



Meeting Minutes
 March 23, 2017
 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, Ms. Kimberley Casey, , Mr. Jerome Frew, Mr. John Hansen (remote), Mr. Matt Tremer (remote)

Administration: Dr. Stephen Kossakoski, Mr. Tony Baldasaro, Ms. Ollire Lane, Ms. Tara Emmett, Ms. Christie Dunlavey

Apologies:

Agenda

Topics	Discussion	Decision
1. Call to Order	Mr. Lovejoy called the meeting to order at 3:03PM	
2. Approval of Minutes:	Mr. Lovejoy asked if there were any revisions to the meeting minutes of January 12, 2017.	<u>Motion:</u> Dr. Chamberlin <u>Text:</u> To approve the minutes of the January 12, 2017 meeting, as presented. <u>Second:</u> Mr. Frew <u>Vote:</u> All members voted in favor of the motion.
3. Public Comment	None	
4. Items Requiring Approval		
4.1. Policy BKC, Trustee Mileage Reimbursement	Dr. Kossakoski recommended that the board adopt this policy to allow members of the Board of Trustees to request mileage reimbursement for travel to and from school meetings and events.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To approve policy BKC, Trustee Mileage Reimbursement as presented. Trustees may request reimbursement for meetings that occurred on or after January 12, 2017. <u>Second:</u> Dr. Chamberlin <u>Vote:</u> All members voted in favor of the motion.
4.2. Policy DJCA, Credit Cards	Dr. Kossakoski stated that the current policy does not set a credit limit for the school's credit card account. Both Dr. Kossakoski and Mr. White are recommending that the credit limit be set to \$25,000.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To approve policy DJCA, Credit Cards, as presented. <u>Second:</u> Ms. Casey <u>Vote:</u> All members voted in favor of the motion.
4.3. Policy IJOC, Volunteers	Dr. Kossakoski asked the board to adopt the recommended revisions to	<u>Motion:</u> Dr. Joyce

policy IJOC. The changes are designed to more clearly define the types of volunteers that must submit to a criminal history background check. A discussion took place regarding the importance of this policy and ensuring the safety of students.

Text: To approve policy IJOC, Volunteers, as presented.

Second: Dr. Chamberlin

Motion to Amend: Dr. Joyce

Text: To add the following text to the policy: Two requirements must be satisfied before a student can meet with a Non-Designated Volunteer: (1) parents must complete a permission form that includes the name of the volunteer, the volunteer's business information, and the address of the volunteer's place of residence, and (2) school personnel must verify that the volunteer is not registered with the National Sex Offender Public Website (NSOPW).

Second: Dr. Chamberlin

Vote: All members voted in favor of the motion.

Vote on the original motion, as amended: All members voted in favor of the motion

4.4. Policy JLF, Reporting Child Abuse

Dr. Kossakoski and Ms. Cote are recommending that the language of policy JFL be expanded to include information about the availability of the Division of Children, Youth and Families (DCYF) after hours on-call child protection staff.

Motion: Dr. Joyce

Text: To approve policy JLF, Reporting Child Abuse, as presented.

Second: Mr. Frew

Vote: All members voted in favor of the motion.

5. Finance

5.1. Review of financial reports and sign manifests

Dr. Kossakoski reviewed the financial reports and stated that the school is in good financial standing as of the end of February. Trustees reviewed and signed manifests for the months of January and February.

5.2. Draft of 2017-2018 Budget

Dr. Kossakoski presented the proposed 2017-2018 budget. Budget assumptions include a 2% CPI increase to the state funding rate and a conservative estimate for revenue growth of 5%. Notable increases include health insurance rates (10%) and an increase to the NH Retirement System contribution rate (11%). A 2% salary increase is proposed. Trustees were asked to submit questions prior to the presentation of the final budget at the May board meeting.

6. Legislative News

Dr. Kossakoski reported that he attended the House Finance Committee work session in February. A request was made to increase to the VLACS funding rate for each year of the biennium by the CPI rate.

7. Administrative Reports

The following topics were addressed by the administrative staff:

- Dr. Kossakoski presented information regarding enrollments. Enrollment growth from July 1st to date is 9% higher than last year at this time.
- Christie Dunlavey, Adult Education Coordinator and HR Program Manager, talked about her past and current work at VLACS. She also reported on the growth of the Adult Education program.
- Tara Emmett, Director of Technology, discussed her work at VLACS and made a presentation about current efforts to improve security and customer service.
- Ms. Lane talked about school partnership training and how a variety of schools are using VLACS services.
- Mr. Baldasaro reported that there the school currently employees 230 people in full and part-time positions. He also stated that Shelby Love has been hired as an administrative assistant for Finance.

10. Board of Trustees Meeting Dates

Board of Trustees meeting dates: May 25, 2017; All meetings are held in the VLACS conference room from 3:00-5:00PM. Graduation is scheduled for Friday, June 9, 2017, 4:00PM, at the Capitol Center for the Arts in Concord, NH.

13. Adjournment

Motion: Dr. Joyce

Text: To adjourn at 4:35PM

Second: Mr. Frew

Vote: All members voted in favor of the motion.

Minutes recorded by: Steve Kossakoski