



Meeting Minutes  
 January 28, 2021  
 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. Jessica Lyons

Administration: Dr. Stephen Kossakoski, Mr. Larry White, Mr. Tony Baldasaro, Ms. Natalie Berger

Apologies: Ms. Kimberley Casey

Visitors:

Agenda

Topics	Discussion	Decision
1. Call to Order	Mr. Lovejoy called the meeting to order at 3:05PM	
2. Approval of Minutes:	Mr. Lovejoy asked if there were any revisions to the meeting minutes of November 19, 2020.	<u>Motion:</u> Mr. Frew <u>Text:</u> To approve the minutes of the November 19, 2020 meeting as presented. <u>Second:</u> Dr. Joyce <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 a revision to policy JFA, Residency. The changes included the requirement to produce a valid NH Driver's License or state issued identification as proof of residency. The list of acceptable types of additional documentation required as proof of residency was also updated.	<u>Motion:</u> Mr. Frew <u>Text:</u> To approve the revision to policy JFA, Residency, as presented. <u>Second:</u> Dr. Chamberlin <u>Vote:</u> All members voted in favor of the motion

4.2. Policy revision	Dr. Kossakoski asked the board to approve the updated definition of non-designated volunteers in policy IJOC-Volunteers. Under the revised policy, volunteers who interact with students who are supervised by a guardian or VLACS employee will not need to complete a criminal history background check.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To approve the revision to policy IJOC-Volunteers as presented. <u>Second:</u> Mr. Frew <u>Vote:</u> All members voted in favor of the motion
4.3. Benefits Summary Revision	Mr. Baldasaro asked the board to approve a change to the way in which paid time-off is calculated. This request was brought forward due to an upgrade to our payroll and human resource software platforms. Employee benefits were not changed as a result of this request.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To approve the revision to the 2020-2021 Employee Benefits Summary, as presented. <u>Second:</u> Mr. Frew <u>Vote:</u> All members voted in favor of the motion
4.4. Equal Opportunity Fund	Dr. Kossakoski asked the board to approve the establishment of the VLACS Equal Opportunity Fund. The VLACS Equal Opportunity Fund will be dedicated to providing equal access to students who cannot afford the computer hardware or broadband connectivity needed to participate in our full-time program. Additionally, the fund will provide tuition assistance for adult education diploma students and for adults who are enrolled in career related learning options.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To approve the creation of the VLACS Equal Opportunity Fund, as presented. <u>Second:</u> Dr. Chamberlin <u>Vote:</u> All members voted in favor of the motion
5. Finance		
5.1. Salary reconciliation for past work	Mr. White and Mr. Baldasaro will update the board at the March meeting.	
5.2 Financial Reports	The Trustees reviewed all financial reports. General ledger reports for the months of November and December 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.	
5.3. CARES Act Funding	Mr. White provided the board with an update regarding funding from federal sources. Federal funds have been used to help the state support the extraordinary increase in enrollment at VLACS due to the pandemic.	
6. Legislative News		
6.1 Proposed Amendment to RSA 189:13-a, VI	Dr. Kossakoski reported that the proposed amendment to RSA 189:13-a, VI has been withdrawn. The proposed amendment	

	<p>would have eliminated 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 if they had previously completed a background check. Both state and legislative officials raised concerns about the efficacy of the proposed change.</p>
6.2. HB522 Commission Report	<p>Dr. Chamberlin reported that he served on the legislative commission that was established to study the environmental and health effects of 5G technology. The report is now available to the public and includes recommendations for further study and a recommendation for reducing RF signals in schools and public libraries. Alternative opinions are offered in a minority report.</p>
7. Administrative Reports	
7.1. Enrollment	<p>Dr. Kossakoski reported that there are currently 18,602 active half-credit enrollments. The number of students on waitlists has been substantially reduced over the last two months. Mr. Lovejoy commended the VLACS staff for responding to the need for help during the pandemic.</p>
7.2. Personnel Report	<p>Mr. Baldasaro reported that there are currently 344 employees at VLACS. Additional hiring will take place as needed based on enrollment trends this winter.</p>
7.3. Administrative Report	<p>Ms. Berger was introduced to the board as the new director of student and instructor support. She talked about the work taking place to integrate part-time student counseling services and instructional support.</p>

7.4. Learning Management System Change	Dr. Kossakoski reported that he and the administrative team have begun looking at new learning management systems. More information regarding a potential contract will be available by the March meeting or sooner.
7.5. Virtual Graduation, June 11, 2021.	Dr. Kossakoski reported that due to the pandemic the 2021 graduation ceremony will be held virtually.
8. Board of Trustees Meeting Dates	<ul style="list-style-type: none"> <li>• Graduation: June 11, 2020, 4:00PM, online via Zoom</li> <li>• 2020-2021 meeting dates: March 25, 2021, May 20, 2021</li> </ul>
9. New business	Mr. Frew asked that board development be added to the March agenda. Mr. Lovejoy supported the request.
10. Adjournment	
<p style="text-align: right;"> <u>Motion:</u> Dr. Joyce  <u>Text:</u> To adjourn at 4:33PM  <u>Second:</u> Mr. Treamer  <u>Vote:</u> All members voted in favor of the motion. </p>	
Minutes recorded by: Steve Kossakoski	