



Meeting Minutes
 January 11, 2018
 3:00-5:00PM
 VLACS Conference Room
 30 Linden Street, Exeter, NH 03833

Attendees

Trustees in attendance:, Dr. Kent Chamberlin, Mr. Matt Treameer, Mr. Jerry Frew, Dr. Mark Joyce (phone), Ms. Kimberley Casey

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

Apologies: Mr. Joseph Lovejoy

Visitors: Dr. Pamela Brown, Newton, NH

Agenda

Topics	Discussion	Decision
1. Call to Order	Dr. Chamberlin called the meeting to order at 3:05.	
2. Public Comment		
2. Discussion regarding nomination of new board member	Dr. Chamberlin stated that the discussion regarding the nomination of a new board member will be tabled until the next meeting given that Mr. Lovejoy was not in attendance.	
3. Approval of Minutes:	Dr. Chamberlin asked if there were any revisions to the meeting minutes of November 16, 2017.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To approve the minutes of the November 16, 2017 meeting, as presented. <u>Second:</u> Mr. Treameer <u>Vote:</u> All members voted in favor of the motion.
5. Items Requiring Approval		
5.1. Policy		
5.1.1. New Policy	Dr. Kossakoski introduced policy EHC, Website Privacy. This policy informs users about information that may be collected when visiting the school's website. This policy has been reviewed by the school's attorney.	<u>Motion:</u> Mr. Frew <u>Text:</u> To adopt policy EHC, Website Privacy Policy, as presented. <u>Second:</u> Dr. Joyce <u>Vote:</u> All members voted in favor of the motion
5.2. Revised Policies		
5.2.1 IKF, Graduation	Dr. Kossakoski presented policy IKF, Graduation for revision. He recommended the inclusion of language that clarifies when students are	<u>Motion:</u> Mr. Treameer <u>Text:</u> To approve policy IKF, Graduation, as

	eligible for graduation.	presented. <u>Second:</u> Dr. Joyce <u>Vote:</u> All members voted in favor of the motion.
5.3. Budget Update	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: funding for website development; software development to support communication, instruction, and ELOs; installing and configuring a business intelligence application to create and analyze data; installation and configuration of a new helpdesk ticketing system; replacement of technology; purchasing a server rack enclosure; and office repairs.	<u>Motion:</u> Mr. Treamer <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> Ms. Casey <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 November and December were available for review and signature. Mr. White reported that the school is in good financial standing. He also discussed his work with Christie Dunleavy regarding the adult education program.	
7. NHDOE/Legislative News	Dr. Kossakoski reported that the NHDOE was not successful in hiring a charter school administrator and will be revising the job description and posting the position again in the near future. The VLACS charter renewal process will not be scheduled until a new charter school administrator has been hired.	
8. Administrative Reports	<p>Dr. Kossakoski reported on the following items:</p> <ul style="list-style-type: none"> • Raw enrollments are up 9.48% when compared to 2017. • Dr. Kossakoski reviewed the college and career readiness standards included in the NH Consolidated State Plan to meet the requirements of Every Student Succeeds Act. He shared initial thought on reconfiguring graduation requirements to ensure that all students meet college, career, and citizenship ready standards. • Preliminary meetings have been held with the following organizations regarding potential partnerships: UNH, Seacoast United, SNHU, Dartmouth-Hitchcock, and First. <p>Ms. Cote reported on the following items:</p> <ul style="list-style-type: none"> • There are 358 full-time students enrolled in grades 6-12. Approximately 130 new applications are currently being processed. • Planning for graduation will begin soon. This year’s event may be expanded to include both pre and post-graduation activities. <p>Mr. Baldasaro reported on the following items:</p> <ul style="list-style-type: none"> • A new cohort of 12 instructors have been hired • Kate Stoll has been hired as a student counselor 	

- Jordon Noyes has moved to New Hampshire and is now working in the instructional design department

12. Board of Trustees Meeting January 11, 2018; March 22, 2018; May 24, 2018
Dates 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