



**Meeting Minutes**  
 May 20, 2010  
 3:00-5:00PM  
 GBECs, Room 218  
 30 Linden Street, Exeter, NH 03833

**Attendees**

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Trustees: Ms. Kimberley Casey, Dr. Kent Chamberlin, Mr. John Hansen, Dr. Arthur Hanson, Dr. Mark Joyce, Mr. Joseph Lovejoy,  
Administration: Dr. Stephen Kossakoski, Mr. Gary Tirone (via phone)  
Visitors: Ms. Roberta Tenney, NH Department of Education  
Apologies: Dr. Thomas Brennan, Mr. Matt Treamer

**Agenda**

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Topics	Discussion	Decision
1. Call to Order	Mr. Lovejoy called the meeting to order at 3:05	<u>Motion:</u> Dr. Joyce <u>Text:</u> To appoint Mr. Lovejoy and Mr. Chamberlin to a new three year term as members of the Board of Trustees. <u>Second:</u> Dr. Hanson <u>Discussion:</u> None <u>Vote:</u> All members voted in favor of the motion.
2. Approval of Minutes	Mr. Lovejoy asked if there were any revisions to the March 25, 2010 meeting minutes. No revisions were recommended.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To approve the minutes of the March 25, 2010 meeting, as presented. <u>Second:</u> Dr. Hanson <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 prior to the meeting for review. There were no questions.	
4.2. Approval of 2010-2011 budget	Dr. Kossakoski presented the final version of the 2010-2011 budget. The budget is based on a conservative estimate of the revenue to be received for courses completed during the 2010-2011 fiscal year. It may be necessary to revise the approved budget in the future should enrollments	<u>Motion:</u> Dr. Hanson <u>Text:</u> To approve the 2010-2011 operating budget. <u>Second:</u> Dr. Joyce <u>Discussion:</u> Before voting on this motion, Mr.

	change significantly.	Lovejoy moved to agenda item 4.4. After approving item 4.4, Mr. Lovejoy called for a vote on this agenda item. <u>Vote:</u> All members voted in favor of the motion.
4.3. Approval of benefits package	Dr. Kossakoski reviewed the proposed benefits package for full-time employees which includes: New Hampshire Retirement System contribution for positions requiring NH teaching or administrative certification; a maximum of \$5,494 will be paid by the school and applied toward the cost of a single person, 2 person, family, or parent/child plan; a Section 125 premium and dependent care FSA; an HRA account into which the school will deposit \$1,000 for the purpose of paying for health and dental expenses not covered by the school's health insurance plan; and, employees who are currently covered by another insurance plan may opt to receive a "buy-out" of \$2,400 in lieu of subscribing to the school sponsored health plan.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To approve the 2010-2011 benefits package. <u>Second:</u> Dr. Chamberlin <u>Discussion:</u> <u>Vote:</u> All members voted in favor of the motion.
4.4. Approval of compensation plan	Dr. Kossakoski reviewed the instructors' compensation plan that establishes a bi-weekly payroll calendar for all instructors.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To approve the 2010-2011 compensation plan. <u>Second:</u> Dr. Hanson <u>Discussion:</u> <u>Vote:</u> All members voted in favor of the motion.
5. CEO/CLO Report		
5.1. Enrollment	Dr. Kossakoski stated that enrollments have increased from 7,699 (3/2/2010) to 8,144 (5/13/2010).	
5.2. Administrative report	The following items were reported to the Trustees: <ul style="list-style-type: none"> <li>• NHIAA – Mr. Tirone met with NHIAA representatives and they discussed ways in which VLACS courses are used by athletes.</li> <li>• Manchester – Mr. Tirone reported that he, Dr. Kossakoski, and Mr. Baldasaro had recently visited with a Manchester schools leadership team regarding the use of VLACS courses and competencies.</li> <li>• SNHU – Dr. Kossakoski reported that VLACS instructors will be developing dual credit courses based on SNHU curriculum requirements this summer.</li> <li>• Graduation – Mr. Tirone announced that Dr. Lyonel Tracey will be the graduation speaker.</li> <li>• Waterville Valley Ski School – Mr. Tirone reported that he met with the principal of WVSS. The school is interested in having their athletes take VLACS courses.</li> <li>• NHSAA Conference: Mr. Tirone reported that Tony Baldasaro and Scott Prescott made a presentation on competency recovery and extended learning opportunities.</li> <li>• Mr. Tirone reported that a new group of instructors has begun training and should be ready to assume full instructional duties by</li> </ul>	

- the end of the summer.
- Dr. Kossakoski reported that he, Dr. Hanson, Mr. Tirone, and Ms. Tenney visited the Rhode Island Department of Education to talk about VLACS and to discuss the potential for forming a partnership with Rhode Island.

