



Meeting Minutes
 September 7, 2017
 3:00-5:00PM
 VLACS Conference Room
 30 Linden Street, Exeter, NH 03833

Attendees

Trustees in attendance: Dr. Kent Chamberlin, Mr. Matt Treamer, Mr. Joseph Lovejoy, Mr. Jerry Frew, Mr. John Hansen, Ms. Kimberley Casey

Administration: Dr. Stephen Kossakoski, Mr. Tony Baldasaro, Mr. Larry White, Ms. Tara Emmett, Mr. Scott Prescott

Apologies: Dr. Mark Joyce

Agenda

Topics	Discussion	Decision
1. Call to Order	Mr. Lovejoy called the meeting to order at 3:04PM Mr. Hansen announced that he is resigning from his position on the board. The board and administration thanked him for his many years of service to the school.	
2. Appointment of Trustees to new terms	Ms. Casey, Dr. Joyce, Mr. Treamer indicated that they would like to serve for another three-year term.	<u>Motion:</u> Mr. Frew <u>Text:</u> To nominate and elect Ms. Casey, Dr. Joyce, and Mr. Treamer to new three-year terms as Trustees. <u>Second:</u> Dr. Chamberlin <u>Vote:</u> All members voted in favor of the motion
3. Election of Officers	Mr. Lovejoy asked for a motion to approve the nomination of a new slate of Board officers.	<u>Motion:</u> Mr. Frew <u>Text:</u> To nominate and elect the same slate of officers who served during 2016-2017: Chair, Mr. Lovejoy; Vice Chair, Dr. Chamberlin; Treasurer, Mr. Treamer; Secretary/Clerk, Dr. Joyce <u>Second:</u> Mr. Treamer <u>Vote:</u> All members voted in favor of the motion.
4. Approval of Minutes:	Mr. Lovejoy asked if there were any revisions to the meeting minutes of May 25, 2017.	<u>Motion:</u> Mr. Frew <u>Text:</u> To approve the minutes of the May 25, 2017 meeting, as presented. <u>Second:</u> Dr. Chamberlin <u>Vote:</u> All members voted in favor of the motion.

5. Public Comment	None	
6. Items Requiring Approval		
6.1. Policy		
6.1.1. New Policies	Dr. Kossakoski introduced policy JICH - Drug and Alcohol Resources. This policy is required by law and has been review by counsel. He reported that the curriculum for full-time students has been reviewed to ensure compliance with the policy.	<u>Motion:</u> Ms. Casey <u>Text:</u> To adopt policy JICH - Drug and Alcohol Resources, as presented. <u>Second:</u> Dr. Chamberlin <u>Vote:</u> All members voted in favor of the motion
6.2. Finance		
6.2.1. Review and approval of IRS Form 990	IRS Form 990 was made available to all board members. Mr. White reported on the major components of IRS Form 990. Mr. Lovejoy made recommendations to board members regarding important aspects of the document that should be reviewed before approval.	<u>Motion:</u> Dr. Chamberlin <u>Text:</u> . To allow Mr. Lovejoy to approve the 2016-2017 IRS Form 990 after all Trustees have had the opportunity to review the report and have their questions answered. Mr. Lovejoy will make a determination after September 30 th regarding the status of the report. If there are any concerns the approval of IRS Form 990 can moved to the November meeting. <u>Second:</u> Ms. Casey <u>Vote:</u> All members voted in favor of the motion
6.2.2. Review and approval of DOE-25 Financial Report	Mr. White reviewed the DOE-25 report. He reported that the school received funding at a rate of \$5,597 while the cost per pupil during 2016-2017 was \$5,650	<u>Motion:</u> Dr. Chamberlin <u>Text:</u> To approve the DOE-25 Financial Report, as presented. <u>Second:</u> Ms. Casey <u>Vote:</u> All members voted in favor of the motion.
7. Finance		
7.1 Financial reports	The Trustees reviewed all financial reports. General ledger reports for the months of May, June, July, and August 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.	
7.2 Review and approval of 2016-2017 Audit	Mr. White reported that the audit report will be available for review soon. Indications are that VLACS will receive a “clean” audit report from Dumais & Ferland, CPAs for the 2016-2017 financial year.	<u>Motion:</u> Dr. Chamberlin <u>Text:</u> To allow Mr. Lovejoy to approve the 2016-2017 audit after all Trustees have had the opportunity to review the report and have their questions answered. Mr. Lovejoy will make a determination after September 30 th regarding the status of the report. If there are any concerns the audit will be reviewed at the November meeting. <u>Second:</u> Ms. Casey <u>Vote:</u> All members voted in favor of the motion.

8. Legislative News	Dr. Kossakoski reported that the legislature approved a budget increase of 2.1% for the 2017-2018 fiscal year.
9. Administrative Reports	<p>Dr. Kossakoski reported on the following items:</p> <ul style="list-style-type: none"> • The charter renewal report is almost complete. A date for the charter renewal evaluation team site visit has yet to be determined by the NHDOE • School exceeded the goal of reaching a student success rate of 90% • Expectations for employees for 2017-2018 include: increasing understanding of customized learning; and, continuing to build the skills necessary to build positive relationships with students and parents. • Many complements were received from Aspire conference attendees regarding workshops and presentations • Enrollments are currently 9% higher than last year • Customized learning webpage has been published <p>Ms. Emmett reported on the following items:</p> <ul style="list-style-type: none"> • A new cloud-based phone system has been installed. Early indications are that the new system is performing as expected with few dropped calls and improved voice quality • Office staff members now use soft-phones instead of traditional hardware <p>Mr. Baldasaro reported on the following items:</p> <ul style="list-style-type: none"> • A new cohort of instructors will be hired by the end of the month to meet demand and to support new offerings • A new video has been produced which uses instructor testimonials to describe what it's like to work at VLACS <p>Mr. Prescott reported on the following items:</p> <ul style="list-style-type: none"> • Reviewed Projects and Experiences • Introduced two new videos which explain the Projects and Experiences pathways using testimonials from instructors and students
10. Review of personnel list	Mr. Baldasaro reviewed the personnel report. The school currently employs 217 full-time and part-time staff members.
11. Review of Administrative Reports	Board members received a copy of the administrative report in their board book. There were no questions regarding the contents of the report.
12. Board of Trustees Meeting Dates	November 16, 2017; 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: Ms. Casey

Text: To adjourn at 4:55PM

Second: Dr. Chamberlin

Vote: All members voted in favor of the motion.

Minutes recorded by: Steve Kossakoski