



Meeting Minutes  
 March 24, 2022  
 3:00-5:00PM  
 VLACS Conference Room  
 30 Linden Street, Exeter, NH 03833

## Attendees

### Trustees in attendance:

On-site: Mr. Joseph Lovejoy, Dr. Kent Chamberlin, Ms. Kimberley Casey, Ms. Jessica Lyons, Nathan Lunney, Dr. Mark Joyce,

Remote via Zoom: Mr. Jerome Frew, Matt Treamer, Mr. Will Arvelo,

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

### Apologies:

Visitors: Ms. Amy Ransom

## Agenda

Topics	Discussion	Decision
1. Call to Order	Mr. Lovejoy called the meeting to order at 3:05	
2. Introduction and discussion with board member candidates	Mr. Lovejoy introduced Mr. Wildolfo Arvelo and Mr. Nathan Lunney. Each candidate summarized their background and the skills and interests that they could bring to the board.	
3. Nomination of new board members.		<p><u>Motion:</u> Dr. Chamberlin  <u>Text:</u> To nominate Mr. Wildolfo Arvelo as an active board member as of March 24, 2022. Beginning on July 1, 2022, Mr. Arvelo will occupy the seat vacated by Mr. Jerome Frew. The term will expire on June 30, 2024.  <u>Second:</u> Ms. Casey  <u>Vote:</u> All other members voted in favor of the motion</p> <p><u>Motion:</u> Ms. Casey  <u>Text:</u> To nominate Mr. Nathan Lunney as an active board member as of March 24, 2022. As</p>

		of July 1, 2022, Mr. Lunney will occupy the seat vacated by Mr. Joseph Lovejoy. The term will expire on June 30, 2025. <u>Second:</u> Jessica Lyons <u>Vote:</u> All other members voted in favor of the motion
4. Approval of Minutes:	Mr. Lovejoy asked if there were any revisions to the meeting minutes of January 20, 2022.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To approve the minutes of the January 20, 2022 meeting as presented. <u>Second:</u> Dr Chamberlin <u>Vote:</u> All other members voted in favor of the motion
5. Public Comment	None	
6. Items Requiring Approval		
6.1. VLACS Bylaws		
	Mr. Lovejoy led the board through a review and discussion about proposed revisions to the VLACS Bylaws.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To approve revisions to the VLACS Bylaws as presented. <u>Second:</u> Dr. Chamberlin <u>Vote:</u> All members voted in favor of the motion
6.2. New Office Space	Dr. Kossakoski reported that the administrative offices will remain closed until at least the end of September. During the time that the office is closed he would like to continue to look for an alternative site.	Motion: Ms. Casey Text: To affirm the motion of March 24, 2021: Look for alternative sites for the VLACS administrative offices. Should a site be found, Mr. Tremer and Mr. Lovejoy have the authority to approve related contracts. Second: Ms. Lyons Vote: All members voted in favor of the motion.
7. Finance		
7.1 Status of IRS 990 and Annual Audit	Mr. White reported that the IRS Form 990 was submitted after receiving an extension. He also stated that the single audit,	

	required when receiving federal funds, has been completed and approved by the NHDOE.
7.2. Financial Reports	The Trustees reviewed all financial reports. General ledger reports for the months of January and February were available for review and signature. Mr. White reviewed the financial statements and reported that the school is in good financial standing.
7.3. Fiscal year in review	<p>Dr. Kossakoski, Mr. White, and Mr. Baldasaro reported on the challenges and successes related to the pandemic enrollment surge and the transition to a new student information system and learning management system. VLACS employees are to be commended for their efforts during this time of great challenge and change.</p> <p>Mr. White recommended that the board confirm that Amy Ransom may sign checks as per board policy DK, Financial Procedures when she assumes the role of CFO on April 2, 2022.</p> <p><u>Motion:</u> Ms. Casey  <u>Text:</u> To allow Ms. Amy Ransom, CFO, to sign checks as per board policy DK, Financial Procedures as of April 2, 2022.  <u>Second:</u> Dr. Joyce  <u>Vote:</u> Mr. Lunney abstained. All remaining members voted in favor of the motion</p>
7.4. Introduction to the 2022-2023 annual budget	Dr. Kossakoski and Mr. White reviewed the proposed annual budget. Board members will have the opportunity to ask questions prior to the May meeting.
8. Legislative News	Dr. Kossakoski reported that he and Scott Prescott have been meeting with representatives from the NHDOE and Awato to plan for the rollout of a paid apprenticeship program subsidized by NHDOE grant funds. VLACS will not receive grant funds. Students who earn academic credit through this program will be funded through the established tuition agreement with the NHDOE.
9. Administrative Reports	<p>Dr. Kossakoski reported on the following topics:</p> <ul style="list-style-type: none"> <li>• Enrollment continues to be strong this year. Enrollment gains since January 1 are similar to 2021 and 2020.</li> <li>• Dr. Kossakoski reviewed the recommendations from the school's attorney regarding the proposal from KaiPod Learning. Current plans are to support four pods of ten students beginning this fall. The CEO of KaiPod Learning, Amar Kumar, hopes to secure funding from</li> </ul>

the NHDOE for two years. As per the recommendation of the school's attorney, Dr. Kossakoski suggested that VLACS should not enter into an MOU. Parents will be informed about the opportunities provided by KaiPod Learning through the VLACS parent and student newsletter. Communications to parents will state that the use of KaiPod Learning's services is entirely optional and any relationship is solely between KaiPod Learning and the student/parent/guardian electing to use KaiPod Learning's services. Board members discussed the topic and agreed with Dr. Kossakoski's recommendations.

- Mr. Baldasaro reported on the following topics.
  - There are currently 313 employees at VLACS.
  - Tara Michelle, director of technology, has resigned and will be moving to a new position at Champlain College. Meghan Granger, director of full-time students, has resigned and will be moving to a new job at Boston University.
  - Mr. Baldasaro and Dr. Kossakoski thanked Ms. Michelle and Ms. Granger for their work at VLACS. Board members also thanked both Ms. Michelle, and Ms. Granger and wished them much success in their new positions.
- Board members thanked Mr. White and wished him well in retirement. Mr. White stated that he appreciated the support and that during his fifty year career, he has not worked for a better organization or board of trustees.

10. Board of Trustees Meeting Dates

- Graduation: Friday, June 10, 2022, 4:00PM, online via Zoom.
- 2021-2022 meeting dates: May 26, 2022

11. Adjournment

Motion: Mr. Lunney  
Text: To adjourn at 5:07PM  
Second: Ms. Casey  
Vote: All members voted in favor of the motion.

Minutes recorded by: Steve Kossakoski