



Meeting Minutes
 May 20, 2021
 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, Mr. Matt Treamer, Mr. Jerome Frew,

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

Apologies: Ms. Jessica Lyons, Ms. Kimberley Casey

Visitors: None

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 March 25, 2021 or April 22, 2021.	<u>Motion:</u> Dr. Chamberlin <u>Text:</u> To approve the minutes of the March 25, 2021 and April 22, 2021 meetings 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	No discussion	
5. Items Requiring Approval		
5.1 Policy Updates	Dr. Kossakoski asked the board to adopt a minor revision (employee title change) to policy EHAB, Data Security and Privacy.	Motion: Dr. Joyce Text: To adopt policy EHAB, Data Security and Privacy, as presented. Second: Dr. Chamberlin Vote: All members voted in favor of the

	<p>Dr. Kossakoski asked the board to adopt a revision to policy IKF, Graduation. The number of credits awarded for Advisory has increased due to curriculum changes. The credit change will result in full-time students being required to earn up to twenty-four credits instead of the current twenty-two credit requirement for graduation.</p> <p>Dr. Kossakoski asked the board to adopt a minor revision (law citation) to policy JFBB, Enrollment of Expelled or Suspended Students</p>	<p>motion.</p> <p>Motion: Dr. Joyce Text: To adopt policy IKF, Graduation as presented Second: Dr. Chamberlin Vote: All members voted in favor of the motion.</p> <p>Motion: Mr. Frew Text: To adopt policy IKF, Graduation as presented Second: Mr. Treamer Vote: All members voted in favor of the motion.</p>
5.2. New Policy	<p>Dr. Kossakoski introduced policy JICD, Student Discipline. Boards are required to adopt this policy by June 30th. The policy sets standards for the suspension and expulsion of students.</p>	<p>Motion: Dr. Joyce Text: To approve policy JICD, Student Discipline as presented. Second: Dr. Chamberlin Vote: All members voted in favor of the motion.</p>
5.3. Employee Benefits	<p>Dr. Kossakoski asked the board to approve the 2021-2022 employee benefits package. He recommended that the board consider adding December 24th as the eleventh holiday. Mr. Frew supported the addition of the additional holiday and suggested that the board consider adding another holiday to bring the total to twelve. This change will align the number of holidays with other schools in the state. He also recommended that the board increase the number of bereavement days from two to three.</p>	<p>Motion: Mr. Frew Text: To approve the 2021-2022 employee benefits package. Second: Dr. Joyce</p> <p>Motion: Dr. Joyce Text: To amend the original motion to increase the number of holidays from ten to twelve and to increase the number of bereavement days from two to three. Second: Dr. Chamberlin Vote: All members voted in favor of the amendment.</p> <p>Vote: All members voted in favor of the original motion as amended.</p>

5.4. Tuition and Credit Rates	Dr. Kossakoski presented the updated national (out-of-state) tuition rates.	Motion: Dr. Joyce Text: To approve an increase of 2% to national tuition rates. The one-credit rate is to be set at \$1,027.75 Second: Mr. Treamer Vote: All members voted in favor of the motion.
	Dr. Kossakoski reviewed the credit level list. Advisory credits will change from .5-credit to 1-credit due to changes to the curriculum.	Motion: Mr. Frew Text: To approve the Credit Levels by Course Type list as presented. Second: Dr. Joyce Vote: All members voted in favor of the motion.
5.5. Board Calendar	Mr. Lovejoy asked the board to review and approve the following board meeting dates for 2020-2021: September 16, 2021; November 18, 2021; January 20, 2022; March 24, 2022; May 26, 2022	Motion: Dr. Chamberlin Text: To approve the list of board meeting dates. Second: Mr. Frew Vote: All members voted in favor of the motion.
5.6. 2021-2022 Budget	Dr. Kossakoski and Mr. White reviewed the proposed 2021-2022 budget and one-time projects. The overall budget assumes an enrollment increase of 12%. Employees will receive a 3% salary increase.	Motion: Dr. Joyce Text: To approve the 2021-2022 budget of \$14,231,365.94. Second: Mr. Treamer Vote: All members voted in favor of the motion
5.7. Data Security Plan Update	Ms. Michelle reviewed the data security tasks that will be addressed in 2021-2022. The improvement tasks were identified by an independent contractor who was hired to perform the annual security audit. 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: Dr. Chamberlin Vote: All members voted in favor of the motion.
5.8. Federal Assurances	Dr. Kossakoski asked the board to authorize the chair and CEO to sign the Assurances for Participation in Federal Programs for fiscal year 2021-2022.	Motion: Dr. Chamberlin Text: To authorize the chair and CEO to sign the Assurances for Participation in Federal Programs for fiscal year 2021-2022 Second: Dr. Joyce Vote: All members voted in favor of the

