



**Attendees**

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

**Agenda**

| Topics   | Discussion   | Decision   |
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| 1. Call to Order                                 | Mr. Lovejoy called the meeting to order at 3:00PM  |  |
| 2. Appointment of Trustees to an additional term | Mr. Lovejoy asked for a motion to nominate and elect Dr. Hanson to a new three-year term as Trustee. | <u>Motion:</u> Dr. Joyce<br><u>Text:</u> To nominate and elect Dr. Hanson to a new three-year term as Trustee.<br><u>Second:</u> Mr. Treamer<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 2014-2015: 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 21, 2015.                | <u>Motion:</u> Dr. Chamberlin<br><u>Text:</u> To approve the minutes of the May 21, 2015 meeting, as presented.<br><u>Second:</u> Dr. Joyce<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 Revision              | Dr. Kossakoski asked the Trustees to approve a revision to policy IKG. He stated that a listing of required and recommended competency groups (courses) has been added to the policy. Mr. Lovejoy asked for a motion to approve the revision to policy IKG, Middle School Graduation.   | <u>Motion:</u> Dr. Chamberlin<br><u>Text:</u> To adopt the revision to policy IKG, Middle School Completion, as presented.<br><u>Second:</u> Dr. Joyce<br><u>Vote:</u> All members voted in favor of the motion  |
| 6.2. DOE Form 25                  | Mr. Lovejoy asked for a motion to approve the DOE Form 25. Mr. White reviewed the DOE 25. Trustees signed the form after approval.  | <u>Motion:</u> Mr. Treamer<br><u>Text:</u> To approve the DOE Form 25, as presented.<br><u>Second:</u> Dr. Joyce<br><u>Vote:</u> All members voted in favor of the motion.   |
| 6.3. 2015-2016 Audit              | A clean audit report was received from Dumais & Ferland, CPAs for the 2015-2016 financial year. Mr. Lovejoy asked for a motion to approve the 2014-2015 audit contingent on a positive review by the board treasurer, chair, CFO, and CEO. Board members were asked to forward all questions to Mr. White. Dr. Kossakoski thanked Mr. White and his staff for preparing and assisting with the audit. | <u>Motion:</u> Dr. Hanson<br><u>Text:</u> To accept and approve the 2014-2015 financial audit.<br><u>Second:</u> Ms. Casey<br><u>Vote:</u> All members voted in favor of the motion.   |
| 6.4. 2014-2015 IRS Form 990       | Mr. Lovejoy asked if the Trustees had any questions regarding the 2014-2015 IRS Form 990. He asked for a motion to approve Form 990.  | <u>Motion:</u> Dr. Joyce<br><u>Text:</u> To approve IRS Form 990, as presented.<br><u>Second:</u> Dr. Chamberlin<br><u>Vote:</u> All members voted in favor of the motion  |
| 6.5. Out-of-State Tuition Rates   | Dr. Kossakoski reported that the state per student funding rate has increased by 1.1% and may increase by 1.8% depending what happens with the current budget impasse in Concord. He recommended that tuition rates for out-of-state students be increased to ensure that they remain higher than in-state rates.   | <u>Motion:</u> Mr. Treamer<br><u>Text:</u> To set out-of-state tuition rates, as follows: \$476 per half-credit; \$952 per credit; \$6,188 full-time (6 credits). Registrations fees will remain at \$30 when applicable.<br><u>Second:</u> Ms. Casey<br><u>Vote:</u> All members voted in favor of the motion |
| 6.6. CEO vacation days adjustment | Mr. Lovejoy asked if the Trustees would increase the number of vacation days allotted to the CEO from 16 to 18. This adjustment is requested to keep the CEOs number of vacation days consistent with the number of days offered to other VLACS employees.  | <u>Motion:</u> Dr. Chamberlin<br><u>Text:</u> To increase the number of vacation days for the CEO from 16 to 18.<br><u>Second:</u> Mr. Treamer<br><u>Vote:</u> All members voted in favor of the motion  |
| 6.7. HealthTrust Membership       | Mr. Lovejoy asked for a motion to authorize the CEO to sign the HealthTrust membership agreement.   | <u>Motion:</u> Mr. Treamer<br><u>Text:</u> To authorize the CEO to sign the HealthTrust membership agreement.<br><u>Second:</u> Dr. Joyce<br><u>Vote:</u> All members voted in favor of the motion   |
| 6.8. State Assessment Approval    | Dr. Kossakoski asked the Trustees to approve adoption of the SAT in place of the Smarter Balanced Assessments for students in grade eleven as per RSA 193-C:6   | <u>Motion:</u> Ms. Casey<br><u>Text:</u> To adopt the SAT as the state assessment for students in grade eleven. .<br><u>Second:</u> Dr. Chamberlin<br><u>Vote:</u> All members voted in favor of the motion  |
| 7 Financial reports and budget    | The Trustees reviewed all financial reports. General ledger reports for   |  |

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| status.                               | the month of June, July, and August were available for review and signature. Mr. White reviewed the balance sheet and reported that the school is in good financial standing. He stated that the school ended the 2014-2015 fiscal year with a positive balance.  |
| 8. Legislative News                   | NA  |
| 9. CEO's Report                       |   |
| 9.1 Enrollment                        | Dr. Kossakoski reported that VLACS ended the 2014-2015 fiscal year with 23,492 enrollments. Enrollments between July 1, 2015 and September 9, 2015 have increased by 25% over the same time period last year. There are approximately 170 full-time students enrolled in grades 6-12.   |
| 9.2 CEO's Report                      | <p>Dr. Kossakoski updated the board on the following topics:</p> <ul style="list-style-type: none"> <li>-Julie Reece has been hired as Coordinator of Adult Education</li> <li>-Upgrades to the school's server infrastructure and learning management system have been completed. Dr. Kossakoski thanked Jason Fitzpatrick and his staff for their work on these projects.</li> <li>-The new website and enrollment software will go live within the next few weeks</li> <li>-New blog posts have been published</li> <li>-The Aspire 2015 conference was very successful. Dr. Kossakoski thanked Mr. Lovejoy, Mr. Treamer, Mr. Hanson, and Dr. Joyce for attending.</li> <li>- 16 new courses will be deployed this fall</li> <li>- Staff goals for 2015-2016: <ul style="list-style-type: none"> <li>-- Employees will demonstrate an understanding of the new VLACS learning model</li> <li>-- Employees will refine their customer service and relationship building skills</li> <li>-- Employees will advance their understanding of adolescent psychology</li> </ul> </li> </ul> |
| 10. Administrative Reports            |   |
| 10.1 Review of personnel list         | Mr. Baldasaro presented the current personnel report. The school currently employs 192 full-time and part-time staff members. Mr. Baldasaro reported that there are 18 courses that are closed or have a waitlist due to a significant increase in enrollments. He stated that he has initiated a new round of instructor hiring to help alleviate future course backlogs.  |
| 10.2 Review of Administrative Reports | Mr. Lovejoy asked is there were any questions regarding the administrative report that was included in the informational packet. There were no questions. Ms. Lane reported on the Aspire 2015 conference, professional development, and upcoming school partnership workshops.   |

11. Board of Trustees Meeting Dates November 19, 2015; January 14, 2016; March 17, 2016; May 26, 2016.  
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: Mr. Treamer  
Text: To adjourn at 4:55PM  
Second: Ms. Casey  
Vote: All members voted in favor of the motion.

Minutes recorded by: Steve Kossakoski