



Meeting Minutes
 May 26, 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, Dr. Mark Joyce, Mr. Jerome Frew, Matt Treamer, Mr. Will Arvelo

Remote via Zoom: Mr. Nathan Lunney,

Administration: Dr. Stephen Kossakoski, Ms. Amy Ransom, Mr. Tony Baldasaro

Apologies: Ms. Jessica Lyons, Ms. Kimberley Casey

Visitors:

Agenda

Topics	Discussion	Decision
1. Call to Order	Mr. Lovejoy called the meeting to order at 3:05PM	
2. Nomination of new chair and vice-chair.	<p>Dr. Kossakoski presented a thank-you gift to Mr. Lovejoy and Mr. Frew for their many years of service to the students and staff at VLACS. Members of the board and administration thanked both members for supporting the school and its mission to help students throughout New Hampshire and beyond.</p> <p>Mr. Lovejoy called for nominations for a new chair of the board. He recommended that nominations for vice-chair take place in September.</p>	<p><u>Motion:</u> Dr. Joyce <u>Text:</u> To nominate and elect Dr. Kent Chamberlin as chair effective July 1, 2022. <u>Second:</u> Mr. Treamer <u>Vote:</u> All other members voted in favor of the motion</p>
3. Approval of Minutes:	Mr. Lovejoy asked if there were any revisions to the meeting minutes of March 24, 2022.	<p><u>Motion:</u> Dr. Joyce <u>Text:</u> To approve the minutes of March 24, 2022 meeting as presented. <u>Second:</u> Dr. Chamberlin <u>Vote:</u> All other members voted in favor of the motion</p>

4. Public Comment	None	
5. Items Requiring Approval		
5.1. Policy updates		
	Dr. Kossakoski stated that policy DI, Fiscal Accounting has been updated to acknowledge that all purchase orders are produced in a digital format.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To adopt policy DI, Fiscal Accounting, as presented. <u>Second:</u> Mr. Treamer <u>Vote:</u> All members voted in favor of the motion
	Dr. Kossakoski stated that policy DK, Financial Procedures has been revised to allow the CFO to approve payment of payroll and benefits by wire or ACH if the CEO is not available.	<u>Motion:</u> Mr. Frew <u>Text:</u> To adopt policy DK, Financial Procedures, as presented. <u>Second:</u> Mr. Arvelo <u>Vote:</u> All members voted in favor of the motion
	Dr. Kossakoski asked the board to approve updates to policy EHAB, Data Security and Privacy. Recommended changes included: inserting references to related policies in lieu of repetitive language, appointing the CFO as Information Security Officer and other revisions to improve the clarity of the policy.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To adopt policy EHAB, Data Security and Privacy, as presented. <u>Second:</u> Mr. Frew <u>Vote:</u> All members voted in favor of the motion
5.2. Employee Benefits	Dr. Kossakoski asked the board to approve the 2022-2023 employee benefits package. The Section 125 Flexible Spending Plan has been replaced with a Employee funded pre-tax Flexible Spending Account (FSA). Members discussed FSA funding rules and the associated risks and benefits to employees and the employer.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To adopt the 2022-2023 Employee Benefits Plan as presented. <u>Second:</u> Mr. Frew <u>Vote:</u> All members voted in favor of the motion.
5.3. 2022-2023 Tuition and Credit Rates	Dr. Kossakoski presented the updated national (out-of-state) tuition rates.	<u>Motion:</u> Dr. Frew <u>Text:</u> To approve an increase of 2% to national tuition rates. The one-credit rate is to be set at \$1,035.43 <u>Second:</u> Dr. Treamer <u>Vote:</u> All members voted in favor of the motion.

