



Meeting Minutes

January 7, 2010

3:00-5:00PM

VLACS Conference Room, T111
30 Linden Street, Exeter, NH 03833

Attendees

Trustees: Dr. Thomas Brennan, Ms. Kimberley Casey, Dr. Kent Chamberlin, Mr. John Hansen, Dr. Arthur Hanson, Dr. Mark Joyce, Mr. Joseph Lovejoy, Mr. Matthew Treamer (via Skype)

Administration: Dr. Stephen Kossakoski, Mr. Gary Tirone

Visitors: Ms. Roberta Tenney, NH Department of Education

Apologies: NA

Agenda

Topics	Discussion	Decision
1. Call to Order	Mr. Lovejoy called the meeting to order at 3:08PM	
2. Approval of Minutes	Mr. Lovejoy asked if there were any recommended revisions to the September 17, 2009 meeting meetings. No revisions were recommended.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To approve the minutes of the September 17, 2009 meeting, as presented. <u>Second:</u> Dr. Brennan <u>Discussion:</u> None <u>Vote:</u> All members voted in favor of the motion.
3. Public Comment	None	
4. Finance		
4.1. Review of financial reports	Copies of the financial reports were provided to all Trustees. There were no questions.	
4.2. Approval of 2008-2009 audit	Dr. Kossakoski reviewed the auditor's report and management letter. He noted that the auditor recommended, in the letter to management, that payments to instructors who participate in the bi-weekly payment plan should be reviewed at the end of each semester to avoid overpayment within the fiscal year. Dr. Kossakoski stated that a quarterly review of payments was implemented as of July 1 to provide instructors with the opportunity to adjust their payments and/or student caps to avoid overpayment.	<u>Motion:</u> Mr. Treamer <u>Text:</u> To approve the auditor's report for the 2008-2009 fiscal year. <u>Second:</u> Dr. Joyce <u>Discussion:</u> Mr. Lovejoy stated that auditor indicated that VLACS conformed to all accepted accounting practices and received a "clean" report. <u>Vote:</u> All members voted in favor of the motion.
4.3. Approval to receive	Dr. Kossakoski requested that the Trustees allow the school to accept	<u>Motion:</u> Dr. Chamberlin

grant funds for the 2009-2010 school year.	grant funds that may be awarded during the 2009-2010 fiscal year. Dr. Joyce suggested that grants accepted under this request should be consistent with the mission of the school and not obligate the school to expend additional funds in order to implement the grant program.	<p><u>Text:</u> To approve the acceptance of grant funds for the 2009-2010 fiscal year as long as the grant goals are consistent with the mission of the school and that acceptance of the grant funds will not obligate the school to expend additional funds.</p> <p><u>Second:</u> Ms. Casey</p> <p><u>Discussion:</u> None</p> <p><u>Vote:</u> All members voted in favor of the motion.</p>
4.4. Status of legislative committee studying charter school funding	Dr. Kossakoski reported that the legislative study committee had met throughout the fall in Concord. He thanked Dr. Joyce and Ms. Tenney for participating on the committee. Ms. Casey and Mr. Tirone were also acknowledged for attending sessions and providing support. The committee has decided to request an extension of its deadline in order to gather additional data to better inform its recommendations regarding future funding methods for the Virtual Learning Academy Charter School.	
4.4.1. Approval of revised memorandum of understanding	Dr. Kossakoski reviewed the revised memorandum of understanding with the NH Department of Education. The revised MOU includes funding for the fiscal years 2011-2012 and 2012-2013. The purpose of the MOU is to continue funding for VLACS while the legislative task force continues to study methods for funding VLACS after the 2012-2013 fiscal year.	<p><u>Motion:</u> Dr. Brennan</p> <p><u>Text:</u> To permit Dr. Kossakoski to sign the memorandum of understanding with the NH Department of Education.</p> <p><u>Second:</u> Dr. Joyce</p> <p><u>Vote:</u> All in favor</p>
4.4.2. Grant to collect data	Dr. Kossakoski reported that a grant application to collect additional information from schools, parents, and students about their reasons for enrolling in online courses has been submitted to the NH Department of Education.	
4.5 Review three year projected budget	Dr. Kossakoski summarized the three year projected budget. The proposed 2010-2011 budget will be ready for the March Trustees meeting.	
4.6 Ocean Bank statement of collateral	A copy of the statement of collateral from Ocean Bank was provided to all Trustees.	
5. CEO/CLO Report		
5.1. Enrollment	Dr. Kossakoski that enrollments have increased from 6,586 students (9/12/09) to 7,129 (12/28/2009).	
5.2 Administrative report	<p>Mr. Tirone and Dr. Kossakoski updated the Trustees on the following topics:</p> <ul style="list-style-type: none"> • The number of school partnerships continues to increase with approximately 100 schools now participating. A number of school visits and presentations have been conducted recently. In addition to a face-to-face partnership sessions there have been eight online sessions provided for schools. • The instructor evaluation system continues to evolve with self-assessments, online classroom walkthroughs, monitoring student and parent feedback, and discussions with instructors currently 	

taking place.

- Twenty-three online professional development sessions were provided for VLACS instructors since September.
- VLACS marketing initiatives have included letters to superintendents, principals, and guidance counselors; television and radio commercials; and, presentations at state-level conferences.
- It is expected that between 12 and 20 students will graduate in June. Seniors have submitted college applications. Graduation is scheduled for June 18 and will be held in Concord at a location to be determined.

6. Curriculum and Programming

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| 6.1 Academic helpdesk pilot | Dr. Kossakoski reported that academic helpdesks have been created for reading and writing, mathematics, and science. Current instructors are staffing each helpdesk. |
| 6.2 Personalized Pathways | Dr. Kossakoski reported that Tony Baldasaro has been hired as coordinator of the project and Scott Prescott has been hired to assist with development of the project. Attendance at presentations has been strong with many positive comments made about the program. It is expected that a significant number of students will register for P2 courses this spring. Discussions with PlusTimeNH are ongoing. |
| 6.3 GED | Mr. Tirone and Dr. Kossakoski reported that a GED preparation course will be available this spring. A meeting with NH DOE adult education officials has been scheduled to discuss ways that this course can help GED programs throughout the state. |
| 6.4 Dual credit courses | Dr. Kossakoski reported that the deadline for registering for eStart courses is next week. Discussions have also continued with other post-secondary institutions about adding more dual credit courses to the course catalog. Additional dual credit course offerings will support the NH DOE's initiative to provide the opportunity for high school students to begin an associate's degree while in high school. Dr. Brennan stated that there may be funding for the development of STEM courses available. |
| 6.5 Grades 3-5 | Dr. Kossakoski reported that course content from a variety of vendors has been sampled, but that there is no recommendation at this time. Dr. Joyce requested that additional discussion should occur at the next meeting regarding elementary curriculum. |
| 6.6 Master's degree in blended instruction | Dr. Kossakoski reported that there is interest in development graduate courses and a master's degree in blended instruction from at least two universities in the state. Dr. Joyce commented that VLACS may want to remain open to working with all post-secondary institutions. |

7. Personnel

7.1 Staffing update	A list of new and current employees was provided to the Trustees. There were no questions.
8. Policy – NA	
9. Old Business - NA	
10. New Business - NA	
11. Next meeting date: Thursday, March 11, 2010, 3:00-5:00PM	
12. Adjournment	
	<u>Motion:</u> Ms. Casey <u>Text:</u> To adjourn at 5:02PM. <u>Second:</u> Mr. Treamer <u>Vote:</u> All in favor
Minutes recorded by: Steve Kossakoski	