



## Attendees

Trustees in attendance at VLACS: Ms. Kimberley Casey, Dr. Mark Joyce, Dr. Kent Chamberlin, Mr. John Hansen, Mr. Joseph Lovejoy, Dr. Arthur Hanson, Mr. Matt Treamer

Administration: Dr. Stephen Kossakoski, Mr. Tony Baldasaro, Mr. Larry White, Ms. Ollire Lane-Wortley, Mr. Gary Tirone

Visitors: Roberta Tenny, NHDOE

Apologies:

## Agenda

| Topics   | Discussion  | Decision   |
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| 1. Call to Order                                 | Mr. Lovejoy called the meeting to order at 3:05PM.  |  |
| 2. Appointment of Trustees to an additional term | Mr. Lovejoy asked for a motion to nominate and elect Dr. Joyce, Mr. Treamer, Ms. Casey, and Mr. Hansen to new three-year terms as Trustees.   | <u>Motion:</u> Dr. Chamberlin<br><u>Text:</u> To nominate and elect Dr. Joyce, Mr. Treamer, Ms. Casey, and Mr. Hansen to new three-year terms as Trustees.<br><u>Second:</u> Dr. Hanson<br><u>Vote:</u> All members voted in favor of the motion.  |
| 3. Election of Officers                          | Mr. Lovejoy asked for a motion to approve the nomination of a new slate of Board officers.  | <u>Motion:</u> Dr. Hanson<br><u>Text:</u> To nominate and elect the same slate of officers who served during 2013-2014: Chair, Mr. Lovejoy; Vice Chair, Dr. Chamberlin; Treasurer, Mr. Treamer; Secretary/Clerk, Dr. Joyce<br><u>Second:</u> Ms. Casey<br><u>Vote:</u> All members voted in favor of the motion. |
| 4. Approval of Minutes:                          | Mr. Lovejoy asked if there were any revisions to the meeting minutes of May 22, 2014 or to the revisions suggested by Dr. Kossakoski for the March 14, 2014 minutes. No revisions were recommended. | <u>Motion:</u> Dr. Joyce<br><u>Text:</u> To approve the minutes of May 22, 2014 and the revisions to the minutes of the March 14, 2014 meeting, as presented.<br><u>Second:</u> Mr. Treamer<br><u>Vote:</u> All members voted in favor of the motion.  |
| 5. Public Comment                                | None  |  |

## 6. Items Requiring Approval

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| 6.1 Policy Revisions                     | Dr. Kossakoski brought forward the following policies for approval: GBAA, Sexual Harassment – Employees; GBEB, Staff Conduct with Students; and, IKF, Graduation. Each of these policies has been updated to contain new VLACS administrator titles. Policy JLF, Reporting Child Abuse has been updated to comply with current laws and to include new VLACS administrator titles. | <u>Motion:</u> Ms. Casey<br><u>Text:</u> To adopt the revisions to policies GBAA, Sexual Harassment – Employees; GBEB, Staff Conduct with Students; IKF, Graduation; and, JLF, Reporting Child Abuse, as presented.<br><u>Second:</u> Dr. Hanson<br><u>Vote:</u> All members voted in favor of the motion |
| 6.2. Finance                             | Mr. Lovejoy thanked and commended Mr. White for the great work he has done in building VLACS internal financial accounting and reporting capabilities.   |   |
| DOE-25                                   | Mr. White presented the DOE-25 for approval and signature by the Trustees.   |   |
| Auditor's report                         | Mr. White reviewed the 2013-2014 auditor's report. Mr. Lovejoy commented that the results of the report are very positive.   | <u>Motion:</u> Dr. Joyce<br><u>Text:</u> To approve the 2013-2014 audit report, as received by the auditor.<br><u>Second:</u> Dr. Chamberlin<br><u>Vote:</u> All members voted in favor of the motion.  |
| Benefits summary update                  | Dr. Kossakoski reported that the statement regarding the 3% match for retirement contributions by full-time uncertified employees was not included on the benefits summary sheet approved by the Trustees in May. The retirement match was approved as part of the 2014-2015 budget. Dr. Kossakoski asked for approval to add the match to the benefits summary.                   | <u>Motion:</u> Dr. Joyce<br><u>Text:</u> To approve the addition of a 3% match for retirement contributions by full-time uncertified employees.<br><u>Second:</u> Dr. Chamberlin<br><u>Vote:</u> All members voted in favor of the motion.  |
| IRS Form 990                             | Mr. Lovejoy and Mr. White reviewed the IRS Form 990 with the board. The report was included in the materials packet which was sent to the Trustees before the meeting for their review.  | <u>Motion:</u> Dr. Joyce<br><u>Text:</u> To approve the IRS Form 990.<br><u>Second:</u> Mr. Treamer<br><u>Vote:</u> All members voted in favor of the motion.   |
| 7. Finance                               |  |   |
| 7.1 Financial reports and budget status. | The Trustees reviewed all financial reports. General ledger reports for the months of May, June, July, and August were available for review and signature.   |   |
| 8. Legislative News                      | Dr. Kossakoski reported that all charter schools have been invited to make a presentation to the House Finance Committee that has been tasked with researching HB 435. The VLACS presentation will take place on Wednesday, October 8, 2014 at 11:30 in the Legislative Office   |   |

