



Meeting Minutes
September 17, 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: Ms. Jessica Lyons, Dr. Kent Chamberlin, Mr. Joseph Lovejoy, Dr. Mark Joyce, Mr. Matt Treamer, Mr. Jerome Frew, Ms. Kimberley Casey (not present for agenda items 1-6)

Administration: Dr. Stephen Kossakoski, Mr. Larry White, Mr. Tony Baldasaro, Ms. Julie Reece

Apologies: None

Visitors: Ms. Krista Martin

Agenda

Topics	Discussion	Decision
1. Call to Order	Mr. Lovejoy called the meeting to order at 3:05PM.	
2. Appointment of Trustees to a new term	Dr. Joyce, Mr. Treamer, and Ms. Casey indicated that they were interested in serving for another three-year term.	<u>Motion:</u> Dr. Chamberlin <u>Text:</u> To nominate and elect Dr. Joyce, Mr. Treamer, and Ms. Casey to a three-year term through June 30, 2023. <u>Second:</u> Mr. Frew <u>Vote:</u> All members voted in favor of the motion.
3. Election of officers	Mr. Lovejoy asked for a motion to approve the nomination of a new slate of officers.	<u>Motion:</u> Mr. Frew <u>Text:</u> To nominate and elect the following trustees as officers: Chair, Mr. Lovejoy; Vice Chair, Dr. Chamberlin; Treasurer, Mr. Treamer; Secretary/Clerk, Dr. Joyce

		<p><u>Second:</u> Mr. Treamer <u>Vote:</u> All members voted in favor of the motion.</p>
4. Approval of Minutes:	Mr. Lovejoy asked if there were any revisions to the meeting minutes of May 21, 2020, July 8, 2020, or September 2, 2020	<p><u>Motion:</u> Dr. Joyce <u>Text:</u> To approve the minutes of the May 21, 2020, July 8, 2020, and September 2, 2020 meeting as presented. <u>Second:</u> Dr. Chamberlin <u>Vote:</u> All members voted in favor of the motion</p>
5. Public Comment	None	
6. Items Requiring Approval		
6.1. Financial Reports	The board reviewed IRS form 990, form DOE-25, and the 2019-2020 financial audit. Board members received copies of each form prior to the meeting. Mr. White provided the board with a summary of each report and answered questions. Mr. Lovejoy discussed highlights from each report and complemented Mr. White and his team for their work.	<p><u>Motion:</u> Dr. Chamberlin <u>Text:</u> To approve IRS form 990. <u>Second:</u> Mr. Frew <u>Vote:</u> All members voted in favor of the motion</p> <p><u>Motion:</u> Dr. Joyce <u>Text:</u> To approve form DOE 25 <u>Second:</u> Mr. Treamer <u>Vote:</u> All members voted in favor of the motion</p> <p><u>Motion:</u> Mr. Frew <u>Text:</u> To approve the 2018-2019 financial audit <u>Second:</u> Dr. Joyce <u>Vote:</u> All members voted in favor of the motion</p>
6.2. . Approval of exception to policy IKF, Graduation	Dr. Kossakoski reviewed the request for an exception to policy IKF, Graduation. The exception is to allow a VLACS senior to graduate with 3.5 VLACS course credits, not the required 5-credits. The student has met all requirements for graduation but fell short of the 5-credit requirement due to a record-keeping error. Board members were informed of this issue in early June.	<p><u>Motion:</u> Mr. Frew <u>Text:</u> To approve the exception to policy IKF, Graduation. <u>Second:</u> Mr. Treamer <u>Vote:</u> All members voted in favor of the motion</p>
7. Finance		

7.1 Financial Reports	The Trustees reviewed all financial reports. General ledger reports for the months of May, June, July, and August were available for review and signature. Mr. White reviewed the financial statements and reported that the school is in good financial standing.
8. Legislative News	Dr. Kossakoski reviewed the Governor's decision to allow CARES Act funds to be used to supplement VLACS funding. CARES Act funds can be used only for students whose enrollment is related to concerns about the pandemic.
9. Administrative Reports	<p>Dr. Kossakoski reported that enrollment for the period July 1 through September 7 has increased by 299% over the previous year. Currently, all elementary and middle school courses are closed until additional instructors can be hired and trained. Many high school courses are closed or have waitlists. Plans are in place to eliminate all waitlists by mid-October.</p> <p>Dr. Kossakoski reported that the annual report was submitted to the NH DOE on August 1st. A copy of the report was sent to board members as part of the board meeting materials packet. Mr. Lovejoy commented on the positive stories and outcomes described in the report.</p> <p>Mr. Baldasaro reviewed the personnel report and reviewed the plan for hiring and training new instructors to meet the needs of New Hampshire students, families, and schools. The board thanked Mr. Baldasaro and his team for their outstanding work over the last two months while hiring and training close to 100 new employees.</p> <p>Ms. Reece reported on her work with New Hampshire school district representatives. She also reviewed ongoing efforts to provide schools with training and support. The board welcomed her to the administrative team.</p>
10. Board of Trustees Meeting Dates	<ul style="list-style-type: none"> • Graduation: June 11, 2020, 4:00PM, Capitol Center for the Arts, Concord, NH • 2020-2021 meeting dates: November 19, 2020, January 28, 2021, March 25, 2021, May 20, 2021
11. Adjournment	

Motion: Ms. Casey

Text: To adjourn at 4:15PM

Second: Dr. Joyce

Vote: All members voted in favor of the motion.

Minutes recorded by: Steve Kossakoski