## 6. Curriculum and Programming

6.1 Summer activities Mr. Tirone reviewed the list of summer professional development sessions that will offered to instructors beginning in June and ending in August.

6.2 Annual progress report Dr. Kossakoski noted that the annual progress report has been submitted to the DOE. Currently, the school is meeting or exceeding most of its five year goals. A copy of the report was sent to the Trustees prior to the meeting.

## 7. Personnel

7.1 Staffing update A list of new and current employees was provided to the Trustees. There were no questions.

7.2. Instructor development and evaluation Not addressed. This item will be included on the September agenda.

7.3. CEO contract approval Note: Mr. Lovejoy moved this item to the end of the agenda.

Motion to enter non-public session: Dr. Hanson  
Time: 5:00PM  
Second: Dr. Chamberlin  
Roll Call Vote: All members voted in favor of the motion.  
Attendance: Ms. Kimberley Casey, Dr. Kent Chamberlin, Mr. John Hansen, Dr. Arthur Hanson, Dr. Mark Joyce, Mr. Joseph Lovejoy  
Discussion: After discussion regarding the terrific job that Dr. Kossakoski is doing as CEO of VLACS, Dr. Hanson made a motion which was seconded by Dr. Joyce to award Dr. Kossakoski a 5% pay increase to his current salary for the 2010-2011 contract year. All other conditions of his current contract remain the same. All members voted in favor of this motion.  
Motion to leave non-public session: Dr. Joyce  
Second: Ms. Casey  
Roll Call Vote: All members voted in favor of the motion.  
Time: 5:17 PM

7.4. Joint loss management committee See agenda item 8.2.

## 8. Policy

8.1. DGA – Authorized signatures & DK Financial procedures	Dr. Kossakoski asked the Board to amend policy DK to allow for the use of electronic signatures on payroll checks because of the move to a bi-weekly payroll for over 130 employees. He also asked the Board to consider consolidating policy DGA and DK as they address the same financial procedures.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To make the following revisions: move the text of paragraph 2 to policy DK; rescind policy DGA; and, to add the suggested language that allows for the use of electronic signatures on checks. <u>Second:</u> Ms. Casey <u>Discussion:</u> <u>Vote:</u> All members voted in favor of the motion.
8.2 GBGB – Employee safety statement	Dr. Kossakoski asked the Board to approve the policy instituting an employee safety statement and establishing an employee safety committee.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To approve policy GBGB as presented. <u>Second:</u> Dr. Hanson <u>Discussion:</u> <u>Vote:</u> All members voted in favor of the motion.
8.3 JFA – Residency (revision)	Dr. Kossakoski asked the Board to approve the amended residency policy that lists the documentation that is required to verify the residence of students.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To approve the amended policy as presented. <u>Second:</u> Dr. Hanson <u>Discussion:</u> <u>Vote:</u> All members voted in favor of the motion.
9. Old Business - NA		
10. New Business - NA		
10.1 Meeting with Governor: Mr. Lovejoy asked the Board if he could contact the Governor's office to schedule a meeting with the Governor. The purpose of the meeting will be to talk about how VLACS is supporting the Governor's vision for schools of the future and to stress the importance of ongoing funding for VLACS. All members were in support of Mr. Lovejoy's request.		
11. Next meeting date: Thursday, September 16, 2010, 3:00-5:00PM		
12. Adjournment		
		<u>Motion:</u> Dr. Joyce <u>Text:</u> To adjourn at 5:20 PM. <u>Second:</u> Dr. Chamberlin <u>Vote:</u> All in favor
Minutes recorded by: Steve Kossakoski		