Building, rooms 210-211. To date, Mr. Lovejoy, Mr. White, and Dr. Kossakoski will be attending. Mr. Lovejoy extended an invitation to all Trustees to attend the meeting. Ms. Casey indicated that she would attend the presentation.

9. CEO's Report

9.1 Enrollment

Dr. Kossakoski reported that that VLACS ended the year with 22,731 enrollments. Current daily enrollment rates are consistently above last year.

9.2 CEO's Report

Dr. Kossakoski stated that the annual accountability report has been submitted to the NHDOE. He reviewed the progress that the school has made over the last year and described goals for the coming year. NECAP and SAT scores for full-time students continue to meet or exceed state averages. AP scores for full-time and part-time students meet or exceed state averages, as well. The top goal for the school continues to be to prepare all full-time students to be college, career, and citizenship ready. Dr. Kossakoski commended all instructors and staff for meeting the last two-year challenge goal which was to increase the student success rate from 81.4% to 88%. The goal was exceeded by reaching a student success rate of 88.8%. The new challenge goal for VLACS employees will be to increase the student success rate to 90% over the next two years. Dr. Kossakoski also presented a timeline for rolling-out new programs including: new website and SEO strategy, school blog, learning through projects, learning through experience, early college, full-time middle school, adult education, software engineering pathway, and a revised full-time student advisory program.

10. Administrative Reports

10.1 Review of personnel list

Dr. Kossakoski reported that Matt Oquist will be leaving VLACS at the end of October. He noted that Mr. Oquist was one of the first VLACS employees and has done an extraordinary job of building the VLACS technology infrastructure. Board members extended best wishes for future success to Mr. Oquist.

Dr. Kossakoski informed the board that three new directors have been hired: Jason Fitzpatrick, Director of Technology (1 FTE) ; Greg Young, Director of Experiential Learning (.6 FTE) and Gary Tirone, Director of Adult Education (.6 FTE).

Dr. Kossakoski thanked Mr. Baldasaro for hiring many new high quality employees over the last few months. Mr. Baldasaro reviewed the personnel report. He stated that VLACS now employs 187 people. Over the last few months thirty new part-time instructors have been hired and five part-time instructors have been promoted to full-time

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|                                       | status.   |
| 10.2 Review of Administrative Reports | <p>Dr. Kossakoski thanked Ms. Lane-Wortley for all the work that she and her staff did to make the Aspire Conference such a success. Approximately 150 VLACS employees attended the conference this year. Ms. Lane-Wortley reported on professional development, instructor certification, and on the newly revised intranet site that will be available to staff in the near future.</p> <p>Dr. Kossakoski introduced Mr. Gary Tirone as the new Director of Adult Education. Mr. Tirone discussed plans for the new adult education program that is scheduled to open in January.</p> |
| 11. New Business                      | NA  |
| 12. Meeting Dates                     | 2014-2015 Board of Trustees meeting dates: 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.   |
| 13. Adjournment                       |   |
|                                       | <p><u>Motion:</u> Ms. Casey<br/> <u>Text:</u> To adjourn at 5:10PM<br/> <u>Second:</u> Mr. Tremer<br/> <u>Vote:</u> All members voted in favor of the motion.</p>   |
| Minutes recorded by: Steve Kossakoski |   |