# Meeting Minutes

**June 9, 2011**
**3:00-5:00PM**
VLACS Conference Room
30 Linden Street, Exeter, NH 03833

### Attendees

**Trustees:** Dr. Mark Joyce, Mr. Joseph Lovejoy, Dr. Kent Chamberlin, Mr. John Hansen, Mr. Matthew Treamer, Ms. Kimberley Casey, Dr. Arthur Hanson  
**Administration:** Dr. Stephen Kossakoski, Ms. Ollie Lane-Wortley  
**Visitors:**  
**Apologies:** Dr. Thomas Brennan

### Agenda

<table>
<thead>
<tr>
<th>Topics</th>
<th>Discussion</th>
<th>Decision</th>
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<tr>
<td>1. Call to Order</td>
<td>Mr. Lovejoy called the meeting to order at 3:10PM</td>
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| 2. Approval of Minutes          | Mr. Lovejoy asked if there were any recommended revisions to the March 10, 2011 meeting minutes. No revisions were recommended.                                                                       | Motion: Mr. Hansen  
Text: To approve the minutes of the March 10, 2011 meeting, as presented.  
Second: Dr. Chamberlin  
Discussion:  
Vote: All members voted in favor of the motion. |
| 3. Public Comment               | None                                                                                                                                                                                                      |          |
| 4. Items requiring approval     |                                                                                                                                                |          |
| 4.1. 2011-12 benefits package  | Dr. Kossakoski presented the updated benefits package for full time employees which includes: contribution to the New Hampshire Retirement System for positions requiring NH teaching or administrative certification; a maximum of $6,070.08 will be paid by the school and applied toward the cost of a single person, 2 person, family, or parent/child medical insurance plan; a section 125 premium and dependent care FSA; an HRA account into which the school will deposit $1,500 for the purpose of paying for health care related expenses; and, employees who are enrolled in another medical insurance plan may opt to receive a buy-out of $2,4000 in lieu of subscribing to the school sponsored health plan. | Motion: Dr. Joyce  
Text: To approve the 2011-2012 benefits package, as presented.  
Second: Dr. Hanson  
Discussion:  
Vote: All members voted in favor of the motion. |
Other major changes include an increase to a $2,000 deductible for health insurance and the addition of two bereavement days.

| 4.2. Review and approval of the 2011-2012 budget | Dr. Kossakoski reviewed the proposed 2011-2012 operating budget and highlighted changes that were made since the March meeting. The budget is based on a conservative estimate of the revenue to be received for courses completed during the 2011-2012 fiscal year. It may be necessary to revise the approved budget in the future should enrollments increase. | Motion: Mr. Hansen  
Text: To adopt the 2011-2012 budget of $3,021,051.  
Second: Dr. Joyce  
Discussion: Members asked questions about individual line items.  
Vote: All members voted in favor of the motion |
| 4.3. Policy GBEA: Employee Acceptable Use Policy | Dr. Kossakoski recommended that the Board adopt policy GBEA which establishes acceptable use requirements for technology for all employees. | Motion: Dr. Joyce  
Text: To adopt policy GBEA, Employee Acceptable Use Policy  
Second: Ms. Casey  
Discussion:  
Vote: All members voted in favor of the motion |
| 4.4. CEO Contract |  
Motion to enter non-public session: Dr. Hanson  
Time: 4:00pm  
Second: Mr. Hansen  
Roll Call Vote: All members voted in favor of the motion  
Attendance: Mr. Lovejoy, Dr. Hanson, Dr. Joyce, Dr. Chamberlin, Ms. Casey, Mr. Treamer, Mr. Hansen  
Discussion: The board discussed the CEO’s 2011-2012 contract.  
Motion: Mr. Treamer  
Text: To add a five percent market adjustment in salary and health insurance in recognition of significant growth in the size and scope of the school and associated responsibilities.  
Second: Mr. Hansen  
Vote: All members voted in favor of the motion  
Motion to leave non-public session: Dr. Hanson  
Second: Mr. Hansen  
Roll Call Vote: All members voted in favor of the motion  
Time: 4:15pm |
| 5. Finance |  
5.1. Review of financial reports | The Trustees reviewed all financial reports and signed the general ledgers for the months of February, March, and April. Members also signed a revised general ledger for the Month of January. Dr. Kossakoski reported that projections indicate that the school will end the year with a positive balance. |
5.2. Legislative update
Dr. Joyce reported on legislative changes regarding the NH Retirement System, K-12 funding, career and technical funding, catastrophic aid, building aid, drop out age, bullying law, and compulsory education.

6. Administrative report

6.1. Enrollment
Dr. Kossakoski reported that enrollments have increased from 8,582 (3/4/2011) to 10,196 (6/5/2011).

6.2. Administrative report
Dr. Kossakoski reported on the following topics:
- Dr. Mark Joyce and Andy Littlefield each received a NH EDies award at a ceremony held on June 4, 2011.
- VLACS has been invited to participate in the Next Generation Learning Project by the NHDOE. Attributes of the project include personalized learning, world-class knowledge and skills, and anytime, everywhere opportunities. The other states involved in this effort include Kentucky, Maine, New York, Ohio, Wisconsin, and West Virginia.

6.3. New student information system
VLACS will be moving to the Genius student information system later this summer. The Genius system manages the admission process, controls enrollments, provides information to students and guardians, tracks students progress, improves communication with students, and includes a built-in reporting system.

7. Curriculum and Programming

7.1. Summer activities
Dr. Kossakoski reported that the following summer professional development activities are planned: June 24, day two of new instructors training; June 27, July 25, & August 8, college credit course development; June 28, AP and dual credit instructors training; June 30, advisor training; July 21, professional development team training; August 2 & 3, instructors’ conference; August 9, peer coach training; August 26, competency development. All Trustees are invited to attend the instructors’ conference on August 2nd and 3rd.

7.2. Annual report
The annual progress report for the 2009-2010 school year is available for review.

7.3. Professional Development Master Plan
Ms. Lane Wortley presented the VLACS professional development plan to the Board. The report has been sent to the NHDOE for approval. Upon approval, all full time certified employees will be required to meet the requirements outlined in the plan in order to qualify for recertification.

8. Personnel

8.1 Staffing update
Dr. Kossakoski reported that Jon Doane has been promoted to a full-time member of the technology team after his recent graduation from Plymouth State University with a degree in computer science. David Zaharee has joined the technology team as a part-time intern. Dr. Kossakoski also
reported that eight adjunct instructors have begun training and will be offered contracts. These new instructors will be teaching courses in technology, business, social studies, and art.

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<th>9. Old Business</th>
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<td>10. New Business</td>
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<td>11. Next Meeting. All meetings begin at 3:00PM. Meeting dates for 2011-2012: Sept. 8, November 10, January 12, March 8, and June 14.</td>
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| 13. Adjournment          | Motion: Dr. Chamberlin  
Text: To adjourn at 4:55pm  
Second: Mr. Treamer  
Vote: All in favor |

Minutes recorded by: Steve Kossakoski