



**Meeting Minutes**  
 May 24, 2018  
 3:00-5:00PM  
 VLACS Conference Room  
 30 Linden Street, Exeter, NH 03833

**Attendees**

Trustees in attendance: Dr. Kent Chamberlin (acting chair) Mr. Joseph Lovejoy, Dr. Mark Joyce, Ms. Kimberley Casey, Mr. Matt Treamer  
Administration: Dr. Stephen Kossakoski, Ms. Ollire Lane, Mr. Tony Baldasaro, Mr. Larry White,  
Apologies: Mr. Jerome Frew

**Agenda**

Topics	Discussion	Decision
1. Call to Order	Dr. Chamberlin called the meeting to order at 3:05 PM.	
2. Board membership	Dr. Kossakoski reported that Mr. Frew will be leaving the board. Mr. Frew has been in contact with school administrators who may be interested in filling his seat.	
3. Approval of Minutes:	Dr. Chamberlin asked if there were any revisions to the meeting minutes of March 22, 2018.	<u>Motion:</u> Mr. Treamer <u>Text:</u> To approve the minutes of the March 22, 2018 meeting as presented. <u>Second:</u> Ms. Casey <u>Vote:</u> All members voted in favor of the motion.
4. Public Comment	None	
5. Items Requiring Approval		
5.1. Policy Revision	Dr. Kossakoski recommended that the board adopt the revisions to policy DK, Financial Procedures.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To approve policy DK, Financial Procedures as presented. <u>Second:</u> Mr. Treamer <u>Vote:</u> All members voted in favor of the motion.  Motion: Ms. Casey Text: To approve CFO Lawrence White as a signatory on VLACS checking accounts.

		<p>Second: Dr. Joyce  Vote: All members voted in favor of the motion.</p>
5.2. New Policies	Dr. Kossakoski recommended that the board adopt policy LCB – College University Partnerships	<p><u>Motion:</u> Ms. Casey  <u>Text:</u> To approve policy LCB – College University Partnerships as presented  <u>Second:</u> Mr. Treamer  <u>Vote:</u> All members voted in favor of the motion.</p>
	Dr. Kossakoski recommended that the board adopt policy LCC – Dual and Concurrent Enrollment	<p><u>Motion:</u> Dr. Joyce  <u>Text:</u> To approve policy LCC – Dual and Concurrent Enrollment as presented.  <u>Second:</u> Ms. Casey  <u>Vote:</u> All members voted in favor of the motion.</p>
5.3. 2017-2018 Budget and Benefits Summary	Dr. Kossakoski and Mr. White reviewed the 2018-2019 budget and the 2018-2019 Employee Benefits Summary.	<p><u>Motion:</u> Dr. Joyce  <u>Text:</u> To approve the 2018-2019 Employee Benefits Summary and the budget of \$10,394,038  <u>Second:</u> Mr. Treamer  All members voted in favor of the motion</p>
5.4. 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, 2018.	<p><u>Motion:</u> Ms. Casey  <u>Text:</u> To approve out-of-state tuition rates to be implemented on July 1, 2018. Tuition rates will be: .5 credit, \$489; 1 credit, \$979; full-time, 1 credit college courses, \$587; registration and admission fees, \$20.  <u>Second:</u> Dr. Joyce  <u>Vote:</u> All members voted in favor of the motion.</p>
5.5. CEO contract	Dr. Chamberlin 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> Ms. Casey  <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> 4:15PM  <u>Second:</u> Mr. Lovejoy  <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,  <u>Discussion:</u> Mr. Lovejoy reviewed the salary, benefit</p>

	<p>history, and performance of the CEO.  <u>Motion:</u> Mr. Treamer  <u>Text:</u> To increase the CEO's base salary, extra days, and medical stipend by 5% for the 2018-2019 fiscal year.  <u>Second:</u> Mr. Lovejoy  <u>Vote:</u> All members voted in favor of the motion.  <u>Motion to leave non-public session:</u> Dr. Joyce  <u>Second:</u> Ms. Casey  <u>Roll Call Vote:</u> All members voted in favor or leaving non-public session.  <u>Time:</u> 4:22PM</p>
6. 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. Trustees reviewed and signed manifests for the months of March and April.
7. Legislative News	Dr. Kossakoski reported that the Commissioner of Education visited VLACS on May 7 <sup>th</sup> to discuss Senate Bill 435. On May 14 <sup>th</sup> , Jane Waterhouse, the new administrator for NH charter schools met with the VLACS administrative team. She will soon be scheduling site visits for all charters who are up for renewal.
7. Administrative Reports	<p>The following topics were addressed by the administrative staff:</p> <ul style="list-style-type: none"> <li>• Dr. Kossakoski presented information regarding enrollments. Enrollment growth from July 1<sup>st</sup> to date is 10.3% higher than last year at this time.</li> <li>• Dr. Kossakoski reviewed organizational goals for 2018-2019</li> <li>• Ms. Lane described how the partnership website is used by schools and provided the board with an update regarding new programs initiated by partner schools.</li> <li>• Mr. Baldasaro reported that the school currently employees 230 people in full and part-time positions. He also reported that advertisements for a new cohort of instructors has been published.</li> </ul>
10. Board of Trustees Meeting Dates	<ul style="list-style-type: none"> <li>• Graduation: June 8, 2018, 4:00PM, Capital Center for the Arts, Concord, NH</li> <li>• 2018-2019 Board of Trustees meeting dates: September 13, 2018; November 15, 2018; January 10, 2019; March 21, 2018; May 23, 2019</li> </ul>
13. Adjournment	<p><u>Motion:</u> Mr. Treamer  <u>Text:</u> To adjourn at 5:03PM</p>

Second: Ms. Casey

Vote: All members voted in favor of the motion.

Minutes recorded by: Steve Kossakoski