



Meeting Minutes
 November 18, 2021
 3:00-5:00PM
 VLACS Conference Room
 30 Linden Street, Exeter, NH 03833

Attendees

Trustees in attendance:

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

Remote via Zoom: Mr. Jerome Frew, Ms. Kimberley Casey

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

Apologies: Dr. Kent Chamberlin

Visitors: None

Agenda

Topics	Discussion	Decision
1. Call to Order	Mr. Lovejoy called the meeting to order at 3:00PM	
2. Board Development	Mr. Lovejoy led the board in a discussion about replacing members as they retire from the board.	
3. Approval of Minutes:	Mr. Lovejoy asked if there were any revisions to the meeting minutes of September 16, 2021.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To approve the minutes of the September 16, 2021 meeting as presented. <u>Second:</u> Mr. Treamer <u>Vote:</u> Ms. Casey abstained. All other members voted in favor of the motion
4. Public Comment	None	
5. Items Requiring Approval		
5.1. Policy Revisions		
	5.1.1. JRA, Student Records, FERPA – Mr. Lovejoy suggested that the discussion regarding this policy be tabled so that Dr.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To table the discussion and vote on

	<p>Chamberlin can participate.</p>	<p>policy JRA Student Records, FERPA at the March meeting. <u>Second:</u> Mr. Treamer <u>Vote:</u> All members voted in favor of the motion</p>
<p>5.2. New Policies</p>	<p>5.2.1. BHC, Board-Employee Communication. Dr. Kossakoski asked the board to adopt policies BHC and GBK to provide board members, employees, parents, and other interested parties with guidelines for finding solutions to their concerns. Policy BHC establishes channels of communication between employees and board members while GBK provides guidance to individuals who may have a concern or complaint about school services or employees.</p> <p>5.2.2. GBK, Concerns and Complaints</p>	<p><u>Motion:</u> Dr. Joyce <u>Text:</u> To approve BHC, Board-Employee Communication as presented. <u>Second:</u> Mr. Frew <u>Vote:</u> All members voted in favor of the motion</p> <p><u>Motion:</u> Ms. Casey <u>Text:</u> To approve GBK, Concerns and Complaints as presented. <u>Second:</u> Mr. Frew <u>Vote:</u> All members voted in favor of the motion</p>
<p>5.3. Update to McGarr Award criteria</p>	<p>Dr. Kossakoski asked the board to approve changes to the guidelines for awarding and distributing funds for the McGarr Award. The updated criteria places emphasis on the award as a resource for funding real-world student learning opportunities while continuing to offer awards for college tuition. This revision is in alignment with the original concept of funding non-traditional learning opportunities.</p>	<p><u>Motion:</u> Dr. Joyce <u>Text:</u> To approve the updated McGarr Award criteria as presented. <u>Second:</u> Mr. Frew <u>Vote:</u> All members voted in favor of the motion</p>
<p>5.4. IRS Form 990 & Annual Financial Audit</p>	<p>Mr. Lovejoy reported that IRS form 990 will not be finalized until the annual financial audit is complete. A copy of the form is included in the board packet for review by board members.</p> <p>Mr. White reported that the auditor has completed the audit and continues to work on the final audit report. The auditor informed Mr. White that VLACS will receive a “clean” report. The infusion of federal funds into school budgets has created additional work for auditors and has significantly extended the time for completing audit reports.</p>	<p><u>Motion:</u> Dr. Joyce <u>Text:</u> To reaffirm the decision of the board (Sept. 16, 2021) 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 next meeting. <u>Second:</u> Ms. Lyons</p>

Vote: All members voted in favor of the motion

6. Finance

6.1 Financial Reports

The Trustees reviewed all financial reports. General ledger reports for the months of August, September, and October were available for review and signature. Mr. White reviewed the financial statements noting that the reporting of current revenue has been delayed while our student information system provider creates new revenue reports. He reported that the school is in good financial standing.

8. Legislative News

NA

9. Administrative Reports

Dr. Kossakoski reported that the demand for courses continues to be high. Course closures are still in effect for some elementary, middle, and high school courses. The courses will be reopened as seats become available. The acceptance of new applications to the full-time elementary program has been paused until space is available. Dr. Kossakoski also reported that the search for new office space continues and that preliminary planning for implementing a “bring your own device policy” regarding employee technology is underway.

Mr. Baldasaro reviewed the personnel report and noted that the instructors hired during the last hiring session will have completed their training soon and will begin to take on more students. He also reported that interviews will begin soon in preparation for hiring a new cohort of instructors in order to meet continued demand for our services.

10. Board of Trustees Meeting Dates

- Graduation: Friday, June 10, 2022, 4:00PM, venue to be determined. The date has been changed to June 10 from June 3 due to a scheduling conflict. The ceremony may be held at the Capitol Center for the Arts, Concord, NH or online via Zoom.
- 2021-2022 meeting dates: January 20, 2022; March 24, 2022; May 26, 2022

11. Adjournment

Motion: Ms. Casey

Text: To adjourn at 4:45PM

Second: Mr. Treamer

Vote: All members voted in favor of the motion.

Minutes recorded by: Steve Kossakoski