



**Meeting Minutes**  
 September 13, 2018  
 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  
Administration: Dr. Stephen Kossakoski, Mr. Scott Prescott, Mr. Tony Baldasaro, Mr. Larry White,  
Apologies: Mr. Jerome Frew, Ms. Kimberley Casey

**Agenda**

Topics	Discussion	Decision
1. Call to Order	Mr. Lovejoy called the meeting to order at 3:05 PM.	
2. Appointment of Trustees to new terms	Dr. Kossakoski reported that Mr. Frew's professional commitments have changed and he has agreed to remain as a member of the board.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To nominate and elect Mr. Frew to a new three-year term as Trustee. <u>Second:</u> Dr. Chamberlin <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. Chamberlin <u>Text:</u> To nominate and elect the same slate of officers who served during 2017-2018: Chair, Mr. Lovejoy; Vice Chair, Dr. Chamberlin; Treasurer, Mr. Treamer; Secretary/Clerk, Dr. Joyce <u>Second:</u> Dr. Joyce <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 24,2018.	<u>Motion:</u> Dr. Chamberlin <u>Text:</u> To approve the minutes of the May 24, 2018 meeting as presented. <u>Second:</u> Dr. Joyce <u>Vote:</u> All members voted in favor of the motion.
5. Public Comment	None	
6. Items Requiring Approval		

6.1. Policy

6.1. New Policy

Dr. Kossakoski recommended that the board adopt policy GBAB, Prohibition on Aiding and Abetting Sexual Abuse. All schools are required to adopt a policy addressing this topic.

Motion: Dr. Joyce  
Text: To approve policy GBAB, Prohibition on Aiding and Abetting Sexual Abuse as presented.  
Second: Dr. Chamberlin  
Vote: All members voted in favor of the motion.

6.2. Financial Reports

6.2.1. Review and approval of IRS Form 990

IRS Form 990 was made available to all board members prior to the meeting. Mr. White reported on the major components of IRS Form 990. Mr. Lovejoy thanked Mr. White and his staff for the many hours of work that were required to complete all of the end-of-year financial reports.

Motion: Dr. Joyce  
Text: To approve the 2017-2018 IRS Form 990  
Second: Dr. Chamberlin  
Vote: All members voted in favor of the motion

6.2.2. Review and approval of DOE-25 Financial Report

Mr. White reviewed the DOE-25 report.

Motion: Mr. Treamer  
Text: To approve the DOE-25 Financial Report, as presented.  
Second: Dr. Joyce  
Vote: All members voted in favor of the motion.

7. Finance

7.1. 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 end of year financials and reported that the school is in good financial standing going into the fall.

7.2. Non-public session

Motion to enter non-public session: Mr. Treamer  
Text: To enter non-public session under, section (d) Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.

Time: 3:30PM

Second: Dr. Joyce

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

Attendance: Mr. Treamer, Dr. Joyce, Dr. Chamberlin, Mr Lovejoy, Dr. Kossakoski

Discussion: The board discussed the acquisition, sale, or lease of real or personal property.

Motion to leave non-public session: Dr. Joyce

Second: Mr. Treamer

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

Time: 4:00PM

Motion to enter non-public session: Mr. Treamer

Text: To enter non-public session under, section (a) The dismissal, promotion, or compensation of any public employee.

Time: 4:01PM

Second: Dr. Joyce

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

Attendance: Mr. Treamer, Dr. Joyce, Dr. Chamberlin, Mr Lovejoy, Dr. Kossakoski

Discussion: The board discussed a personnel issue.

Motion to leave non-public session: Dr. Chamberlin

Second: Mr. Treamer

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

Time: 4:20PM

7.3. Review of draft audit

Mr. White reviewed the audit and reported that the auditor will be finalizing the report within the next couple of weeks. Mr. White expects that VLACS will receive a "clean" audit report from Dumais & Ferland, CPAs for the 2017-2018 fiscal year.

Motion: Dr. Chamberlin

Text: To allow Mr. Lovejoy to approve the 2017-2018 audit after the Trustees have had the opportunity to review the report and have their

questions answered. If there are any concerns the audit will be reviewed at the November meeting.  
Second: Dr. Joyce  
Vote: All members voted in favor of the motion.

7.4. FLVS Contract Status      Dr. Kossakoski reported that he has received two proposals for a new course contract from FLVS. He expects that the contract will be finalized within the next month.

8. Legislative News      The NHDOE has indicated that the renewal process is being revised and vetted and a date for our renewal should be set soon.

8. Administrative Reports      The following topics were addressed by the administrative staff:

- Dr. Kossakoski presented information regarding enrollments. Enrollment from July 1<sup>st</sup> to date is slightly higher than last year at this time.
- Dr. Kossakoski reported that this summer's Aspire conference was a success. He also noted that VLACS was mentioned by Julia Freeland Fisher in her new book, Who You Know.
- Mr. Prescott discussed a number of initiatives that are in progress including: new rapid development team, development of projects, expansion of the experience pathway, and planning for implementation of badges and industry certifications.
- Mr. Baldasaro reported that a new cohort of instructors has been hired. He also reported a new counselor has been hired and that the search for an instructional designer has been completed.

10. Board of Trustees Meeting Dates      

- Graduation: June 7, 2018, 4:00PM, Capital Center for the Arts, Concord, NH
- 2018-2019 Board of Trustees meeting dates: November 15, 2018; January 10, 2019; March 21, 2018; May 23, 2019

13. Adjournment

Motion: Mr. Treamer  
Text: To adjourn at 5:00PM  
Second: Dr. Joyce  
Vote: All members voted in favor of the motion.

Minutes recorded by: Steve Kossakoski