



**Meeting Minutes**  
 January 10, 2019  
 3:00-5:00PM  
 VLACS Conference Room  
 30 Linden Street, Exeter, NH 03833

**Attendees**

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

**Agenda**

Topics	Discussion	Decision
1. Call to Order	Mr. Lovejoy called the meeting to order at 3:00PM	
2. Approval of Minutes:	Mr. Lovejoy asked if there were any revisions to the meeting minutes of November 15, 2018.	<u>Motion:</u> Mr. Treamer <u>Text:</u> To approve the minutes of the November 15, 2018 meeting as presented. <u>Second:</u> Mr. Frew <u>Vote:</u> All members voted in favor of the motion.
3. Public Comment	None	
4. Items Requiring Approval		
4.1. Policies	<p>Dr. Kossakoski presented policy GCF, Authority to Hire Personnel to the board. He reported that the board authorized the CEO to hire personnel at the June 4, 2009 board meeting. Dr. Kossakoski recommended that the practice be placed into policy.</p> <p>Dr. Kossakoski presented policy DJB, Authority to Enter into Contracts which allows the CEO to sign contracts and requires that a report of new contracts be presented to the board. Board members discussed the policy and recommended that the treasurer or a board officer be added to the contract review process.</p>	<p>Motion: Dr. Joyce            Text: To adopt policy GCF, Authority to Hire Personnel as presented.            Second: Mr. Frew            Vote: All members voted in favor of the motion</p> <p>Motion: Mr. Frew            Text: To adopt policy DJB, Authority to Enter into Contracts. Paragraphs two and three are to be replaced with the following text: Before signing contracts that exceed a value of \$50,000 per year, the CEO shall submit the contract to the treasurer,</p>

		<p>or a board officer, for review. The treasurer, or board officer, may authorize the CEO to sign the contract or request that the contract be reviewed by the board at its next meeting. A list of contracts exceeding \$50,000 will be available for review at the next scheduled board meeting. The list will include a notation indicating that the contract was approved for signature by the CEO or that board review is required.</p> <p>Second: Dr. Chamberlin Vote: All members voted in favor of the motion.</p>
4.2. Computer monitor replacement	<p>Dr. Kossakoski asked the board to approve a plan to replace monitors under policy DN, Disposal of School Property. In order to make the best of resources and to reduce recycling fees, old monitors will be repurposed, and remaining units will be offered to employees at a cost of \$25 each.</p>	<p><u>Motion:</u> Dr. Chamberlin <u>Text:</u> To approve the plan to replace computer monitors. First, VLACS staff will repurpose as many old units as possible. Second, monitors will be offered to employees at a cost of \$25. Upon completion of these steps the CEO may authorize disposal of the remaining monitors as per policy DN, Disposal of School Property. <u>Second:</u> Mr. Treamer <u>Vote:</u> All members voted in favor of the motion.</p>
5. Finance		
5.1 Financial Reports	<p>The Trustees reviewed all financial reports. General ledger reports for the months of November and December were available for review and signature. Mr. White reviewed the financial statements and reported that the school is in good financial standing. Mr. White stated that the school's line of credit (\$500,000) is up for renewal. The bank will no longer require that a certificate of deposit be in place as collateral. The cost for renewal of the line of credit is approximately \$500. Mr. White recommended that the board close the certificate of deposit and transfer the funds to the school's savings account. The savings account offers a higher rate of interest than the certificate of deposit.</p>	<p><u>Motion:</u> Dr. Chamberlin <u>Text:</u> To authorize the CFO to close the school's certificate of deposit and transfer the funds to the school's savings account. The CFO is also authorized to move forward with the renewal of the school's line of credit. <u>Second:</u> Mr. Frew <u>Vote:</u> All members voted in favor of the motion.</p>
5.2. FLVS Contract Status	<p>Dr. Kossakoski reported that an agreement in principle has been reached and will be finalized upon review of the final contract by the school's attorney and treasurer.</p>	
6. Legislative News	<p>Dr. Kossakoski reported that the state board of education unanimously approved a new five-year charter for VLACS. He thanked the board for their support as well as all VLACS employees for the work that they do on behalf of students. The recommendations made by the visiting team were discussed. Dr. Kossakoski reported that each recommendation has been reviewed and appropriate actions have been implemented, as</p>	

needed. As per the renewal team's recommendation to fill the vacant board seat, it was requested that Dr. Kossakoski produce a list of potential candidates.

8. Administrative Reports

The following topics were addressed by the administrative staff:

- Dr. Kossakoski presented information regarding enrollments.
- Year-to-year, up 4.1%; July 1 to date, up .1%; and, January 1 to January 10, up 23%.
- Mr. Prescott reviewed the new courses and projects that have been made available or will be available within the next few weeks. Mr. Prescott also discussed the changes that have been put in place to improve standardized test scores.
- Mr. Baldasaro reported that the new cohort of instructors are working their way through sixteen weeks of training. He stated that VLACS currently employs 230 full-time and part-time staff members. Mr. Baldasaro also discussed plans for rolling out the new student and parent survey system.

10. Board of Trustees Meeting Dates

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

13. Adjournment

Motion: Mr. Frew  
Text: To adjourn at 4:40PM  
Second: Dr. Chamberlin  
Vote: All members voted in favor of the motion.

Minutes recorded by: Steve Kossakoski