



**Meeting Minutes**

June 9, 2011

3:00-5:00PM

VLACS Conference Room

30 Linden Street, Exeter, NH 03833

**Attendees**

Trustees: Dr. Mark Joyce, Mr. Joseph Lovejoy, Dr. Kent Chamberlin, Mr. John Hansen, Mr. Matthew Treamer, Ms. Kimberley Casey, Dr. Arthur Hanson

Administration: Dr. Stephen Kossakoski, Ms. Ollire Lane-Wortley

Visitors:

Apologies: Dr. Thomas Brennan

**Agenda**

Topics	Discussion	Decision
1. Call to Order	Mr. Lovejoy called the meeting to order at 3:10PM	
2. Approval of Minutes	Mr. Lovejoy asked if there were any recommended revisions to the March 10, 2011 meeting minutes. No revisions were recommended.	<u>Motion:</u> Mr. Hansen <u>Text:</u> To approve the minutes of the March 10, 2011 meeting, as presented. <u>Second:</u> Dr. Chamberlin <u>Discussion:</u> <u>Vote:</u> All members voted in favor of the motion.
3. Public Comment	None	
4. Items requiring approval		
4.1. 2011-12 benefits package	Dr. Kossakoski presented the updated benefits package for full time employees which includes: contribution to the New Hampshire Retirement System for positions requiring NH teaching or administrative certification; a maximum of \$6,070.08 will be paid by the school and applied toward the cost of a single person, 2 person, family, or parent/child medical insurance plan; a section 125 premium and dependent care FSA; an HRA account into which the school will deposit \$1,500 for the purpose of paying for health care related expenses; and, employees who are enrolled in another medical insurance plan may opt to receive a buy-out of \$2,4000 in lieu of subscribing to the school sponsored health plan.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To approve the 2011-2012 benefits package, as presented. <u>Second:</u> Dr. Hanson <u>Discussion:</u> <u>Vote:</u> All members voted in favor of the motion.

	Other major changes include an increase to a \$2,000 deductible for health insurance and the addition of two bereavement days.	
4.2. Review and approval of the 2011-2012 budget	Dr. Kossakoski reviewed the proposed 2011-2012 operating budget and highlighted changes that were made since the March meeting. The budget is based on a conservative estimate of the revenue to be received for courses completed during the 2011-2012 fiscal year. It may be necessary to revise the approved budget in the future should enrollments increase.	<p><u>Motion:</u> Mr. Hansen  <u>Text:</u> To adopt the 2011-2012 budget of \$3,021,051.  <u>Second:</u> Dr. Joyce  <u>Discussion:</u> Members asked questions about individual line items.  <u>Vote:</u> All members voted in favor of the motion</p>
4.3. Policy GBEA: Employee Acceptable Use Policy	Dr. Kossakoski recommended that the Board adopt policy GBEA which establishes acceptable use requirements for technology for all employees.	<p><u>Motion:</u> Dr. Joyce  <u>Text:</u> To adopt policy GBEA, Employee Acceptable Use Policy  <u>Second:</u> Ms. Casey  <u>Discussion:</u>  <u>Vote:</u> All members voted in favor of the motion</p>
4.4. CEO Contract		<p><u>Motion to enter non-public session:</u> Dr. Hanson  <u>Time:</u> 4:00pm  <u>Second:</u> Mr. Hansen  <u>Roll Call Vote:</u> All members voted in favor of the motion  <u>Attendance:</u> Mr. Lovejoy, Dr. Hanson, Dr. Joyce, Dr. Chamberlin, Ms. Casey, Mr. Treamer, Mr. Hansen  <u>Discussion:</u> The board discussed the CEO's 2011-2012 contract.  <u>Motion:</u> Mr. Treamer  <u>Text:</u> To add a five percent market adjustment in salary and health insurance in recognition of significant growth in the size and scope of the school and associated responsibilities.  <u>Second:</u> Mr. Hansen  <u>Vote:</u> All members voted in favor of the motion  <u>Motion to leave non-public session:</u> Dr. Hanson  <u>Second:</u> Mr. Hansen  <u>Roll Call Vote:</u> All members voted in favor of the motion  <u>Time:</u> 4:15pm</p>
5. Finance		
5.1. Review of financial reports	The Trustees reviewed all financial reports and signed the general ledgers for the months of February, March, and April. Members also signed a revised general ledger for the Month of January. Dr. Kossakoski reported that projections indicate that the school will end the year with a positive balance.	

5.2. Legislative update	Dr. Joyce reported on legislative changes regarding the NH Retirement System, K-12 funding, career and technical funding, catastrophic aid, building aid, drop out age, bullying law, and compulsory education.
6. Administrative report	
6.1. Enrollment	Dr. Kossakoski reported that enrollments have increased from to 8,582 (3/4/2011) to 10,196 (6/5/2011).
6.2. Administrative report	<p>Dr. Kossakoski reported on the following topics:</p> <ul style="list-style-type: none"> <li>• Dr. Mark Joyce and Andy Littlefield each received a NH EDies award at a ceremony held on June 4, 2011.</li> <li>• VLACS has been invited to participate in the Next Generation Learning Project by the NHDOE. Attributes of the project include personalized learning, world-class knowledge and skills, and anytime, everywhere opportunities. The other states involved in this effort include Kentucky, Maine, New York, Ohio, Wisconsin, and West Virginia</li> </ul>
6.3. New student information system	VLACS will be moving to the Genius student information system later this summer. The Genius system manages the admission process, controls enrollments, provides information to students and guardians, tracks students progress, improves communication with students, and includes a built-in reporting system.
7. Curriculum and Programming	
7.1. Summer activities	Dr. Kossakoski reported that the following summer professional development activities are planned: June 24, day two of new instructors training; June 27, July 25, & August 8, college credit course development; June 28, AP and dual credit instructors training; June 30, advisor training; July 21, professional development team training; August 2 & 3, instructors' conference; August 9, peer coach training; August 26, competency development. All Trustees are invited to attend the instructors' conference on August 2 <sup>nd</sup> and 3 <sup>rd</sup> .
7.2. Annual report	The annual progress report for the 2009-2010 school year is available for review.
7.3. Professional Development Master Plan	Ms. Lane Wortley presented the VLACS professional development plan to the Board. The report has been sent to the NHDOE for approval. Upon approval, all full time certified employees will be required to meet the requirements outlined in the plan in order to qualify for recertification.
8. Personnel	
8.1 Staffing update	Dr. Kossakoski reported that Jon Doane has been promoted to a full-time member of the technology team after his recent graduation from Plymouth State University with a degree in computer science. David Zaharee has joined the technology team as a part-time intern. Dr. Kossakoski also

reported that eight adjunct instructors have begun training and will be offered contracts. These new instructors will be teaching courses in technology, business, social studies, and art.

9. Old Business            NA

10. New Business        NA

11. Next Meeting. All meetings begin at 3:00PM. Meeting dates for 2011-2012: Sept. 8, November 10, January 12, March 8, and June 14.

13. Adjournment

Motion: Dr. Chamberlin  
Text: To adjourn at 4:55pm  
Second: Mr. Tremer  
Vote: All in favor

Minutes recorded by: Steve Kossakoski