



**Meeting Minutes**  
 May 26, 2016  
 3:00-5:00PM  
 VLACS Conference Room  
 30 Linden Street, Exeter, NH 03833

**Attendees**

Trustees in attendance: Dr. Mark Joyce, Dr. Kent Chamberlin, Ms. Kimberley Casey, Mr. Matt Treamer, Mr. Joseph Lovejoy

Administration: Dr. Stephen Kossakoski, Mr. Tony Baldasaro, Mr. Jason Fitzpatrick, Mr. Scott Prescott, Mr. Larry White

Apologies: Mr. John Hansen, Dr. Arthur Hanson

**Agenda**

Topics	Discussion	Decision
1. Call to Order	Dr. Chamberlin called the meeting to order at 3:08PM	
2. Approval of Minutes:	Dr. Chamberlin asked if there were any revisions to the meeting minutes of March 17, 2016.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To approve the minutes of the March 17, 2016 meeting, as presented. <u>Second:</u> Mr. Treamer <u>Vote:</u> All members voted in favor of the motion.
3. Public Comment	None	
4. Items Requiring Approval		
4.1. Policy		
4.1.1. New Policies	JFBB – Enrollment of Expelled and Suspended Students Dr. Kossakoski stated that the revised policy will provide NH school districts with the opportunity to enroll expelled students in VLACS courses and projects with certain stipulations. Mr. Fitzpatrick discussed how the technology will be configured for expelled students. Mr. Baldasaro reported on how instructors and support staff will be trained to work with expelled students. Dr. Kossakoski recommended that the policy go into effect on September 1, 2016	<u>Motion:</u> Dr. Joyce <u>Text:</u> To adopt policy JFBB – Enrollment of Expelled and Suspended Students, as presented. This policy will go into effect on September 1, 2016. <u>Second:</u> Dr. Chamberlin <u>Vote:</u> All members voted in favor of the motion

	<p>JRA – Student Records, FERPA  Dr. Kossakoski reported that the school’s attorneys have reviewed the policy and have recommended minor changes.</p>	<p><u>Motion:</u> Dr. Joyce  <u>Text:</u> To adopt policy JRA – Student Records, FERPA, as presented.  <u>Second:</u> Ms. Casey  <u>Vote:</u> All members voted in favor of the motion</p>
<p>4.2 Approval of Employee Benefits package</p>	<p>Dr. Kossakoski and Mr. Baldasaro reviewed the employee benefit proposal for 2016-2016. The benefits remain unchanged from last year.</p>	<p><u>Motion:</u> Dr. Joyce  <u>Text:</u>. To approve the employees benefits package, as presented.  <u>Second:</u> Mr. Treamer  <u>Vote:</u> All members voted in favor of the motion</p>
<p>4.3. Approval of 2016-2017 Budget.</p>	<p>Dr. Kossakoski and Mr. White reviewed the 2016-2017 budget.</p>	<p><u>Motion:</u> Ms. Casey  <u>Text:</u> To approve a budget of \$7,991,098 for the 2016-2017 fiscal year.  Second: Dr. Chamberlin  Vote: All members voted in favor of the motion.</p>
<p>4.4. Non-Public Session: Personnel</p>		<p><u>Motion to enter non-public session:</u> Mr. Treamer  <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> 3:30PM  <u>Second:</u> Dr. Chamberlin  <u>Roll Call Vote:</u> All members voted in favor of entering non-public session.  <u>Attendance:</u> Ms. Casey, Dr. Joyce Dr. Chamberlin, Mr.Treamer, Mr. Lovejoy, Dr. Kossakoski  <u>Discussion:</u> Dr. Kossakoski apprised the board of a non-renewal.  <u>Motion to leave non-public session:</u> Ms. Casey  <u>Second:</u> Dr. Chamberlin  <u>Roll Call Vote:</u> All members voted in favor or leaving non-public session.  <u>Time:</u> 3:38PM</p>
<p>4.5. Non-Public Session: CEO Contract</p>		<p><u>Motion to enter non-public session:</u> Dr. Chamberlin  <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</p>

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.

Time: 3:38PM

Second: Mr. Treamer

Roll Call Vote: All members voted in favor of entering non-public session.

Attendance: Ms. Casey, Dr. Joyce Dr. Chamberlin, Mr.Treamer, Mr. Lovejoy,

Discussion: Mr. Lovejoy reviewed the salary, benefit history, and performance of the CEO.

Motion: Ms. Casey

Text: To increase the CEO's base salary, extra days, and medical stipend by 4% for the 2016-2017 fiscal year.

Second: Dr. Chamberlin

Vote: All members voted in favor of the motion

Motion to leave non-public session: Mr. Treamer

Second: Dr. Joyce

Roll Call Vote: All members voted in favor or leaving non-public session.

Time: 4:03PM

5. 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 reported that the school is in good financial standing going into the summer.
6. Legislative News	
7. CEO's Report	
7.1 Enrollment	Dr. Kossakoski reported that enrollments have increased to over 18,000.
7.2 CEO's Report	<p>Dr. Kossakoski presented and discussed the VLACS Accomplishments &amp; Future Directions memo and highlighted the following topics:</p> <ul style="list-style-type: none"> <li>• The quality of employees that are employed at VLACS and their dedication to doing what is right for students</li> <li>• Programming and services have been expanded significantly to meet the needs of students</li> <li>• Adult education, learning through teams, and learning through projects will be available to students this summer.</li> <li>• Future goals include focusing professional development efforts on the creation of positive relationships that lead to academic achievement; completing the rollout of our new learning model and associated technology; and, to continue to develop</li> </ul>

communication channels regarding our work.

8. Administrative Reports

8.1 Review of personnel list Mr. Baldasaro reviewed the personnel report. The school currently employs 211 full-time and part-time staff members.

8.2 Review of Administrative Reports Mr. Lovejoy asked is there were any questions regarding the administrative report that was included in the informational packet.

8.3 Presentation NA

11. Board of Trustees Meeting Dates Board of Trustees meeting dates: September 8, 2016; November 17, 2016; January 12, 2017; March 23, 2017; May 25, 2017; All meetings are held in the VLACS conference room from 3:00-5:00PM. Graduation is scheduled for Friday, June 10, 2016, 4:00PM, at the Capitol Center for the Arts in Concord, NH.

12. Adjournment

Motion: Ms. Casey  
Text: To adjourn at 4:26PM  
Second: Dr. Chamberlin  
Vote: All members voted in favor of the motion.

Minutes recorded by: Steve Kossakoski