

# VLACS Board of Trustees

## Minutes

Date: Thursday, September 11, 2008

Location: Virtual Learning Academy Conference Room  
30 Linden Street, Exeter, NH Time: 3:00PM

### Attendance:

Joseph Lovejoy, Trustee  
Kent Chamberlin, Trustee  
Mark Joyce, Trustee  
Kimberley Casey, Trustee  
Steve Kossakoski, CEO  
Gary Tirone, CLO  
Roberta Tenney, NH Department of Education

1. The meeting was called to order by Mr. Lovejoy at 3:05PM. Dr. Kossakoski passed out copies of the manifest for signature by Board members.

2. Mr. Lovejoy stated that he would move to agenda items # 6.1 and 6.2 and then return to agenda item # 2. Mr. Van Ballantyne, owner of Counting House was introduced to the Board. Mr. Ballantyne described the types of services that his company is providing to the school. He also reviewed the latest financial reports with the Board.

3. Election of Officers: Dr. Joyce made a motion to place into nomination the same slate of officers who have served since January, 2008.

- Chair: Joeseoph Lovejoy
- Assistant Chair: Kent Chamberlin
- Secretary /Clerk: Mark Joyce
- Treasurer: Matt Treamer

Seconded by Dr. Chamberlin. All members voted in favor of the motion.

### 4. Appointment of new Trustees

4.1. Mr. Lovejoy asked Dr. Joyce to lead a sub-committee charged with identifying and interviewing candidates to fill the open positions on the Board. All members of the Board and administration were asked to submit the names of nominees to Dr. Kossakoski for the following positions: parent, school administrator, building level school administrator, and business representative. Dr. Joyce will call a meeting of the sub-committee where the list of nominees will be prioritized and plans made to interview the top candidates. The sub-committee will provide the Board with a list of recommended candidates at the next meeting of the Board.

5. Approval of minutes: Dr. Chamberlin made a motion to approve the minutes as presented. Seconded by Dr. Joyce. All members voted in favor of this motion.

### 6. Finance

6.1. See item #2

6.2. See item #2

6.3. Dr. Kossakoski reported that the Commissioner of Education has approved funding on a quarterly basis.

6.4. Dr. Kossakoski reviewed the DOE-25 financial report. All Board members signed the document.

6.5. Dr. Kossakoski reported that the independent audit of the VLACS 2007-2008 accounts will

begin soon.

- 6.6. Dr. Kossakoski reported that Ocean National Bank did not agree to increase the school's line of credit to \$200,000 and that they have not approved the renewal of the current line of credit. He noted that TD BankNorth has met with him and expressed interest in assisting the school with its financial needs.
- 6.7. Dr. Kossakoski reviewed the Financial Procedures policy. The Board added language to the policy requiring that the Chair or Treasurer sign the CEO's payroll check. Dr. Chamberlin made a motion to adopt the Financial Procedures policy with the revision, as discussed. Seconded by Ms. Casey. All members voted in favor of the motion.
- 6.8. Dr. Kossakoski reviewed the purchasing procedures used by school personnel.
- 6.9. Mr. Lovejoy stated that he had met with the President of the NH Charitable Foundation to discuss possible funding opportunities for the VLACS.

#### 7. CEO/CLO Report

- 7.1. Dr. Kossakoski reported that the school has experienced great growth with enrollments approaching 3,000.
- 7.2. Administrative update
  - 7.2.1. Mr. Tirone reported that approximately 60 teachers were hired and trained during the summer and that several new office positions are planned to meet the demands of increasing student enrollments.
  - 7.2.2. Mr. Tirone reported that new teachers participated in training sessions in June, July, and August in preparation for beginning new teaching assignments in September.
  - 7.2.3. Dr. Kossakoski reported that new courses have been added to the VLACS course catalog.
  - 7.2.4. Dr. Kossakoski demonstrated the use of Pronto, a new communication tool that allows students and teachers to communicate via text, voice, and video and to share computer desktops.
  - 7.2.5. Dr. Kossakoski and Mr. Tirone reported that the VLACS has formed a partnership with the Community College System of New Hampshire (CCSNH) called eStart. Participants in eStart courses will receive high school and college credit. Courses will be taught to CCSNH faculty.

8. Dr. Kossakoski reported that plans have been made to develop surveys for gathering data on customer satisfaction.

#### 9. Personnel

- 9.1. Dr. Kossakoski presented the Board with the list of instructors, administrators, and support staff for the 2008-2009 school year. The list was presented as information only, no action was required.

10. See item #6.7

11. Old business: none

12. New business: none

13. Next meeting date: November 20, 2008

14. Adjournment: Dr. Chamberlin made a motion to adjourn at 5:12PM. Seconded by Dr. Joyce. All members voted in favor of this motion