



Meeting Minutes
May 21, 2020
3:00-5:00PM
Zoom online conference room
30 Linden Street, Exeter, NH 03833

Note: This meeting was held online in Zoom as per the Governor's Emergency Order #12 Pursuant to Executive Order 2020-04 Temporary modification of public access to meetings under RSA 91-A.

Attendees

Trustees in attendance: Dr. Kent Chamberlin, Mr. Joseph Lovejoy, Dr. Mark Joyce, Ms. Kimberley Casey, Mr. Matt Treamer, Mr. Jerome Frew, Ms. Jessica Lyons,

Administration: Dr. Stephen Kossakoski, Mr. Larry White, Mr. Tony Baldasaro, Ms. Tara Michelle, Ms. Ollire Lane

Visitors: None

Agenda

Topics	Discussion	Decision
1. Call to Order	Mr. Lovejoy called the meeting to order at 3:02PM	
2. Approval of Minutes:	Mr. Lovejoy asked if there were any revisions to the meeting minutes of January 23, 2020.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To approve the minutes of the January 23, 2020 meeting as presented. <u>Second:</u> Ms. Casey <u>Vote:</u> All members voted in favor of the motion.
3. Public Comment	None	
4. Items Requiring Approval		
4.1 Policy Update	Dr. Kossakoski asked the board to adopt a revision to policy GBCD, Background Investigation and Criminal Records Check to align with policy IJOC, Volunteers by changing "supervised volunteers" to "designated volunteers."	<u>Motion:</u> Dr. Joyce <u>Text:</u> To adopt policy GBCD, Background Investigation and Criminal Records Check as presented. <u>Second:</u> Ms. Casey <u>Vote:</u> All members voted in favor of the motion.

Dr. Kossakoski asked the board to adopt a revision to policy IJOC, Volunteers. The recommended changes include: (1) clarifying the definitions of designated and non-designated volunteers, and (2) allowing background checks performed by the employers of non-designated volunteers to be accepted in lieu of requiring VLACS personnel checking the National Sex Offender Registry.

Motion: Dr. Chamberlin
Text: To adopt policy IJOC, Volunteers as presented
Second: Ms. Casey
Vote: All members voted in favor of the motion.

Dr. Kossakoski asked the board to adopt a revision to policy IKF, Graduation. Language in the current policy does not align with new VLACS offerings. The requirement to earn a college credit or a credit through an ELO has been changed to require students to earn a half-credit by participating in a career experience and a half-credit by completing an AP course, college course, or an experience.

Motion: Mr. Frew
Text: To adopt policy IKF, Graduation as presented
Second: Mr. Treamer
Vote: All members voted in favor of the motion.

4.2. Employee Benefits

Dr. Kossakoski asked the board to approved the 2020-2021 employee benefits package. There were no recommended changes to the benefits package.

Motion: Dr. Joyce
Text: To approve the 2020-2021 employee benefits package.
Second: Ms. Casey
Vote: All members voted in favor of the motion.

4.3. Tuition and Credit Rates

Dr. Kossakoski presented the updated national (out-of-state) tuition rates.

Motion: Mr. Treamer
Text: To approve an increase of 2% to national tuition rates. The one-credit rate is to be set at \$1,007.
Second: Ms. Casey
Vote: All members voted in favor of the motion.

Dr. Kossakoski reviewed the credit level list. Elementary, middle, and high school courses that are designed to be completed in 36 weeks are set at one-credit. College courses are set at one-credit and Advanced Placement courses at one-and-one-half credits.

Motion: Dr. Chamberlin
Text: To approve the Credit Levels by Course Type list as presented.
Second: Dr. Joyce
Vote: All members voted in favor of the motion.

