



Meeting Minutes
 November 19, 2020
 3:00-5:00PM
 VLACS 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, Mr. Matt Treamer, Mr. Jerome Frew, Ms. Kimberley Casey

Administration: Dr. Stephen Kossakoski, Mr. Larry White, Mr. Tony Baldasaro, Ms. Tara Michelle, Ms. Meghan Granger

Apologies: Ms. Jessica Lyons

Visitors:

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 September 17, 2020	<u>Motion:</u> Dr. Chamberlin <u>Text:</u> To approve the minutes of the September 17, 2020 meeting as presented. <u>Second:</u> Mr. Treamer <u>Vote:</u> All members voted in favor of the motion
3. Public Comment	None	
4. Items Requiring Approval		
4.1. Policy revision	Dr. Kossakoski asked the board to approve revisions to policy IJOC-Volunteers. New language has been added to allow volunteers to submit evidence of completing a criminal history background checks with their employer in lieu of completing a second background check with VLACS.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To approve the revision to policy IJOC-Volunteers as presented. <u>Second:</u> Mr. Treamer <u>Vote:</u> All members voted in favor of the motion

5. Finance		
5.1. Salary reconciliation for past work	<p>Dr. Kossakoski and Mr. White reported that a routine review of course data revealed that data field that reports the number of credits to be funded was left blank in a small group of courses. Once the fields have been updated, instructors will be reimbursed for missing wages for the previous year. Errors occurring in this year's data have been corrected and will not require reimbursement. The mistake does not affect the number of credits recorded on student transcripts.</p>	
5.2 Financial Reports	<p>The Trustees reviewed all financial reports. General ledger reports for the months of September and October were available for review. Signature sheets were sent to board members for their signatures. Mr. White reviewed the financial statements and reported that the school is in good financial standing.</p>	
5.3. CARES Act Funding	<p>Caitlin Davis, Division Director at the DOE, has been working with Mr. White and Dr. Kossakoski on the use of the CARES Act grant funds. Mr. White anticipates that the first request for CARES Act funds will be submitted to the DOE next week.</p>	
6. Legislative News	<p>Dr. Kossakoski reviewed a proposed amendment to RSA 189:13-a, VI to remove the requirement for college and university employees to submit to a NH State Police criminal history records check when participating in dual credit programs at New Hampshire high schools. College or university employees would need complete a criminal history records check as part of the conditions of employment at the college or university.</p>	<p><u>Motion:</u> Dr. Joyce <u>Text:</u> To support the proposed change to RSA 189:13-a, VI as presented. <u>Second:</u> Dr. Chamberlin <u>Vote:</u> All members voted in favor of the motion</p>
	<p>Text of the proposed amendment: Notwithstanding the foregoing, employees and volunteers of institutions of higher education that contract with a school administrative unit, school district, chartered public school, or public academy to provide education to students as part of a dual enrollment or similar program will not be required to undergo a criminal history records check under this section, so long as the institution of higher education has its own criminal history records check policy in place providing for a criminal history records check of all employees and volunteers who provide services directly to students. A contracting institution of higher education is not required to use the state police criminal</p>	

history records release form or the fingerprinting process discussed in RSA 189:13-a, II.

7. Administrative Reports

Dr. Kossakoski reported that there are currently 6,669 individual students active in 15,895 half-credit enrollments. The number students on waitlists has been substantially reduced over the last two months. Currently, 1,494 students are waiting to be activated. About half of our courses are available for enrollment at this time. Courses will be moved from closed to open as current students complete their work and/or new instructors are hired and trained.

Mr. Baldasaro reviewed the personnel report and discussed the plan for hiring and training new instructors to meet current needs and to build capacity for the second half of the year. Mr. Baldasaro also reviewed the supervisory process and support system that is in place for VLACS instructors and staff.

Ms. Granger reported that there are over 500 full-time students in grades 6-12. Approximately 300 additional students have submitted an application for full-time status.

Ms. Michelle reported on the status of the new student information system implementation. She also stated that she has met with representatives from three companies who are interested in assisting with ongoing security related projects.

The board thanked the administrative team and all VLACS employees for the extraordinary work that is being done during to support students during the pandemic.

8. Board of Trustees Meeting Dates

- Graduation: June 11, 2020, 4:00PM, Capitol Center for the Arts, Concord, NH
- 2020-2021 meeting dates: January 28, 2021, March 25, 2021, May 20, 2021

9. Adjournment

Motion: Ms. Casey
Text: To adjourn at 4:23PM
Second: Mr. Treamer

Vote: All members voted in favor of the motion.

Minutes recorded by: Steve Kossakoski