



Attendees

Trustees in attendance at VLACS: Ms. Kimberley Casey, Dr. Mark Joyce, Dr. Kent Chamberlin, Mr. John Hansen, Mr. Joseph Lovejoy, Dr. Arthur Hanson,
Trustees in attendance via conference call or Adobe Connect: Mr. 1Matt Treamer
Administration: Dr. Stephen Kossakoski, Mr. Tony Baldasaro, Mr. Larry White, Ms. Ollire Lane-Wortley
Visitors: Ms. Roberta Tenney, NHDOE
Apologies:

Agenda

Topics	Discussion	Decision
1. Call to Order	Mr. Lovejoy called the meeting to order at 3:00PM	
2. Approval of Minutes:	Dr. Chamberlin asked if there were any suggested revisions to the March 14, 2014 meeting minutes. No revisions were recommended.	<u>Motion:</u> Dr. Chamberlin <u>Text:</u> To approve the minutes of March 14, 2014 meeting, as presented. <u>Second:</u> Mr. Hansen <u>Vote:</u> All members voted in favor of the motion.
3. Public Comment (3 minutes per speaker)	None	
4. Items Requiring Approval		
4.1 Policy Revisions	Dr. Kossakoski described the recommended revisions to policy IKF, Graduation. The revised policy includes the requirement that students shall engage with and apply English and mathematics graduation competencies during every year they are enrolled in high school. This change brings the policy into compliance with the new NH minimum school standards. Dr. Kossakoski described the recommended revisions to policy JE, Admissions Criteria. The revised policy has been revised include the use of an individual admission plan as an instrument for determining when a student is ready to be admitted as a full-time student.	<u>Motion:</u> Dr. Hanson <u>Text:</u> To adopt the revisions to the policy IKF, Graduation, as presented. <u>Second:</u> Dr. Chamberlin <u>Vote:</u> All members voted in favor of the motion. <u>Motion:</u> Dr. Joyce <u>Text:</u> To adopt the revisions to policy JE, Admissions Criteria, as presented. <u>Second:</u> Mr. Hansen <u>Vote:</u> All members voted in favor of the motion.
4.2. Employee Benefits	Dr. Kossakoski and Mr. Baldasaro presented the employee benefits	<u>Motion:</u> Ms. Casey

	<p>plan for approval. Mr. Baldasaro will check to be sure that these benefits are in compliance with the Affordable Healthcare Act and will not trigger additional expenditures.</p>	<p><u>Text:</u> To adopt the 2014-2015 Employee Benefits Plan, as presented. <u>Second:</u> Dr. Hansen <u>Vote:</u> All members voted in favor of the motion.</p>
4.3. 2014-2105 Budget	<p>Dr. Kossakoski summarized the 2014-2015 budget and reviewed the major increases and decreases over the 2013-2014 budget. He also discussed changes in the compensation structure for instructors, guidance counselors, and hourly employees.</p>	<p><u>Motion:</u> Dr. Joyce <u>Text:</u> To adopt the 2014-2015 budget of \$6,633,415, as presented. <u>Second:</u> Mr. Hansen <u>Vote:</u> All members voted in favor of the motion.</p>
4.4 Authorization to accept and expend grant funds	<p>Dr. Kossakoski asked the Trustees to authorize the acceptance and expenditure of grant funds. The school expects to receive funds from the Nellie Mae Education Foundation and Next Generation Learning Challenge Fund. Mr. White estimated that there will be \$300,000 in carry over funds from this fiscal year plus an addition \$218,000 available in new grant funds during the 2014-2015 fiscal year. These funds are dedicated to the projects described in each grant award letter and will not be used for general operating expenses.</p>	<p><u>Motion:</u> Dr. Hanson <u>Text:</u> To authorize acceptance and expenditure of grant funds. <u>Second:</u> Ms. Casey <u>Vote:</u> All members voted in favor of the motion.</p>
4.5. Approval of 2014-2015 Board of Trustees meeting dates.	<p>Mr. Lovejoy requested a motion to approve the following meeting dates for 2014-2015: September 11, 2014; November 13, 2014; January 8, 2015; March 12, 2015; May 28, 2015. All meetings will be held in the VLACS conference room from 3:00-5:00PM. Two Trustees will not be able to attend the May 28th meeting. Mr. Lovejoy suggested that the May date be moved to May 21st.</p>	<p><u>Motion:</u> Ms. Casey <u>Text:</u> To approve the following Board of Trustees meeting dates: September 11, 2014; November 13, 2014; January 8, 2015; March 12, 2015; May 21, 2015 <u>Second:</u> Dr. Hanson <u>Vote:</u> All members voted in favor of the motion.</p>
4.6. Chief Executive Officer annual contract.	<p>Mr. Lovejoy asked the trustees to enter into non-public session in order to discuss the performance and contract of the CEO.</p>	<p><u>Motion to enter non-public session:</u> Mr. Hansen <u>Text:</u> To enter non-public session under 91-A:3- II, section (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. <u>Time:</u> 3:52PM <u>Second:</u> Dr. Chamberlin <u>Roll Call Vote:</u> All members voted in favor or entering non-public session. <u>Attendance:</u> Ms. Kimberley Casey, Dr. Mark Joyce, Dr. Kent Chamberlin, Mr. John Hansen, Mr. Joseph Lovejoy, Dr. Arthur Hanson, <u>Discussion:</u> Mr. Lovejoy reviewed the salary and benefit history of the CEO. The Trustees reviewed the VLACS Accomplishments and Future Directions memo authored by Dr. Kossakoski and discussed</p>

