 2017.	<p><u>Motion:</u> Dr. Joyce  <u>Text:</u> To approve out-of-state tuition rates to be implemented on July 1, 2017. Tuition rates will be: .5 credit, \$486; 1 credit, \$972; full-time, \$6,804; registration and admission fees, \$20.  <u>Second:</u> Mr. Treamer  <u>Vote:</u> All members voted in favor of the motion.</p>
4.5. CEO contract	Mr. Lovejoy asked for a motion to enter non-public session to discuss the compensation and contract of the CEO.	<p><u>Motion to enter non-public session:</u> Dr. Chamberlin  <u>Text:</u> To enter non-public session under 91-A:3- II, section (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.  <u>Time:</u> 3:31PM  <u>Second:</u> Mr. Treamer  <u>Roll Call Vote:</u> All members voted in favor of entering non-public session.  <u>Attendance:</u> Ms. Casey, Dr. Joyce Dr. Chamberlin, Mr. Treamer, Mr. Lovejoy, Mr. Hansen, Mr. Frew  <u>Discussion:</u> Mr. Lovejoy reviewed the salary, benefit history, and performance of the CEO.  <u>Motion:</u> Dr. Joyce  <u>Text:</u> To increase the CEO's base salary, extra days, and medical stipend by 5% for the 2017-2018 fiscal year.  <u>Second:</u> Mr. Frew  <u>Vote:</u> All members voted in favor of the motion.  <u>Motion to leave non-public session:</u> Mr. Treamer  <u>Second:</u> Dr. Chamberlin  <u>Roll Call Vote:</u> All members voted in favor or leaving non-public session.  <u>Time:</u> 3:48PM</p>
5. Finance		
5.1. Review of financial reports and sign manifests	Mr. White reviewed the financial reports and stated that the school is in good financial standing as of the end of April. He also indicated that, pending a funding payment arriving in July, he doesn't foresee the need to use the line of credit from the school's bank. Trustees reviewed and signed manifests for the months of March and April.	

6. Legislative News

Dr. Kossakoski reported he has been in communication with State Senator Reagan and the Matt Southerton, Director of the NH Charter School Alliance, to ask for support of a CPI increase in the second year of the next biennial state budget.

7. Administrative Reports

The following topics were addressed by the administrative staff:

- Dr. Kossakoski presented information regarding enrollments. Enrollment growth from July 1<sup>st</sup> to date is 3.6% higher than last year at this time.
- Dr. Kossakoski reported that credit levels for college courses will be raised to .75 credit while Advanced Placement credit will carry 1.5 credits. These adjustments are a result of reviewing the rigor, level of expected competencies, and time required to complete these courses. Instructor wages will also increase because of this adjustment.
- Mr. Baldasaro reported that there the school currently employees 230 people in full and part-time positions.
- Ms. Reece demonstrated how volunteers are screened using an online tool purchased from the Background Investigation Bureau.
- Ms. Cote demonstrated how the dissemination and collection of forms has been automated using Chalk Schools.

10. Board of Trustees Meeting Dates

Graduation is scheduled for Friday, June 19, 2017, 4:00PM, at the Capitol Center for the Arts in Concord, NH.  
Board of Trustees meeting dates: September 7, 2017; November 16, 2017; January 11, 2018; March 22, 2018; May 24, 2018  
All meetings are held in the VLACS conference room from 3:00-5:00PM

13. Adjournment

Motion: Dr. Joyce  
Text: To adjourn at 4:50PM  
Second: Ms. Casey  
Vote: All members voted in favor of the motion.

Minutes recorded by: Steve Kossakoski