



Meeting Minutes
 March 25, 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, Ms. Kimberley Casey

Administration: Dr. Stephen Kossakoski, Mr. Larry White, Mr. Tony Baldasaro, Ms. Tara Michelle, Mr. Scott Prescott

Apologies:

Visitors:

Agenda

Topics	Discussion	Decision
1. Call to Order	Mr. Lovejoy called the meeting to order at 3:03PM.	
2. Approval of Minutes:	Mr. Lovejoy asked if there were any revisions to the meeting minutes of January 28, 2021	<u>Motion:</u> Dr. Chamberlin <u>Text:</u> To approve the minutes of the January 28, 2021 meeting as presented. <u>Second:</u> Dr. Joyce <u>Vote:</u> All members voted in favor of the motion
3. Public Comment	None	
4. Board Development	Mr. Lovejoy led the board in a discussion about future needs and potential replacements for members who may retire in the future.	
5. Items Requiring Approval		
5.1. Policy revision	Dr. Kossakoski asked the board to approve a revision to policy DK, Financial Procedures. The proposed changes will ensure	<u>Motion:</u> Dr. Joyce <u>Text:</u> To approve the revision to policy DK, Financial Procedures, as presented.

	that the new payroll system produces checks that are in compliance with board policy.	<u>Second:</u> Mr. Frew <u>Vote:</u> All members voted in favor of the motion
5.2. Purchase of learning management system	Dr. Kossakoski reviewed the process for choosing a new learning management system and shared the estimated one-time implementation costs as well as ongoing subscription costs. The target date for choosing an LMS is April 9 th .	<u>Motion:</u> Dr. Joyce <u>Text:</u> To allow Mr. Lovejoy and Mr. Treamer to approve the final contract and expenditure for a new learning management system. <u>Second:</u> Ms. Lyons <u>Vote:</u> All members voted in favor of the motion
5.3. Subsidizing the cost of part-time students who exceed the six-credit limit	Dr. Kossakoski reported that the enrollment increases due to the pandemic have created a situation where some part-time students will exceed the six-credit limit. He asked the board to allow VLACS to absorb the cost for exceeding six-credits for the 2020-2021 fiscal year only. The state will not reimburse VLACS for more than six-credits.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To expend the funds necessary to cover the cost of part-time students who exceed the six-credit limit. This applies to only to the 2020-2021 fiscal year. <u>Second:</u> Mr. Treamer <u>Vote:</u> All members voted in favor of the motion
5.4. Moving the VLACS administrative offices	Dr. Kossakoski reported that the administrative offices will remain closed until at least the end of August. During the time that the office is closed he would like to look for an alternative site for the administrative offices.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To look for alternative sites for the VLACS administrative offices. Should a site be found, Mr. Treamer and Mr. Lovejoy have the authority to approve related contracts. <u>Second:</u> Dr. Chamberlin <u>Vote:</u> All members voted in favor of the motion
6. Finance		
6.1. Salary reconciliation for past work	Dr. Kossakoski reported that the staff has spent a considerable amount of time reviewing payroll data from the last three years and have confirmed that there is a small discrepancy between the total paid and total wages owed to a limited number of instructors. VLACS staff will review the data again to ensure accuracy and then initiate payment to the instructors. A list of the payments will appear in the manifests which will be available at the May meeting.	
6.2. Introduction to the 2021-2022 budget	Dr. Kossakoski and Mr. White introduced the proposed 2021-2022 budget. The budget includes a salary increase of 3% for all employees and assumes a growth rate of 12% over 2019-2020.	

	<p>The 2020-2021 fiscal year was not used for comparison due the significant increases in enrollment caused by the pandemic. Mr. White and Dr. Kossakoski will be available to answer any questions about the budget prior to the May meeting.</p>
6.3 Financial Reports	<p>The Trustees reviewed all financial reports. General ledger reports for the months of January and February 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>
6.4. CARES Act Funding	<p>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.</p>
7. Legislative News	
7.1 Grant application	<p>Dr. Kossakoski stated that an application was submitted to the NHDOE to be considered as the technical service provider to deliver instruction to NH educators regarding online learning. An announcement regarding the grant winner should be available soon.</p>
8. Administrative Reports	
8.1. Enrollment	<p>Dr. Kossakoski reported that there are currently 18,602 active half-credit enrollments. Since July 1, VLACS has processed 37,428 enrollment requests. Last year, 22,747 enrollment requests were processed during the same period of time. This represents a 64% increase in requests over the previous year. Since January first, however, the enrollment rate has been similar to last year (6,996 in 2020 vs 6,856 in 2021).</p>
8.2. 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. Mr. Baldasaro also informed the board that he has been in contact with employees who were hired in the fall to discuss staffing for the 2021-2022 fiscal year. It is anticipated the fewer employees will be required when students return to their home schools in the fall of 2021. To date, the majority of employees have expressed their desire to remain with VLACS in a part-time capacity, if possible. The</p>

board expressed its thanks to the employees and to Mr. Baldasaro.

8. Board of Trustees Meeting Dates
- Graduation: June 4, 2020, 4:00PM, online via Zoom
 - 2020-2021 meeting dates: May 20, 2021

10. Adjournment

Motion: Mr. Frew
Text: To adjourn at 4:55PM
Second: Ms. Casey
Vote: All members voted in favor of the motion.

Minutes recorded by: Steve Kossakoski