



Meeting Minutes
 September 19, 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, Mr. Matt Treamer, Mr. Jerome Frew, Ms. Kimberley Casey
Administration: Dr. Stephen Kossakoski, Mr. Larry White, Mr. Tony Baldasaro, Mr. Scott Prescott
Apologies:

Agenda

Topics	Discussion	Decision
1. Call to Order	Mr. Lovejoy called the meeting to order at 3:07PM	
2. Appointment of Trustees to a new term	Mr. Lovejoy and Dr. Chamberlin indicated that they were interested in serving for another three-year term.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To nominate and elect Mr. Lovejoy and Dr. Chamberlin to a three-year term through June 30, 2022. <u>Second:</u> Mr. Frew <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> Mr. Frew <u>Text:</u> To nominate and elect the following trustees as officers: Chair, Mr. Lovejoy; Vice Chair, Dr. Chamberlin; Treasurer, Mr. Treamer; Secretary/Clerk, Dr. Joyce <u>Second:</u> Mr. Treamer <u>Vote:</u> All members voted in favor of the motion.
4. New board member update	Mr. Lovejoy reported that the search for a board candidate continues. The last candidate was honored to be asked but was unable to commit to serve on the board. Board members will send new recommendations to Mr. Lovejoy or Dr. Kossakoski.	
5. Approval of Minutes:	Mr. Lovejoy asked if there were any revisions to the meeting minutes of May 23, 2019	<u>Motion:</u> Dr. Joyce <u>Text:</u> To approve the minutes of the May 23, 2019 meeting as presented.

		<p><u>Second:</u> Dr. Chamberlin <u>Vote:</u> Ms. Casey abstained. The remaining members voted in favor of the motion.</p>
6. Public Comment	None	
7. Items Requiring Approval		
7.1. Policy Update	Dr. Kossakoski presented policy IJOC, Volunteers, for revision. He recommended adoption of a three-year limit on the life of background checks for non-designated volunteers.	<p><u>Motion:</u> Dr. Joyce <u>Text:</u> To adopt policy IJOC, Volunteers, as presented. <u>Second:</u> Mr. Treamer <u>Vote:</u> All members voted in favor of the motion</p>
7.2. Financial Reports	The board reviewed IRS form 990, form DOE-25, and the 2018-2019 financial audit. Board members received copies of each form six days prior to the meeting to allow time for each report to be reviewed. Mr. White provided the board with a summary of each report and answered questions. Mr. Lovejoy discussed highlights from each report and complemented Mr. White and his team for their work.	<p><u>Motion:</u> Dr. Joyce <u>Text:</u> To approve IRS form 990. <u>Second:</u> Ms. Casey <u>Vote:</u> All members voted in favor of the motion</p> <p><u>Motion:</u> Dr. Joyce <u>Text:</u> To approve form DOE 25 <u>Second:</u> Mr. Frew <u>Vote:</u> All members voted in favor of the motion</p> <p><u>Motion:</u> Ms. Casey <u>Text:</u> To approve the 2018-2019 financial audit <u>Second:</u> Dr. Chamberlin <u>Vote:</u> All members voted in favor of the motion</p>
8. Finance		
8.1 Financial Reports	The Trustees reviewed all financial reports. General ledger reports for the months of June, July, and August were available for review and signature. Mr. White reviewed the financial statements and reported that the school is in good financial standing.	
7. Legislative News	Dr. Kossakoski reported that the Commissioner of Education will be visiting VLACS in October. Mr. White noted that the continuing resolution approved by the legislature included funding for the school's CPI increase.	
8. Administrative Reports	<p>Dr. Kossakoski reported that enrollment for the period July 1 through September 18 has increased by 4.9% over the same period last year.</p> <p>Mr. Baldasaro reviewed the personnel report and discussed the hiring of instructors and support staff that took place over the summer.</p>	

Mr. Prescott made a presentation about the forty new career-related courses that have been made available to students over the last few months. Students who complete the courses are eligible to earn career badges and to participate in work-based learning experiences. Mr. Prescott also demonstrated how Career Connections Live connects students to professionals in a variety of careers.

10. Board of Trustees Meeting Dates

- Graduation: June 5, 2018, 4:00PM, Capitol Center for the Arts, Concord, NH
- Proposed meeting dates for 2019-2020: November 21, 2018; January 23, 2020; March 26, 2020; May 21, 2020

13. Adjournment

Motion Dr. Joyce
Text: To adjourn at 4:25PM
Second: Ms. Casey
Vote: All members voted in favor of the motion.

Minutes recorded by: Steve Kossakoski