



**Meeting Minutes**  
 November 15, 2018  
 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 Treamer, Mr. Jerome Frew, Ms. Kimberley Casey  
Administration: Dr. Stephen Kossakoski, Ms. Ollire Lane, Mr. Tony Baldasaro, Mr. Larry White,  
Apologies:

**Agenda**

Topics	Discussion	Decision
1. Call to Order	Mr. Lovejoy called the meeting to order at 2:55 PM.	
2. Approval of Minutes:	Mr. Lovejoy asked if there were any revisions to the meeting minutes of September 13 <sup>th</sup> or October 11 <sup>th</sup> .	<u>Motion:</u> Dr. Chamberlin <u>Text:</u> To approve the minutes of the September 13, 2018 and October 11, 2018 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. Budget Update	Dr. Kossakoski asked the board to approve changes to the 2018-2019 budget. The “bottom-line” of the budget will remain the same as funds are being redistributed to meet current needs. Significant changes include: curriculum development, phase II development of the data warehouse, .5 FTE administrative assistant through June 30, software development, two .5 FTE curriculum developers through June 30, graphic development and marketing services.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To approve changes to account allocations of the 2018-2019 budget as presented. The revisions do not change the overall budget total that was approved at the May 24, 2018 meeting. <u>Second:</u> Dr. Chamberlin <u>Vote:</u> All members voted in favor of the motion.
5. Finance		
5.1 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 end of year financials and reported that the school is in good financial standing going into the fall.

5.2. FLVS Contract Status

Dr. Kossakoski reported that a new contract is being reviewed by the school's attorney.

6. Legislative News

Dr. Kossakoski reported that the charter renewal team met with trustees, staff, parents, and students on October 29<sup>th</sup>. Follow-up questions from the renewal team regarding curriculum, growth rates, and special education have been answered by VLACS staff members. VLACS representatives are scheduled to meet with the state board of education on Thursday, December 13<sup>th</sup>.

8. Administrative Reports

The following topics were addressed by the administrative staff:

- Dr. Kossakoski presented information regarding enrollments. Enrollments to date are slightly higher than last year at this time.
- Dr. Kossakoski discussed the numerous projects that will be available in January. Among the projects are new courses, badges, and certifications at the middle school, high school, and adult education levels.
- Ms. Lane reported that she has traveled to a number of partner schools to talk about how we can better serve students and to update school representatives about our offerings. She also informed the board about the school counselor breakfast and a potential national partner school in Chicago.
- Mr. Baldasaro reported that a new cohort of instructors has been hired and that an additional hiring will be needed later this winter. He also stated that VLACS currently employs 230 full-time and part-time staff members.

10. Board of Trustees Meeting Dates

- Graduation: June 7, 2018, 4:00PM, Capital Center for the Arts, Concord, NH
- 2018-2019 Board of Trustees meeting dates: January 10, 2019; March 21, 2018; May 23, 2019

13. Adjournment

Motion: Dr. Joyce  
Text: To adjourn at 4:17PM  
Second: Ms. Casey  
Vote: All members voted in favor of the motion.

Minutes recorded by: Steve Kossakoski

