



Meeting Minutes
 September 8, 2016
 3:00-5:00PM
 VLACS Conference Room
 30 Linden Street, Exeter, NH 03833

Attendees

Trustees in attendance:, Dr. Kent Chamberlin, Mr. Matt Treamer, Mr. Joseph Lovejoy, Dr. Arthur Hanson
Administration: Dr. Stephen Kossakoski, Mr. Tony Baldasaro, Mr. Larry White, Ms. Ollire Lane
Apologies: Dr. Mark Joyce, Mr. John Hansen, Ms. Kimberley Casey

Agenda

Topics	Discussion	Decision
1. Call to Order	Mr. Lovejoy called the meeting to order at 3:09PM	
2. Appointment of new trustee	Dr. Hanson, Mr. Lovejoy, and Dr. Kossakoski spoke in support of the nomination of Mr. Frew to fill Dr. Hanson's spot on the Board of Trustees.	<u>Motion:</u> Dr. Hanson <u>Text:</u> To accept the nomination of Jerome Frew as a member of the VLACS Board of Trustees. Mr. Frew will complete the term held by Dr. Hanson (June 30, 2018). <u>Second:</u> Dr. Chamberlin <u>Vote:</u> All members voted in favor of the motion.
3. Appointment of Trustees to new terms	Mr. Lovejoy and Dr. Chamberlin indicated that they would like to serve for another three-year term.	<u>Motion:</u> Mr. Treamer <u>Text:</u> To nominate and elect Mr. Lovejoy and Dr. Chamberlin to new three-year terms as Trustees. <u>Second:</u> Dr. Hanson <u>Vote:</u> All members voted in favor of the motion.
4. Election of Officers	Mr. Lovejoy asked for a motion to approve the nomination of a new slate of Board officers.	<u>Motion:</u> Dr. Chamberlin <u>Text:</u> To nominate and elect the same slate of officers who served during 2015-2016: Chair, Mr. Lovejoy; Vice Chair, Dr. Chamberlin; Treasurer, Mr. Treamer; Secretary/Clerk, Dr. Joyce <u>Second:</u> Dr. Hanson <u>Vote:</u> All members voted in favor of the motion.
5. Approval of Minutes:	Mr. Lovejoy asked if there were any revisions to the meeting minutes of	<u>Motion:</u> Dr. Chamberlin

	May 26, 2016.	<p><u>Text:</u> To approve the minutes of the May 26, 2016 meeting, as presented.</p> <p><u>Second:</u> Mr. Treamer</p> <p><u>Vote:</u> All members voted in favor of the motion.</p>
6.	Public Comment	None
7.	Items Requiring Approval	
7.1.	Policy	
7.1.1.	New Policies	<p>JFBB – Enrollment of Expelled and Suspended Students</p> <p>Dr. Kossakoski stated that the revised policy included language restricting expelled students from applying for full-time status.</p> <p><u>Motion:</u> Mr. Treamer</p> <p><u>Text:</u> To adopt policy JFBB – Enrollment of Expelled and Suspended Students, as presented. This policy will go into effect on October 11, 2016</p> <p><u>Second:</u> Dr. Chamberlin</p> <p><u>Vote:</u> All members voted in favor of the motion</p>
7.2.	Finance	
7.2.1.	Review and approval of IRS Form 990	<p>IRS Form 990 was sent to all board members as part of the board packet. Mr. White reported on the major components of IRS Form 990. Mr. Lovejoy commented that he had reviewed the entire document and recommended approval.</p> <p><u>Motion:</u> Dr. Hanson</p> <p><u>Text:</u> To approve IRS Form 990 as presented.</p> <p><u>Second:</u> Dr. Chamberlin</p> <p><u>Vote:</u> All members voted in favor of the motion</p>
7.2.2.	Review and approval of DOE-25 Financial Report	<p>Mr. White reviewed the DOE-25 report. He reported that the school received funding at a rate of \$5,597 while the cost per pupil during 2015-2016 was \$5,825.</p> <p><u>Motion:</u> Mr. Treamer</p> <p><u>Text:</u> To approve DOE-25 Financial Report, as presented.</p> <p><u>Second:</u> Dr. Chamberlin</p> <p><u>Vote:</u> All members voted in favor of the motion.</p>
7.2.3	Review and approval of 2015-2016 Audit	<p>Mr. White reported that VLACS has received a “clean” audit report from Dumais & Ferland, CPAs for the 2015-2016 financial year. Board members discussed taking additional time to review the contents of the audit report. Mr. Lovejoy asked members to forward all questions to Mr. White by September 30th.</p> <p><u>Motion:</u> Dr. Hanson</p> <p><u>Text:</u> To allow Mr. Lovejoy to approve the 2015-2016 audit after all Trustees have had the opportunity to review the report and have their questions answered. Mr. Lovejoy will make a determination after September 30th regarding the status of the report. If there are any concerns the audit will be reviewed at the November meeting.</p> <p><u>Second:</u> Mr. Treamer</p> <p><u>Vote:</u> All members voted in favor of the motion.</p>
8.	Financial reports	The Trustees reviewed all financial reports. General ledger reports for the months of May, June, July, and August were available for review and signature. Mr. White reported that the school is in good financial standing going into the fall.
9.	Legislative News	None
10.	CEO’s Report	Dr. Kossakoski presented the school goals and targeted tasks for 2016-2017 which included:

- Simplifying the definition of the school's learning model
- Review of employee expectations for 2016-2017
- Projects: implementing the new SIS, expanding the adult education program, continued development of the college, career, and citizenship plan, creating entrepreneurial learning opportunities, and joining the NHDOE PACE initiative.

11. Administrative Reports

11.1 Review of personnel list

Mr. Baldasaro reviewed the personnel report. The school currently employs 213 full-time and part-time staff members. Mr. Baldasaro also reviewed the revisions made to the school's organizational chart and employee titles.

11.2 Review of Administrative Reports

Mr. Lovejoy asked is there were any questions regarding the administrative report that was included in the informational packet. Ms. Lane reviewed the school partnership efforts are in progress. She noted that more elementary schools are showing interest in accessing VLACS services.

11. Board of Trustees Meeting Dates

Board of Trustees meeting dates: 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. Acceptance of resignation

Mr. Lovejoy stated that VLACS owes Dr. Hanson a debt of gratitude for his service to VLACS. It was noted that VLACS would not exist if not for Dr. Hanson's vision and support. All members thanked Dr. Hanson and stated that he will be missed.

Motion: Dr. Chamberlin
Text: To accept the resignation of Trustee, Dr. Arthur Hanson with regret and thanks for his service to the school.
Second: Mr. Treamer
Vote: All members voted in favor of the motion.

13. Adjournment

Motion: Dr. Hanson
Text: To adjourn at 4:50PM
Second: Dr. Chamberlin
Vote: All members voted in favor of the motion.

Minutes recorded by: Steve Kossakoski