



**Meeting Minutes**  
 March 21, 2019  
 3:00-5:00PM  
 VLACS Conference Room  
 30 Linden Street, Exeter, NH 03833

**Attendees**

Trustees in attendance: Dr. Kent Chamberlin, Mr. Joseph Lovejoy, Dr. Mark Joyce (remote), Mr. Matt Treamer, Ms. Kimberley Casey  
Administration: Dr. Stephen Kossakoski, Ms. Ollire Lane, Ms. Meghan Granger, Ms. Tara Emmett, Mr. Larry White  
Apologies: Mr. Jerome Frew

**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 January 10, 2019	<u>Motion:</u> Dr. Chamberlin <u>Text:</u> To approve the minutes of the January 10, 2019 meeting as presented. <u>Second:</u> Mr. Treamer <u>Vote:</u> All members voted in favor of the motion.
3. Public Comment	None	
4. Discussion regarding new board member	Mr. Lovejoy and the board discussed candidates for the open board seat.	
5. Items Requiring Approval		
5.1. Policies	Dr. Kossakoski presented policy DKG, Scholarships to the board. Over time, VLACS has received offers to funds scholarships for full-time students. It would be helpful to have a policy in place to ensure that the awards and associated funds are handled properly.	<u>Motion:</u> Dr. Chamberlin <u>Text:</u> To adopt policy DKG, Scholarships as presented. <u>Second:</u> Ms. Casey <u>Vote:</u> All members voted in favor of the motion
6. Finance		
6.1 Financial Reports	The Trustees reviewed all financial reports. General ledger reports for	

	the months of January and February were available for review and signature. Mr. White reviewed the financial statements and reported that the school is in good financial standing.
6.2 Mileage reimbursement form	Dr. Kossakoski reported the updated mileage reimbursement form is included in the board packet.
6.3. Introduction of the 2019-2020 draft budget	Mr. White and Dr. Kossakoski introduced the 2019-2020 draft budget. The proposed budget includes a salary increase of 2.5% and a revenue increase of 3%. Mr. White and Dr. Kossakoski will be available to answer questions about the budget before the May meeting.
6.4. FLVS contract status	Dr, Kossakoski reported that the contract has been reviewed by the school's attorney and by Mr. Treamer and is ready for signature.
6.5. Student information system development status	Dr. Kossakoski reported that the development of the student information system is behind schedule. He will be meeting with the developers to determine if the project can be completed by April 30 <sup>th</sup> .
7. Legislative News	Dr. Kossakoski shared information about a discussion he had with Education Commissioner Edelblut regarding the creation of a career academy. The board was in agreement that Dr. Kossakoski should continue discussing the project.
8. Administrative Reports	<p>The following topics were addressed by the administrative staff:</p> <ul style="list-style-type: none"> <li>• Dr. Kossakoski presented information regarding enrollments. Year-to-year, up 2.2%; July 1 to date, up .08%; and, January 1 to March 20, 2019, up 4%.</li> <li>• Dr. Kossakoski shared information regarding the rollout of new courses and associated career badges. He also reported on plans for two state-wide meetings to be held in May at SNHU.</li> <li>• Dr. Kossakoski talked about the importance of expanding student networks as described in the book, Who You Know. He asked the board to read the book and to share their thoughts at the May meeting.</li> <li>• Ms. Emmett presented an outline of the data security plan. NH law requires that all boards approve a data security plan by June 30, 2019.</li> <li>• Ms. Lane reported on the school counselors' luncheon.</li> </ul>
10. Board of Trustees Meeting Dates	<ul style="list-style-type: none"> <li>• Graduation: June 7, 2018, 4:00PM, Capitol Center for the Arts, Concord, NH</li> <li>• 2018-2019 Board of Trustees meeting dates: May 23, 2019</li> </ul>
13. Adjournment	
	<p><u>Motion:</u> Ms. Casey  <u>Text:</u> To adjourn at 5:05PM</p>

Second: Mr. Treamer

Vote: All members voted in favor of the motion.

Minutes recorded by: Steve Kossakoski