



Agenda: Meeting 1 - Amendment to the Articles of Incorporation

Attendees

Trustees: Dr. Mark Joyce, Mr. Joseph Lovejoy, Dr. Kent Chamberlin, Mr. John Hansen, Mr. Matthew Treamer, Ms. Kimberley Casey,

Administration: Dr. Stephen Kossakoski, Mr. Tony Baldasaro, Mr. Matt Oquist, Mr. Scott Prescott

Visitors: Ms. Roberta Tenney, NHDOE

Apologies: Dr. Arthur Hanson, Dr. Thomas Brennan

Topics	Discussion	Decision
1. Call to Order	Mr. Lovejoy called the meeting to order at 3:03PM	
2. Review of changes to the Articles of Incorporation	Dr. Kossakoski reviewed the proposed changes to the Articles of Incorporation and explained that both Virtual Learning Academy Charter School and Virtual Learning Academy will be legal names for the school. If approved, a request to register the additional name will be sent to the NH Secretary of State's office along with the Affidavit of Amendment. Dr. Kossakoski also reported that he has communicated with Joel Olbricht, CPA, and confirmed that the name change will not affect the school's 501(c)(3) status.	
3. Approval of the amendment to the Articles of Incorporation	Mr. Lovejoy asked for a motion to approve the amendment to the Articles of Incorporation	Motion: Dr. Chamberlin Text: To amend the Articles of Incorporation to add the business name Virtual Learning Academy, as presented Second: Mr. Treamer Vote: All members voted in favor of the motion.
4. Adjournment		
		Motion: Dr. Joyce Text: To adjourn at 3:08PM Second: Mr. Treamer

Vote: All members voted in favor of the motion.

Minutes recorded by: Steve Kossakoski

Agenda: Meeting 2 - VLACS Board of Trustees Business Meeting

Attendees

Trustees: Dr. Mark Joyce, Mr. Joseph Lovejoy, Dr. Kent Chamberlin, Mr. John Hansen, Mr. Matthew Treamer, Ms. Kimberley Casey,

Administration: Dr. Stephen Kossakoski, Mr. Tony Baldasaro, Mr. Matt Oquist, Mr. Scott Prescott

Visitors: Ms. Roberta Tenney, NHDOE

Apologies: Dr. Arthur Hanson, Dr. Thomas Brennan

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 8, 2011 meeting minutes. No revisions were recommended.	<u>Motion:</u> Mr. Treamer <u>Text:</u> To approve the minutes of the September 8, 2011 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. Items requiring approval		
4.1. DOE 25 (signatures required)	Dr. Kossakoski briefly reviewed the DOE 25 and Board members signed the document. Mr. Lovejoy will meet with Dr. Kossakoski to review the DOE 25 and the auditor's report prior to submitting the DOE 25.	
4.1. Approval of professional development plan	Scott Prescott reported that the NH DOE has approved the VLACS professional development plan. He described the major components of the plan. A professional development committee is being established to carry out the plan and a Board representative is needed. Ms. Casey volunteered to serve on the committee. Dr. Kossakoski and the Trustees	<u>Motion:</u> Dr. Joyce <u>Text:</u> To approve the professional development plan, as presented. <u>Second:</u> Mr. Treamer <u>Vote:</u> All members voted in favor of this motion.

thanked Mr. Prescott and the professional development committee for their work on this project.

5. Finance

5.1. Review of financial reports

The Trustees reviewed all financial reports and signed the general ledger reports for the months of August and September.

5.2. Draft audit report

Dr. Kossakoski reviewed the management letter from the 2010-2011 auditor's report. The auditor's financial report was not available for review during this meeting.

Motion: Mr. Treamer

Text: To approve the 2010-2011 auditor's report contingent on the following: (1) a copy of the completed financial report will be sent to all board members as soon as it is available; (2) board members may submit questions or concerns to Mr. Lovejoy or Dr. Kossakoski; and, (3) Mr. Lovejoy and Dr. Kossakoski will review the financial report and the DOE 25 for consistency and accuracy.

Second: Dr. Chamberlin

Vote: All members voted in favor of this motion except Mr. Hansen, who abstained.

6. Administrative Report

6.1. Enrollment

Dr. Kossakoski reported that enrollment as of 11/10/2011 is estimated at 8,500. An estimate was provided because the new student information enrollment report system is still being configured.

6.2 Administrative report

The following items were addressed during the administrative update:

- Dr. Kossakoski noted that the annual progress report has been completed and will be submitted to the DOE upon receipt of the auditor's report.
- Mr. Oquist reported on the rollout of Genius, the school's new student information system. He noted that that Genius has been customized to meet the needs of our schools.
- Mr. Prescott reported on recent partnership meetings that were held at SEREC and the Grappone Center. Over 100 educators attended the SEREC meeting and approximately 50 attended the meeting at the Grappone Center.
- Dr. Kossakoski reported that there has been an increase in the number of new full-time student applications. Currently there are over 100 applications in process.
- Dr. Kossakoski reported that Macbook training has provided to all full-time instructors. He thanked the Trustees for their support on behalf of the full time instructors.
- Dr. Joyce noted that there will be a number of new members appointed to the NH Board of Ed which could affect support for charter schools.

7. Curriculum and Programming

7.1. New courses	Mr. Prescott reported on recent course additions which include: Chinese III, Computer Science I, Computer Science II, AP English Language and Composition, AP Environmental Science, AP Statistics, Music Appreciation, Digital Photography 1, Digital Photography II, Digital Arts I, Green Design and Technology, Intro to Entrepreneurship I, Intro to Marketing I.
7.2. Future directions	Dr. Kossakoski made a presentation regarding future VLACS programming and services. Topics included: growth of VLACS to the seventh largest state level virtual school in the country; using adaptive curriculum approaches to help students in mathematics; ensuring that all VLACS full time students are college ready, and methods for collecting student achievement data.
8. Personnel	
8.1 Staffing update	Mr. Baldasaro reported that VLACS currently employs 12 full time instructors, 94 adjunct instructors along with 20 full and part time administrative and support positions. He also stated that he will be conducting another round of hiring in December and January in order to meet enrollment projections.
9. Policy	NA
10. Old Business	NA
11. New Business	NA
11. Next Meeting. All meetings begin at 3:00PM. Meeting dates for 2011-2012: January 12, March 8, and June 14.	
13. Adjournment	
<u>Motion:</u> Dr. Joyce <u>Text:</u> To adjourn at 5:19PM <u>Second:</u> Mr. Treamer <u>Vote:</u> All members voted in favor of the motion.	
Minutes recorded by: Steve Kossakoski	