his performance.
Motion: Dr. Chamberlin
Text: To change the CEO's salary as follows: 3% increase to the 2013-2014 base salary and extra days; adjust medical insurance stipend to equal 80% of a two-person medical insurance plan; to provide the CEO with a \$3,000 bonus.
Second: Dr. Hanson
Vote: All members voted in favor of the motion
Motion to leave non-public session: Dr. Hanson
Second: Dr. Chamberlin
Roll Call Vote: All members voted in favor or leaving non-public session.
Time: 4:13PM

5. Finance	
5.1 Financial reports	The Trustees reviewed all financial reports. General ledger reports for the months of March and April were reviewed and signed by members who were in attendance. Mr. White reported on the status of the 2013-2014 budget. The end of year reserve balance is expected to be approximately \$650,000. Mr. White indicated that these funds are important to ensure that the school has sufficient funding to meet payroll and operating expenses during the summer months until the state funding check is deposited.
6. Legislative News	NA
7. CEO's Report	
7.1 Enrollment	Dr. Kossakoski reported that overall enrollments have increased from 15,928 (March) to 16,667. Current enrollments are 28.7% higher than last year at this time (12,941).
7.2 CEO Report	Dr. Kossakoski thanked the Trustees and VLACS staff for their support and excellent work over the last year.
8. Administrative Reports	
8.1 Review of personnel list	The Trustees were provided with a copy of the personnel report. Mr. Baldasaro reported that a new cohort of 17 instructors was recently hired.
8.2 Review of Administrative Reports	Mr. Lovejoy asked if there were questions about the topics addressed in the administrative report. There were no questions. Ms. Lane-Wortley discussed changes to the new instructor-training program. She hopes to add new supports that will extend beyond the initial sixteen-week training period required of all new instructors.
8.3 Presentation	Mr. Baldasaro demonstrated the use of BambooHR and Small Improvements. BambooHR provides employees with access to all

information regarding salary, benefits, contracts, sick days, vacation days, etc. Small Improvements is used to collaboratively assess the performance of employees.

9. New Business

Dr. Chamberlin reported on a recent discussion with members of the business community and their employees need for remedial support in mathematics. He indicated that VLACS may be able to provide these services to the business community as part of the new adult education program. Ms. Casey agreed and added that there is a need for additional adult education programming that will complement the courses provided by traditional face-to-face adult education centers.

10. Meeting Dates

2014-2015 Board of Trustees meeting dates: September 11, 2014; November 13, 2014; January 8, 2015; March 12, 2015; May 21, 2015. All meetings will be held in the VLACS conference room from 3:00-5:00PM.

10. Adjournment

Motion: Dr. Hanson
Text: To adjourn at 4:52PM
Second: Dr. Chamberlin
Vote: All members voted in favor of the motion.

Minutes recorded by: Steve Kossakoski