



Meeting Minutes
 January 13, 2011
 3:00-5:00PM
 VLACS Conference Room
 30 Linden Street, Exeter, NH 03833

Attendees

Trustees: Ms. Kimberley Casey, Dr. Mark Joyce, Mr. Joseph Lovejoy, Dr. Kent Chamberlin, Dr. Thomas Brennan, Dr. Arthur Hanson

Administration: Dr. Stephen Kossakoski, Mr. Tony Baldasaro, Mr. Scott Prescott

Visitors: Ms. Roberta Tenney, NHDOE

Apologies: Mr. John Hansen, , Mr. Matthew Treamer

Agenda

Topics	Discussion	Decision
1. Call to Order	Mr. Lovejoy called the meeting to order at 3:30PM	
2. Approval of Minutes	Mr. Lovejoy asked if there were any recommended revisions to the November 18, 2010 meeting minutes. No revisions were recommended.	<u>Motion:</u> Dr. Chamberlin <u>Text:</u> To approve the minutes of the November 18, 2010 meeting, as presented. <u>Second:</u> Dr. Joyce <u>Discussion:</u> None <u>Vote:</u> All members voted in favor of the motion.
3. Public Comment	None	
4. Finance		
4.1. Review of financial reports	Copies of the financial reports were provided to all Trustees prior to the meeting. There were no questions.	
4.2. Review and approval of the 2009-2010 audit report	Dr. Kossakoski presented the 2009-1010 audit report. Mr. Lovejoy stated that he had reviewed the report and that there were no issues identified by the auditor. Dr. Kossakoski noted that the recommended changes to policy and procedures outlined in the management letter are being implemented.	<u>Motion:</u> Dr. Brennan <u>Text:</u> To accept the 2009-2010 auditor's report and addendum. <u>Second:</u> Dr. Chamberlin <u>Discussion:</u> There was a request that the draft of next year's report be available for review at the November meeting. <u>Vote:</u> All members voted in favor of the motion.
4.3. Legislative Task Force	Dr. Kossakoski reported that he made a presentation regarding VLACS at the joint meeting of the Senate and House Education and Finance	

	Committees. He thanked Mr. Lovejoy, Dr. Joyce, and, Ms. Tenney for attending the meeting.	
4.4. Acceptance of Ed Jobs Funds	Dr. Kossakoski reported that VLACS is eligible to receive Education Jobs funding. The Education Jobs Fund is a federal grant program that provides \$41 million to New Hampshire school districts and charter schools for the purpose of retaining and creating jobs at the building level and may not be used for central office staffing. Education Jobs funding is allocated to schools by the NHDOE based on student enrollments. One-half of the funding will be distributed as part of Adequacy Grants or Charter Tuition payments. The other half will be distributed as additional aid for school districts and charter schools. Funds will be available for school districts and charter schools to expend during the 2010-2011 and/or 2011-2012 school years. Should any school district decide not to accept funding the funds will be returned to the pool of funding and could increase the allocation to schools who have accepted the funds. VLACS is eligible to receive approximately \$53,000 in Education Jobs funding.	<p><u>Motion:</u> Dr. Chamberlin</p> <p><u>Text:</u> To accept Education Jobs Funds in an amount to be calculated by the NH Department of Education.</p> <p><u>Second:</u> Dr. Hanson</p> <p><u>Discussion:</u> Dr. Joyce noted that the funds must be obligated by September 30, 2012 for activities that occurred on or before this date.</p> <p><u>Vote:</u> All members voted in favor of the motion.</p>
5. Administrative Report		
5.1. Enrollment	Dr. Kossakoski reported that enrollments have increased from 7,361 (11/12/10) to 7,484 (1/5/11).	
5.2 Administrative report	Dr. Kossakoski stated that graduation will be held on Friday, June 17, 2011 at the McAuliffe Discovery Center. He also reported that he met with representatives of the Rhode Island Department of Education to discuss partnership possibilities. Also attending the meeting were Roberta Tenney, Matt Oquist, and Tony Baldasaro.	
6. Curriculum and Programming		
6.1 New course offerings	Dr. Kossakoski and Mr. Baldasaro discussed the new dual credit courses in math, social studies, and technology which are offered in partnership with Southern New Hampshire University.	
6.2 Course Catalog	Mr. Prescott discussed his plans for assembling a committee to create the school's first professional development master plan. If approved by the NHDOE, VLACS instructors will be able to fulfill recertification requirements by meeting the criteria that will be established by the committee. Mr. Prescott asked if a member of the Board of Trustees would be willing to serve on the committee. Ms. Casey volunteered to represent the Board of Trustees.	
8. Personnel		
8.1 Staffing update	A list of new and current employees was provided to the Trustees. Mr. Baldasaro noted that Sam Desesa has been hired as a full-time receptionist. Temp service workers previously staffed the position.	
9. Policy		
9.1 Fixed Assets	Dr. Kossakoski presented policy DID – Fixed assets to the Board. The	<u>Motion:</u> Dr. Joyce

school's auditor has recommended that the Board adopt a fixed asset management policy in order to comply with generally accepted accounting principles. The Board recommended that the list of fixed assets to be monitored should include: improvements other than buildings and machinery and equipment.

Text: To accept policy DID – Fixed Assets as amended
Second: Ms. Casey
Discussion:
Vote: All members voted in favor of the motion.

9. Old Business

8.1 New Trustee

Mr. Lovejoy asked what Board members considered to be the most important characteristics for a new Board member. It was suggested that it would be helpful if a new member had a background in philanthropy. A discussion regarding potential candidates will be held at the March meeting.

11. New Business – NA

12. 2010-2011 Meeting Dates: Thursday, March 10, 2011 at 3:00PM and Thursday, June 9, 2011 at 3:00PM .

13. Adjournment

Motion: Ms. Casey
Text: To adjourn at 5:10PM
Second: Dr. Joyce
Vote: All in favor

Minutes recorded by: Steve Kossakoski