



Meeting Minutes  
 September 16, 2021  
 3:00-5:00PM  
 VLACS Conference Room  
 30 Linden Street, Exeter, NH 03833

**Attendees**

Trustees in attendance:

On-site: Ms. Jessica Lyons, Dr. Kent Chamberlin, Mr. Joseph Lovejoy, Dr. Mark Joyce, Mr. Matt Treamer,

Remote via Zoom: Mr. Jerome Frew,

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

Apologies: Ms. Kimberley Casey

Visitors: None

**Agenda**

| Topics                                   | Discussion   | Decision  |
|--|--|---|
| 1. Call to Order                         | Mr. Lovejoy called the meeting to order at 3:00PM.                                   |   |
| 2. Appointment of Trustees to a new term | Mr. Frew indicated that he will accept a nomination for a three-year term.           | <u>Motion:</u> Mr. Treamer<br><u>Text:</u> To nominate and elect Mr. Frew to a three-year term through June 30, 2024.<br><u>Second:</u> Dr. Chamberlin<br><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> Dr. Joyce<br><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<br><u>Second:</u> Mr. Treamer<br><u>Vote:</u> All members voted in favor of the motion. |

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| 4. Board Development   | Mr. Lovejoy led the board in a discussion about replacing members as they retire from the board. |   |
| 5. Approval of Minutes:  | Mr. Lovejoy asked if there were any revisions to the meeting minutes of May 20, 2021.            | <u>Motion:</u> Dr. Joyce<br><u>Text:</u> To approve the minutes of the May 20, 2021 meeting as presented.<br><u>Second:</u> Dr. Chamberlin<br><u>Vote:</u> All members voted in favor of the motion |
| 6. Public Comment  | None   |   |
| 7. Items Requiring Approval  |  |   |
| 7.1. Policy Revisions  |  |   |
| Dr. Kosakoski reported that the school's attorney has reviewed each of the following policies and has recommended changes.   |  |   |
| 7.1.1. EHA Data Breach – Revisions were made to clearly define what constitutes a data breach.                               |  | <u>Motion:</u> Dr. Joyce<br><u>Text:</u> To approve EHA Data Breach as presented.<br><u>Second:</u> Mr. Treamer<br><u>Vote:</u> All members voted in favor of the motion                            |
| 7.1.2. EHAB Data Security and Privacy – Language was inserted to align the policy with policy JRA – Student Records – FERPA. |  | <u>Motion:</u> Dr. Chamberlin<br><u>Text:</u> To approve EHAB Data Security and Privacy as presented.<br><u>Second:</u> Ms. Lyons<br><u>Vote:</u> All members voted in favor of the motion          |
| 7.1.3. GBCD Background Check – The list of offenses has been updated to comply with current laws.                            |  | <u>Motion:</u> Mr. Treamer<br><u>Text:</u> To approve EHA GBCD Background Check as presented.<br><u>Second:</u> Ms. Lyons<br><u>Vote:</u> All members voted in favor of the motion                  |
| 7.1.4. GBEB Staff Conduct with Students – A reference to policy  |  | <u>Motion:</u> Dr. Chamberlin<br><u>Text:</u> To approve . GBEB Staff Conduct with Students as presented.   |

GBEAB has been added.

Second: Mr. Treamer  
Vote: All members voted in favor of the motion

7.1.5. JRA Student Records – FERPA – The school’s attorney updated the list of directory information to include street address, email address, date and place of birth, and telephone number. Board members indicated that they may revisit the inclusion of email addresses as directory information at a future meeting.

Motion: Ms. Lyons  
Text: To approve JRA Student Records – FERPA as presented.  
Second: Dr. Chamberlin  
Vote: All members voted in favor of the motion

7.1.6. IKF High School Graduation – The number of elective credits was updated.

Motion: Dr. Joyce  
Text: To approve IKF High School Graduation as presented.  
Second: Dr. Chamberlin  
Vote: All members voted in favor of the motion

7.1. New Policies

7.2.1. GBEAB Code of Conduct - This policy was developed by our attorney. Every NH charter school is required to adopt a code of conduct policy by September 21, 2021.

