



Meeting Minutes

November 21, 2019
 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, Mr. Matt Tremer

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

Apologies: Mr. Jerome Frew, Ms. Kimberley Casey

Agenda

Topics	Discussion	Decision
1. Call to Order	Mr. Lovejoy called the meeting to order at 3:00PM	
2. New board member update	Mr. Lovejoy and board members discussed the search for a candidate to fill the open board seat. Dr. Kossakoski will check with staff members regarding a recommendation.	
3. Approval of Minutes:	Mr. Lovejoy asked if there were any revisions to the meeting minutes of September 19, 2019	<p><u>Motion:</u> Dr. Chamberlin <u>Text:</u> To approve the minutes of the September 19, 2019 meeting as presented. <u>Second:</u> Dr. Joyce <u>Vote:</u> All members voted in favor of the motion.</p>
4. Public Comment	None	
5. Items Requiring Approval		
5.1. Policy Update	Dr. Kossakoski recommended that the board adopt policy DAF, Federal Grant Management. School counsel recommended adding the following text: To the extent that this policy conflicts with any applicable law or regulation, the School is not bound to follow this policy and must instead comply with the applicable law or regulation.	<p><u>Motion:</u> Dr. Joyce <u>Text:</u> To adopt policy DAF, Federal Grant Management, as presented. <u>Second:</u> Mr. Tremer <u>Vote:</u> All members voted in favor of the motion</p>

5.2. Policy Update	Mr. Lovejoy and Mr. White reviewed the changes to policy DG, Depository of Funds. The changes include removing the requirement to collateralize deposited funds and to authorize the use of certificates of deposit as a vehicle for maximizing the amount of interest earned.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To adopt policy DG, Depository of Funds, as presented. <u>Second:</u> Mr. Treamer <u>Vote:</u> All members voted in favor of the motion
5.3. Policy Update	Dr. Kossakoski presented policy JFBB, Enrollment of Expelled or Suspended Students for revision. A section regarding the enrollment of expelled private school students was added to the policy.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To adopt policy JFBB, Enrollment of Expelled or Suspended Students , as presented. <u>Second:</u> Dr. Chamberlin <u>Vote:</u> All members voted in favor of the motion
5.4. Policy Update	Dr. Kossakoski presented DK, Financial Procedures for revision. The revised policy authorizes the CEO to approve the payment of employee benefit fees via wire transfer. Wire transfers have been used in this manner in the past.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To adopt policy DK, Financial Procedures as presented and to acknowledge that wire transfers have been used to pay employee benefits providers prior to the approval of this revision. <u>Second:</u> Mr. Treamer <u>Vote:</u> All members voted in favor of the motion
6. Finance		
6.1 Financial Reports	The Trustees reviewed all financial reports. General ledger reports for the months of September and October were available for review and signature. Mr. White reviewed the financial statements and reported that the school is in good financial standing. He also noted that the school received a \$40,000 grant from the Nellie Mae Education Foundation.	

6.2

Non-public session

Motion to enter non-public session: Mr. Lovejoy

Text: To enter non-public session under, section (d) Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.

Time: 3:30

Second: Dr. Joyce

Roll Call Vote: All members voted in favor of entering non-public session.

Attendance: Mr. Treamer, Dr. Joyce, Dr. Chamberlin, Mr Lovejoy, Mr. White, Dr. Kossakoski

Discussion: Dr. Kossakoski informed the board about concerns regarding a vendor's ability to fulfill a contract.

Motion to leave non-public session: Mr. Lovejoy

Second: Dr. Chamberlin

Roll Call Vote: All members voted in favor or leaving non-public session.

Time: 3:45

7. Legislative News

8. Administrative Reports

- Dr. Kossakoski reported that enrollment for the period July 1 through November 19 has increased by 4.3% over the same period last year.
- Dr. Kossakoski highlighted sections of the annual report that was submitted to the NHDOE. Board members reviewed the report prior to the meeting.
- Ms. Lane reported on her work with partner schools and the new partner school training

format. She also described how open house webinars have become a popular way of informing parents about VLACS programming.

- Mr. Baldasaro reviewed the personnel report and stated that a new cohort of instructors had recently begun training. He also noted that he and Mr. White are recommending that the current payroll and human resources systems be combined and transitioned to PayChex.

10. Board of Trustees Meeting Dates

- Graduation: June 5, 2018, 4:00PM, Capitol Center for the Arts, Concord, NH
- Proposed meeting dates for 2019-2020: January 23, 2020; March 26, 2020; May 21, 2020

13. Adjournment

Motion: Mr. Treamer
Text: To adjourn at 4:30.
Second: Dr. Chamberlin
Vote: All members voted in favor of the motion.

Minutes recorded by: Steve Kossakoski