



Meeting Minutes
 March 25, 2010
 3:00-5:00PM
 GBECS, Room 218
 30 Linden Street, Exeter, NH 03833

Attendees

Trustees: Ms. Kimberley Casey, Mr. John Hansen (via phone), Dr. Arthur Hanson, Dr. Mark Joyce, Mr. Joseph Lovejoy
Administration: Dr. Stephen Kossakoski, Mr. Gary Tirone
Visitors: None
Apologies: Dr. Thomas Brennan, Mr. Matthew Treamer, Dr. Kent Chamberlin

Agenda

Topics	Discussion	Decision
1. Call to Order	Mr. Lovejoy called the meeting to order at 3:17	
2. Approval of Minutes	Mr. Lovejoy asked if there were any recommended revisions to the January 7, 2010 meeting meeting. No revisions were recommended.	<u>Motion:</u> Dr. Hanson <u>Text:</u> To approve the minutes of the January 7, 2010 meeting, as presented. <u>Second:</u> Dr. Joyce <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. Revised 2009-2010 operating budget	Dr. Kossakoski reviewed proposed changes to the 2009-2010 operating budget. Changes are necessary due to increased enrollments and associated expenses.	<u>Motion:</u> Dr. Hanson <u>Text:</u> To approve the revised 2009-2010 operating budget <u>Second:</u> Dr. Joyce <u>Discussion:</u> Members asked questions about enrollment and revenues. Dr. Kossakoski stated that the revised budget includes the funding required to remove the deficit brought forward from the 2008-2009 fiscal year. <u>Vote:</u> All members voted in favor of the motion.

4.3. Introduction of the 2010-2011 operating budget	Dr. Kossakoski reviewed the proposed 2010-2011 budget. He noted that all VLACS budgets, to date, have been designed to begin the fiscal year operating at a level that reflects the lowest anticipated enrollment. Budget adjustments may be required to cover expenses as enrollments increase. Board members discussed the budget and asked questions about salaries and other items within the budget. The board members will continue to review the budget. Approval of the budget will be requested at the next meeting in May.
4.4. Benefits package for 2010-2011	Dr. Kossakoski reported that he has contacted three insurance providers and received quotes for health insurance. An insurance broker will also solicit quotes on behalf of VLACS. Dr. Kossakoski has also explored the possibility of adding a health insurance savings plan to the benefits package. He will bring a benefits package proposal forward for approval at the next meeting.
5. CEO/CLO Report	
5.1. Enrollment	Dr. Kossakoski that enrollments have increased from 7,129 (12/28/2009) to 7,699 (3/2/2010).
5.2 Administrative report	<p>Mr. Tirone updated the Trustees on the following topics:</p> <ul style="list-style-type: none"> • VLACS will be expanding the number of dual high school and college credit courses available in September. This effort will help to support the NHDOE's plans regarding testing out of high school curriculum and taking college level courses while in high school. • Spanish III now includes an option for students to take an advanced section of the course that prepares students for AP Spanish or college level Spanish. Mr. Tirone thanked VLACS instructors for their assistance in making this option available to students. • A number of school visitations have been conducted since the last meeting including a visit to the Nashua School District. • A new instructor interview and induction format has been implemented with great success. Instructors now participate in a phone interview as well as a full-day session which includes an orientation, group discussion, and other activities designed to assist in determining if candidates will be successful online instructors. • Representative Sandy Keans and NHDOE representative Roberta Tenney visited VLACS recently. The VLACS staff was pleased to make a presentation about VLACS to Ms. Keans and to answer her questions.
6. Curriculum and Programming	
6.1 Personalized Pathways	Dr. Kossakoski reported that Tony Baldasaro has made presentations to a number of school administrative groups throughout the state. The feedback and interest in the program is very high, however, since many

	schools have not implemented competencies the number of student enrollments continues to be lower than expected. It is expected that enrollments will increase as more schools implement competency based programs in their schools. There is also significant interest in extended learning opportunities throughout the state.	
6.2 GED test preparation course	Mr. Tirone and Dr. Kossakoski reported that instructors have been recruited and preparation for making the course available are ongoing.	
6.3 Discussion and recommendations regarding programming for grades K-12 courses, dual credit courses, professional development for public school personnel, adult enrichment, and graduate courses.	Dr. Kossakoski reviewed VLACS programming by grade level. He stated that while K-5 curriculum continues to be studied, he doesn't believe that the content and delivery methods have matured to a level where VLACS should offer K-5 programming at this time. However, VLACS continues to enroll advanced elementary students in middle school and some high school courses. Areas where significant growth may occur include dual credit courses, adult education and adult enrichment. Board members discussed the wealth of programming options offered by VLACS and the potential for growth in all areas.	
7. Personnel		
7.1 Staffing update	A list of new and current employees was provided to the Trustees. Dr. Kossakoski reported that Scott Prescott has been hired to assist with the Personalized Pathways grant program on a part-time basis. There were no questions.	
8. Policy		
8.1 BCA – Ethics Policy Statement	Dr. Kossakoski presented policy BCA for adoption. The independent auditor hired by VLACS recommended that an ethics policy be adopted.	<p><u>Motion:</u> Dr. Hanson <u>Text:</u> To adopt policy BCA with language stating that VLACS Board members will not accept compensation for their service to the school. <u>Second:</u> Ms. Casey <u>Discussion:</u> Members supported the addition of the language regarding compensation. <u>Vote:</u> All members voted in favor of the motion.</p>
8.2 GBEB – Staff conduct with students	Dr. Kossakoski presented policy GBEB for adoption. He reported that the school's attorney was consulted in the development of this policy.	<p><u>Motion:</u> Ms. Casey <u>Text:</u> To adopt policy GBEB with the following change to the proposed text: replace building principal with chief learning officer or his/her designee. <u>Second:</u> Dr. Joyce <u>Discussion:</u> <u>Vote:</u> All members voted in favor of the motion.</p>
9. Old Business - NA		
10. New Business - NA		
11. Next meeting date: Thursday, May 20, 2010, 3:00-5:00PM, VLACS conference room		

12. Adjournment

Motion: Ms. Casey
Text: To adjourn at 4:40PM.
Second: Dr. Hanson
Vote: All in favor

Minutes recorded by: Steve Kossakoski