



Meeting Minutes
 November 16, 2017
 3:00-5:00PM
 VLACS Conference Room
 30 Linden Street, Exeter, NH 03833

Attendees

Trustees in attendance:, Dr. Kent Chamberlin, Mr. Matt Treamer (remote), Mr. Joseph Lovejoy, Mr. Jerry Frew, Dr. Mark Joyce

Administration: Dr. Stephen Kossakoski, Mr. Tony Baldasaro, Ms. Ollire Lane, Ms. Kyle Cote

Apologies: Ms. Kimberley Casey

Visitors: Dr. Pamela Brown, Newton, NH

Agenda

Topics	Discussion	Decision
1. Call to Order	Mr. Lovejoy called the meeting to order at 3:07PM	
2. Public Comment	Dr. Brown stated that she is a member of the SAU 17 school board and is hoping to gather more information about VLACS. She asked if the school is using a commercial proctoring service. Dr. Kossakoski replied that the school does use proctors for midterm and final exams. Students are required to recommend a proctor to their instructor for approval. Recommended individuals who may be approved as proctors include: parents, legal guardians, guidance counselors, other school administrators or teachers, media specialists.	
2. Discussion regarding nomination of new board member	Mr. Lovejoy discussed the open board seat with the trustees.	<u>Motion:</u> Dr. Joyce <u>Text:</u> The chair will review the list of potential board candidates and bring a list of names to the next meeting. All board members are welcome to participate in any part of the review process. <u>Second:</u> Mr. Frew <u>Vote:</u> All members voted in favor of the motion.
3. Approval of Minutes:	Mr. Lovejoy asked if there were any revisions to the meeting minutes of September 7, 2017.	<u>Motion:</u> Dr. Chamberlin <u>Text:</u> To approve the minutes of the Sept. 7, 2017 meeting, as presented. <u>Second:</u> Mr. Frew <u>Vote:</u> All members voted in favor of the motion except Dr. Joyce who abstained from the vote.
5. Items Requiring Approval		

5.1. Policy		
5.1.1. New Policy	Dr. Kossakoski introduced policy ILDA - Non-Educational Surveys and Questionnaires. This policy is required by law and was created by the school's attorney.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To adopt policy ILDA - Non-Educational Surveys and Questionnaires Resources, as presented. <u>Second:</u> Dr. Chamberlin <u>Vote:</u> All members voted in favor of the motion
5.2. Revised Policies		
5.2.1 BCB, Conflict of Interest	Dr. Kossakoski introduced policy BCB – Conflict of Interest for revision. As requested by the board at the September meeting, language has been added to clarify that board members may not be employed by the school.	<u>Motion:</u> Dr. Chamberlin <u>Text:</u> To approve policy BCB, Conflict of Interest, as presented. <u>Second:</u> Dr. Joyce <u>Vote:</u> All members voted in favor of the motion.
5.2.2 IKF, Graduation	Dr. Kossakoski introduced policy IKF – Graduation for revision. New language has been added to clarify that full-time students may be required to take part in assessment and remedial activities upon entry and before graduation in order to meet college, career, and citizenship goals.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To approve policy IKF, Graduation, as presented. <u>Second:</u> Mr. Frew <u>Vote:</u> All members voted in favor of the motion.
5.3 Finance		
5.3.1 Revision to full-time tuition payment schedule for national students	Dr. Kossakoski asked the board to approve a revision to the current full-time payment schedule. If approved, out-of-state/national students would pay tuition based on enrollments instead of a flat fee. The school will not lose revenue due to this adjustment. Ms. Cote stated that trying to use a time-based tuition structure in the school's anytime any pace model created confusion for the parents of full-time students.	<u>Motion:</u> Mr. Frew <u>Text:</u> To approve the revised tuition payment schedule which removes the requirement for full-time out-of-state student to pay a flat tuition fee. <u>Second:</u> Dr. Joyce <u>Vote:</u> All members voted in favor of the motion.
5.3.2 Review and approval of 2016-2017 audit report	Dr. Kossakoski asked the board to approve the 2016-2017 audit report. The school has received a "clean" report from the auditors. Board members indicated that they had reviewed the report and did not find any issues.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To approve 2016-2017 financial audit as presented. <u>Second:</u> Dr. Chamberlin <u>Vote:</u> All members voted in favor of the motion.
5.3.3 Approval of revisions to the 2017-2018 budget	Dr. Kossakoski asked the board to approve changes to the 2017-2018 budget. The "bottom-line" of the budget will remain the same as funds are being redistributed to meet current needs. Significant changes include adding a new school counselor, a part-time communications manager, and a content writer. Other changes include new software license fees and budgeting for the implementation of a new student information system.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To approve changes to account allocations that are part of the 2017-2018 budget as presented. The revisions do not change the overall budget total that was approved at the May 25, 2017 meeting. <u>Second:</u> Mr. Frew <u>Vote:</u> All members voted in favor of the motion.
5.3.4 Federal Grants	Dr. Kossakoski ask the board to approve application for Title II funds. Mr. Baldasaro reported that the funding will be used to expand the school's training program to improve student success using Growth Mindset. Dr. Kossakoski indicated that after reviewing the supports that	<u>Motion:</u> Mr. Frew <u>Text:</u> To approve application for Title II funding and to decline Title I funding for the 2017-2018 fiscal year.

are in place for low performing students as well as the acknowledging the considerable reporting and administrative work required for Title I programs he recommends that the board decline Title I funding for this fiscal year.

Second: Dr. Joyce

Vote: 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. Dr. Kossakoski reported that the school is in good financial standing.

7. NHDOE/Legislative News Dr. Kossakoski reported that the date for renewal of the VLACS charter has not been confirmed. The NHDOE is in the process of hiring an administrator for the NHDOE's charter school office.

8. Administrative Reports Dr. Kossakoski reported on the following items:

- Raw enrollments are up over 9% when compared to 2017.
- Enabled enrollments are up over 14% when compared to 2017.

Ms. Lane reported on the following items:

- She just returned from visiting a number of schools in the western and central parts of the state.
- Schools were very welcoming and excited to hear about the opportunities that VLACS provides to students
- Dr. Kossakoski thanked Ms. Lane for her efforts to help partner schools.

Ms. Cote reported on the following items:

- Enrollment growth in both the full-time and part time programs has created the need for an additional counselor in order to maintain services to all students.

Mr. Baldasaro reported on the following items:

- A new cohort of instructors has been hired and are currently in the midst of a sixteen-week training session under the supervision of a mentor. An additional hiring may take place this winter in order to meet demand for VLACS services.
- Mr. Baldasaro reported that Jordan Noyes has been hired to replace Elizabeth O'Hare as an instructional designer. Mr. Baldasaro thanked Ms. O'Hare for her many years of service to VLACS.

12. Board of Trustees Meeting Dates January 11, 2018; March 22, 2018; May 24, 2018
Graduation: June 8, 2018, 4:00PM, Capital Center for the Arts, Concord, NH

13. Adjournment

Motion: Dr. Joyce

Text: To adjourn at 4:28PM

Second: Mr. Frew

Vote: All members voted in favor of the motion.

Minutes recorded by: Steve Kossakoski