



Meeting Minutes

October 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 (via phone), Mr. Joseph Lovejoy

Administration: Dr. Stephen Kossakoski, Tony Baldasaro, Scott Prescott, Ollire Lane-Wortley

Visitors: Ms. Roberta Tenney

Apologies: Dr. Arthur Hanson, Dr. Mark Joyce, Mr. Matthew Treamer,

Agenda

Topics	Discussion	Decision
1. Call to Order	Mr. Lovejoy called the meeting to order at 3:10PM.	
2. Election of officers for 2010-2011 (Chair, vice chair, treasurer, and secretary/clerk)		Postponed until next meeting.
3. Approval of Minutes	Mr. Lovejoy asked if there were any recommended revisions to the May 20, 2010 meeting. No revisions were recommended.	<u>Motion:</u> Mr. Hansen <u>Text:</u> To approve the minutes of the May 20, 2010 meeting, as presented. <u>Second:</u> Dr. Chamberlin <u>Discussion:</u> None <u>Vote:</u> All members voted in favor of the motion.
4. Public Comment	None	
5. Finance		
5.1. Review of financial reports	Copies of the financial reports were provided to all Trustees. Dr. Kossakoski answered general questions about expenditures.	
5.2. Status of 2009-2010 audit	Dr. Kossakoski reported that the onsite portion of the annual audit has been completed. The auditor intends to have a draft copy his report available for review at the next meeting.	
5.3. Review and approval of the revised 2010-2011	Dr. Kossakoski reviewed revisions to the 2010-2011 budget. He requested that the budget total be increased from \$1,989,265 to	<u>Motion:</u> Mr. Hansen <u>Text:</u> To adopt the revise budget as presented.

operating budget.	\$2,261,767. The increase is necessary to cover the cost of long-term projects that were not completed by the end of the 2009-2010 fiscal year as well as to cover expenses related to increasing enrollments.	<u>Second:</u> Dr. Brennan <u>Discussion:</u> <u>Vote:</u> All members voted in favor of the motion.
5.4. Status of the Legislative Task Force	Dr. Kossakoski reported that the Legislative Task Force will be meeting for the final time on November 18 th at the NH Department of Education. Mr. Lovejoy and Dr. Chamberlin offered to attend the meeting in support of VLACS.	
6. CEO/CLO Report		
6.1. Enrollment	Dr. Kossakoski that enrollments are at 7,005 as of September 9, 2010.	
6.2 New leadership structure	Dr. Kossakoski described how the new shared leadership structure has been designed in lieu of hiring to replace Gary Tirone who resigned his position as Chief Learning Officer in August to become Director of Curriculum, Instruction, and Assessment for the Dover, NH School District. Ollire Lane-Wortley, Scott Prescott, and Kyle Cote will each share the responsibilities formerly assigned to the Chief Learning Officer. Ms. Lane-Wortley and Mr. Prescott described their roles.	
7. Curriculum and Programming		
7.1 Summer activities	Ms. Lane-Wortley reported and Dr. Kossakoski reported on the summer professional development activities that were held for VLACS instructors. Activities included a 2-day instructors' conference as well as a number of multi-day sessions on topics such as competency development, college course development, digital portfolios, advisory program planning, advanced placement instruction, mentor training, and professional development team planning.	
7.2. Personalized Pathways	Mr. Baldasaro reported on the use of competency recovery course modules by schools and the development of experiential learning experiences.	
8. Personnel		
8.1. Staffing update	A list of new and current employees was provided to the Trustees. There were no questions.	
8.2. Instructor development and evaluation	Mr. Baldasaro reported on the implementation of the phases of instructor development, instructor expectations, and instructor evaluation protocols.	
8.3. Joint loss management committee	Mr. Baldasaro reported that the staff has met and begun discussing the development of a safety plan.	

9. Policy

9.1. JICL – Revision of Pupil Safety and Violence Prevention (formerly Cyber-Bullying) Dr. Kossakoski presented policy JICL for revision. The revisions were made in order to comply with revisions to RSA 193-F, Pupil Safety and Violence Prevention.

Motion: Dr. Chamberlin
Text: To adopt the revisions to policy JICL as presented.
Second: Ms. Casey
Discussion:
Vote: All members voted in favor of the motion.

9. Old Business - NA

10. New Business - NA

11. 2010-2011 Meeting Dates: The next meeting is scheduled for Thursday, November, 18, 2010. Mr. Hansen noted that he will not be able to attend meetings held on the second Thursday of the month.

Tentative 2010-2011 Meeting Date: January 13, 2011, March 10, 2011, June 9, 2011.

12. Adjournment

Motion: Ms. Casey
Text: To adjourn at 5:12PM
Second: Dr. Chamberlin
Vote: All members voted in favor of the motion.

Minutes recorded by: Steve Kossakoski