5.4. Board meeting calendar	Mr. Lovejoy asked the board to review and approve the following board meeting dates for 2022-2023: September 22, 2022; November 10, 2022; January 19, 2023; March 23, 2023; May 25, 2023.	Motion: Dr. Joyce Text: To approve the list of board meeting dates. Second: Dr. Chamberlin Vote: All members voted in favor of the motion.
5.5. Approval of 2022-2023 Budget	Dr. Kossakoski and Ms. Ransom reviewed the proposed 2022-2023 budget and one-time projects (AKA investment budget). The budget is based on an estimated enrollment increase of 10%. Employees will receive a 3% salary increase.	Motion: Dr. Joyce Text: To approve the 2021-2022 budget of \$15,823,872.42 Second: Mr. Treamer Vote: All members voted in favor of the motion
5.6. Date Governance Plan Update	Dr. Kossakoski reviewed the revisions to the data security plan. He will ask the CFO and the Director of Technology to provide the board with a progress report this fall.	Motion: Dr. Joyce Text: To acknowledge the presentation of the data security review. Second: Dr. Chamberlin Vote: All members voted in favor of the motion.
5.7. 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 2022-2023.	Motion: Dr. Joyce Text: To authorize the chair and CEO to sign the Assurances for Participation in Federal Programs for fiscal year 2022-2023. Second: Mr. Treamer Vote: All members voted in favor of the motion.
5.8. Permission to accept federal funds and ESSER plan review	Dr. Kossakoski reviewed federal grant allocations as well as the plan and budget for meeting the goals of each grant. Dr. Kossakoski also reviewed the ESSER II Plan and asked for feedback.	Motion: Dr. Joyce Text: To accept federal funds for the fiscal years 2019-2020, 2020-2021, 2022-2023. Second: Dr. Chamberlin Vote: All members voted in favor of the motion.
5.9. Non-public session: CEO contract	Mr. Lovejoy asked the board to enter non-public session to discuss the CEO's annual contract.	Motion to enter non-public session: Mr. Treamer 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 (I) has a

right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.

Time: 4:15PM

Second: Dr. Joyce

Roll Call Vote: All members voted in favor of entering non-public session.

Attendance: Dr. Joyce, Dr. Chamberlin, Mr. Arvelo, Mr. Treamer, Mr. Lovejoy, Mr. Frew, Mr. Lunney (via Zoom).

Discussion: Mr. Lovejoy reviewed the salary, benefit history, and performance of the CEO.

Motion: Mr. Arvelo

Text: To increase the CEO's base salary, extra days and medical stipends by 5% for the 2022-2023 fiscal year. The number of vacation days will increase from 18 to 21.

Second: Mr. Treamer

Vote: All members voted in favor of the motion.

Motion: Dr. Chamberlin

Motion to leave non-public session:

Second: Mr. Treamer

Roll Call Vote: All members voted in favor of leaving non-public session.

Time: 4:31

6. Finance

6.1. Financial Reports

The Trustees reviewed all financial reports. General Ledger reports for the months of March and April were available for review and signature. Ms. Ransom reviewed the financial statements and reported that the school is in good financial standing.

6.2. NHDOE single audit of federal funds.

Dr. Kossakoski reported that the NHDOE single audit of federal funds has been completed and confirmed that VLACS is in compliance with accounting standards.

6.3. BocaVox contract update

Dr. Kossakoski reported that the CEO of BocaVox would like VLACS to consider accepting a raise to the annual maintenance fees beyond what is stated in the contract. Members recommended that changes to the contract should not be

considered until all components of the system are operational and bug free (e.g., program of study).

8. Legislative News

Dr. Kossakoski provided the board with an update regarding the Work!AsLearning project that will offer paid internships and high school credits to students. The NHDOE reports that four businesses have agreed to participate to date.

9. Administrative Reports

Dr. Kossakoski reported on the following topics:

- Enrollment continues to be strong this year.
- Dr. Kossakoski reviewed goals for 2021-2022 and 2022-2023.
- Fourteen students have registered to participate in KaiPod Learning pods. Residents from Manchester and Dover have shown the most interest to date.
- Mr. Baldasaro reported on the following topics.
 - There are currently 316 employees at VLACS.
 - We are planning to hire a new cohort of high school, middle school, and elementary school instructors to prepare for the fall enrollment surge.

10. Board of Trustees Meeting Dates

- Graduation: Friday, June 10, 2022, 4:00PM, online via Zoom.
- 2022-2023 meeting dates: September 22, 2022; November 10, 2022; January 19, 2023; March 23, 2023; May 25, 2023.

11. Adjournment

Motion: Mr. Treamer
Text: To adjourn at 5:10
Second: Mr. Frew
Vote: All members voted in favor of the motion.

Minutes recorded by: Steve Kossakoski