Motion: Mr. Frew  
Text: To approve GBEAB Code of Conduct as presented.  
Second: Dr. Joyce  
Vote: All members voted in favor of the motion

7.2.2. JEB Age of Entrance - This policy provides guidance when admitting elementary-age students.

Motion: Dr. Joyce  
Text: To approve JEB Age of Entrance as presented.  
Second: Ms. Lyons  
Vote: All members voted in favor of the motion

7.3. IRS form 990, DOE-25, Annual Financial Audit

IRS Form 990 and the DOE-25 report were included in the board book and reviewed prior to the meeting. Mr. White also reviewed the documents during the meeting. The annual financial audit has been completed but the written report was not available prior to the board meeting. Mr. White offered to answer questions after the meeting if needed.

Motion: Dr. Joyce  
Text: To allow Mr. Lovejoy to approve the 2020-2021 IRS Form 990, DOE-25, and the school’s annual financial audit after the Trustees have had the opportunity to review each report and have had an opportunity to have questions answered. Mr. Lovejoy will make a determination after September 30th regarding the status of these reports. If there

are any concerns the approval of these forms can moved to the November meeting.

Second: Mr. Treamer

Vote: All members voted in favor of the motion

7.4. Employee compensation proposal

Dr. Kossakoski proposed that every VLACS employee (except the CEO) be given a one-time payment of \$1,300 to acknowledge their extra effort during the state-wide health emergency as well as their efforts to implement a new technology system.

During the last year, VLACS employees have risen to the challenges presented by the pandemic while also re-building the school's technology systems. Below is a sampling of the many accomplishments that they achieved over the last year.

- Responded to a request to offer new K-5 courses/subjects;
- Hired and trained 125 new employees;
- Processed, welcomed, activated, and supported thousands of new students;
- Trained over 3,000 NH educators about the use of remote learning tools and best practices;
- Prepared for the implementation of a new student information system (Maestro);
- Planned and supported a virtual graduation ceremony;|
- Reviewed, configured, and implemented many new courses and career badges;
- Supported an adult education program;
- Established a full-time K-5 program;
- Established relationships with over a hundred businesses that are now helping students to explore worlds beyond the classroom;
- Identified a new learning management system (Canvas)
- Supported over 300 remote workers;
- Designed and completed training for a new advisory curriculum;
- Established and implemented protocols for documenting the use of federal funds;
- Supported face-to-face standardized testing sessions during the pandemic;

Motion: Mr. Treamer

Text: To make a one-time payment of \$1,300 to full-time employees (prorated for part-time employees) as an acknowledgment of their extraordinary work during the last year (September 15, 2020 to September 16, 2021). Employees will pay their share of FICA, NHRS, and taxes. VLACS will pay its share of FICA and retirement fees. The CEO is not eligible to receive this payment.

Second: Dr. Joyce

Vote: All members voted in favor of the motion

- Became "the" remote option for most of the schools in the state;
- Tested, configured, and rolled out Maestro and Canvas;
- Responded to the second surge of pandemic related enrollments due to the emergence of the Delta variant;
- Participated in training for Maestro and Canvas during the second busiest fall enrollment period in the school's history;
- Responded to a historic number of calls and messages; and,
- Supported colleagues by finding time to smile, share stories, and offer support.

Thousands of New Hampshire students benefitted from the remarkable work of VLACS employees during the statewide health emergency. Dr. Kossakoski and the Trustees extended their sincere thanks to every VLACS employee.

7. Finance

7.1 Financial Reports

The Trustees reviewed all financial reports. General ledger reports for the months of May, June, and July 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

Mr. White updated the board regarding the end-of-year status of CARES funding. The NHDOE will make a final payment upon completing their review of 2020-2021 enrollment data.

9. Administrative Reports

Dr. Kossakoski reported that significant enrollment increases have resulted in the closing of some middle and high school courses until seats become available. All elementary subjects are full and new applications to the full-time elementary program has been paused until space is available.

Dr. Kossakoski reported that the annual report was submitted to the NH DOE on August 30<sup>th</sup>. A copy of the report was sent to board members as part of the board meeting materials packet.

Mr. Baldasaro reviewed the personnel report and reviewed the plan for hiring and training new instructors to meet ongoing enrollment increases.

10. Board of Trustees Meeting Dates

- Graduation: Friday, June 3, 2022, 4:00PM, Venue to be determined. The ceremony may be held at the Capitol

Center for the Arts, Concord, NH or online via Zoom.

- 2021-2022 meeting dates: November 18, 2021; January 20, 2022; March 24, 2022; May 26, 2022

11. Adjournment

Motion: Dr. Joyce

Text: To adjourn at 4:50PM

Second: Mr. Treamer

Vote: All members voted in favor of the motion.

Minutes recorded by: Steve Kossakoski