4.4. Board Calendar	Mr. Lovejoy asked the board to review and approve the following board meeting dates for 2020-2021: September 17, 2020, November 19, 2020, January 28, 2021, March 25, 2021, May 20, 2021	Motion: Dr. Joyce Text: To approve the list of board meeting dates. Second: Dr. Chamberlin Vote: All members voted in favor of the motion.
4.5. 2020-2021 Budget	Dr. Kossakoski and Mr. White reviewed the proposed 2019-2020 budget and one-time projects. The overall budget assumes an enrollment and revenue increase of 3%. Actual enrollment increases may be significantly higher than the estimated rate. Employees will receive a 2% salary increase.	Motion: Dr. Joyce Text: To approve the 2020-2021 budget of \$11,972,807.94. Second: Dr. Chamberlin Vote: All members voted in favor of the motion
4.6. Data Security Plan Update	Ms. Michelle discussed the data security review that was conducted by an independent contractor. She presented her plan for implementing the recommendations set forth in the review. No changes to the Data Governance Plan are required at this time.	Motion: Dr. Joyce Text: To acknowledge the presentation of the data security review. No changes to the Data Governance Plan are required. Second: Mr. Frew Vote: All members voted in favor of the motion.
4.7. Federal Assurances	Dr. Kossakoski informed the board that VLACS is eligible to apply for \$10,000 in Title IV-A funds and may qualify for additional funding from COVID relief funds. He asked the board to authorize the chair and CEO to sign the Assurances for Participation in Federal Programs for fiscal year 2020-2021.	Motion: Dr. Joyce Text: To authorize the chair and CEO to sign the Assurances for Participation in Federal Programs for fiscal year 2020-2021 Second: Mr. Frew Vote: All members voted in favor of the motion.
4.8. CEO Contract	Mr. Lovejoy asked the board to enter non-public session to discuss the CEO's annual contract.	Motion to enter non-public session: Mr. Lovejoy Text: To enter non-public session under 91-A:3-II, section (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. Time: 4:02 Second: Dr. Joyce

Roll Call Vote: All members voted in favor of entering non-public session.
Attendance: Dr. Joyce Dr. Chamberlin, Mr.Treamer, Mr. Lovejoy, Ms. Casey, Mr. Frew, Ms. Lyons.
Discussion: Mr. Lovejoy reviewed the salary, benefit history, and performance of the CEO.
Motion: Mr. Lovejoy
Text: To increase the CEO's base salary, extra days and medical stipends by 2% for the 2020-2021 fiscal year.
Second: Mr. Frew
Vote: All members voted in favor of the motion.
Motion to leave non-public session: Mr. Lovejoy
Second: Dr. Joyce
Roll Call Vote: All members voted in favor or leaving non-public session.
Time: 4:17

5. Finance

5.1 Financial Reports

The Trustees reviewed all financial reports. General ledger reports for the months of January, February, March and April were available for review and signature. Board members signed the manifest summaries and will mail them to the VLACS office. Mr. White reviewed the financial statements and reported that the school is in good financial standing.

6. NHDOE/Legislative News

Dr. Kossakoski reported that he has been asked to serve on the NHDOE, School Transition Reopening and Redesign Taskforce as well as the workgroup on instruction. Ms. Michelle has volunteered to serve on the technology workgroup and VLACS full-time student Jade de Leon has also agreed to be a member of a workgroup.

8. Administrative Reports

- Dr. Kossakoski reported that enrollments for July 1 to May 20 are up 5.4% over last year.
- Ms. Lane announced that she will be retiring effective June 30, 2020. Dr. Kossakoski and board members expressed their gratitude for twelve years of dedicated service to students and to the success of the school. All

present at the meeting wished Ms. Lane the best during her retirement.

- Mr. Baldasaro reported that the process for hiring a new cohort of instructors has begun. He indicated that it may be necessary to hire additional personnel the rate of growth is higher than expected this fall.

10. Board of Trustees Meeting Dates

- Graduation: June 5, 2020, 4:00PM, online
- 2020-2021 meeting dates: September 17, 2020, November 19, 2020, January 28, 2021, March 25, 2021, May 20, 2021

13. Adjournment

Motion Mr. Frew

Text: To adjourn at 4:47PM

Second: Ms. Casey

Vote: All members voted in favor of the motion.

Minutes recorded by: Steve Kossakoski