5.9. CEO Contract	Mr. Lovejoy asked the board to enter non-public session to discuss the CEO's annual contract.	<p>motion.</p> <p>Motion to enter non-public session: Dr. Joyce 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: 3:53PM Second: Mr. Frew Roll Call Vote: All members voted in favor of entering non-public session. Attendance: Dr. Joyce, Dr. Chamberlin, Mr. Treamer, Mr. Lovejoy, Mr. Frew Discussion: Mr. Lovejoy reviewed the salary, benefit history, and performance of the CEO. Motion: Mr. Frew Text: To increase the CEO's base salary, extra days and medical stipends by 3% for the 2021-2022 fiscal year. Second: Mr. Treamer Vote: All members voted in favor of the motion. Motion: Dr. Chamberlin Text: To add fifteen days to Dr. Kossakoski's 2020-2021 contract Second: Mr. Frew Vote: All members voted in favor of the motion. Motion to leave non-public session: Mr. Treamer Second: Mr. Frew Roll Call Vote: All members voted in favor or leaving non-public session. Time: 4:04PM</p>
6. Finance		

6.1. Salary reconciliation for past work	Ms. Michelle and Mr. Baldasaro reported that was a clerical error affecting the number of credits in a small number of courses during this fiscal year. The data has been updated and will not impact salaries nor end-of-year payments.
6.2. Financial Reports	The Trustees reviewed all financial reports. General ledger reports for the months of 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.
6.3. Cares Act funding	Mr. White reviewed the current and estimated end-of-year payments to be paid with state and federal funds.
7. NHDOE/Legislative News	Mr. Frew commented on education related legislation. Dr. Kossakoski mentioned that he a member of the School Transition, Redesign and Reopening Taskforce and the Minimum Standards Taskforce.
8. Administrative Reports	<ul style="list-style-type: none"> • Dr. Kossakoski presented the following enrollment request data: July 1 to May 4, up 60% over last year; January 6 to May 4, up 2% over last year; March 23 to May 4, up 12% over last year. • Ms. Granger reported that the development of the new advisory curriculum is progressing. She also shared data about the full-time program for grades 6-12. There are currently 663 full-time students enrolled which is 178 students more that last year. Ms. Granger also reported on the plans for graduation which will be held in Zoom on June 4th at 4:00PM. • Mr. Baldasaro reported that many new hires are hoping to continue working at VLACS if enrollment numbers are sufficient this fall. He also stated that two sets of videos are being produced to provide students with information about academic integrity and executive function skills.
9. Board of Trustees Meeting Dates	<ul style="list-style-type: none"> • Graduation: June 4, 2020, 4:00PM, online • 2021-2022 meeting dates: September 16, 2021; November 18, 2021; January 20, 2022; March 24, 2022; May 26, 2022
10. Adjournment	

Motion: Mr. Frew

Text: To adjourn at 4:48PM

Second: Dr. Chamberlin

Vote: All members voted in favor of the motion.

Minutes recorded by: Steve Kossakoski