



Meeting Minutes  
September 22, 2022  
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, Dr. Mark Joyce, Mr. Matt Treamer, Ms. Kimberley Casey, Mr. Nathan Lunney

Remote via Zoom:

Administration: Dr. Stephen Kossakoski, Ms. Amy Ransom, Mr. Tony Baldasaro, Ms. Carey Glines (via Zoom)

Apologies: Mr. Will Arvelo

Visitors: None

## Agenda

Topics	Discussion	Decision
1. Call to Order	Dr. Chamberlin called the meeting to order at 3:04PM.	
2. Appointment of Trustees to a new term	Dr. Chamberlin asked to be nominated for another three-year term. He also reviewed the terms of the members of the board and asked that they contact him if they will be leaving the board as of June 30, 2023.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To nominate and elect Dr. Chamberlin to a three-year term through June 30, 2025. <u>Second:</u> Mr. Treamer <u>Vote:</u> All members voted in favor of the motion. Dr. Chamberlin abstained.
2.1. Election of officers	Dr. Chamberlin asked for a motion to elect and nominate a new slate of officers. Ms. Casey volunteered to be considered as a nominee for vice chair. The chair's 2022-2023 term was approved at the May meeting.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To nominate and elect the following trustees as officers: Vice Chair, Ms. Casey; Treasurer, Mr. Treamer; Secretary/Clerk, Dr. Joyce <u>Second:</u> Mr. Lunney <u>Vote:</u> All members voted in favor of the motion.

3. Approval of Minutes:	Dr. Chamberlin asked if there were any revisions to the meeting minutes of May 26.	<p><u>Motion:</u> Mr. Lunney  <u>Text:</u> To approve the minutes of the May 26, 2022 meeting as presented.  <u>Second:</u> Dr. Joyce  <u>Vote:</u> All members voted in favor of the motion. Ms. Lyons abstained.</p>
	Dr. Chamberlin asked if there were any revisions to the meeting minutes of July 12.	<p><u>Motion:</u> Mr. Lunney  <u>Text:</u> To approve the minutes of the July 12, 2022 meeting as presented.  <u>Second:</u> Ms. Lyons  <u>Vote:</u> All members voted in favor of the motion. Dr. Joyce abstained.</p>
4. Public Comment	None	
5. Items Requiring Approval		
5.1. Policy Revisions		
	<p>Ms. Ransom reported that policies DAF and EHB-R were revised to incorporate changes recommended by the NHED for schools that receive federal funds.</p>	
	<p>DAF – Federal Grant Management. Changes were made to include “Buy American” language.</p>	<p><u>Motion:</u> Dr. Joyce  <u>Text:</u> To approve DAF, Federal Grant Management as presented.  <u>Second:</u> Mr. Lunney  <u>Vote:</u> All members voted in favor of the motion</p>
	<p>EHB-R – Records Retention Schedule. Statements regarding the following topics were added: special education records, litigation hold, right to know request hold, electronic records, and retention period schedule. New columns were added to the record retention table to provide information about related laws and to identify the party responsible for the records.</p>	<p><u>Motion:</u> Ms. Casey  <u>Text:</u> To approve EHB-R, Records Retention Schedule as presented.  <u>Second:</u> Dr. Joyce  <u>Vote:</u> All members voted in favor of the motion</p>
	<p>IKF – Graduation -- Dr. Kossakoski recommended that this policy include a requirement that graduates complete a .25 credit course to prepare for and complete the U.S. Naturalization Test as per RSA 189:11, II which becomes effective July 1, 2023. Additional language changes regarding graduation</p>	<p><u>Motion:</u> Dr. Joyce  <u>Text:</u> To approve IKF, Graduation as presented.  <u>Second:</u> Mr. Treamer  <u>Vote:</u> All members voted in favor of the</p>

	age requirements and parents right to exempt students from standardized testing were also added to the policy.	
5.2. Intent to Renew Charter	Dr. Kossakoski informed the board that the request to renew the school's charter must be submitted to the NHED before December 22 <sup>nd</sup> .	<p><u>Motion:</u> Dr. Joyce</p> <p><u>Text:</u> To approve the submission of the Intent to Renew Charter form to the NHDOE.</p> <p><u>Second:</u> Ms. Casey</p> <p><u>Vote:</u> All members voted in favor of the motion</p>
6. DOE-25	The DOE-25 report was sent to the board prior to the meeting. Ms. Ransom reviewed the document during the meeting. The DOE-25 will be submitted with unaudited data and updated, if needed, once the annual audit is complete.	<p><u>Motion:</u> Dr. Joyce</p> <p><u>Text:</u> To approve the DOE-25 report.</p> <p><u>Second:</u> Mr. Lunney</p> <p><u>Vote:</u> All members voted in favor of the motion.</p>
7. IRS form 990	Ms. Ransome stated that audited financial data is required for IRS Form 990. The 990 will be available once the annual audit has been completed.	<p><u>Motion:</u> Dr. Joyce</p> <p><u>Text:</u> To allow Dr. Chamberlin to approve the 2021-2022 IRS Form 990 after the Trustees have had the opportunity to review the report and have their questions answered by VLACS administrators. If there are any concerns regarding the content of the IRS Form 990, approval will be moved to the November meeting.</p> <p><u>Second:</u> Ms. Casey</p> <p><u>Vote:</u> All members voted in favor of the motion.</p>
8. Finance		
7.1 Financial Reports	The Trustees reviewed all financial reports. General ledger reports for the months of June, July, and August were available for review and signature. Ms. Ransom reviewed the financial statements and reported that the school is in good financial standing. She also reported that the annual financial audit will begin soon.	
8. Legislative News	<p>Dr. Kossakoski reported that he is serving on the state minimum standards committee. The committee will be publishing a draft of the proposed changes soon.</p> <p>The Work! As Learning project, sponsored by the NHED, continues and offers students the opportunity to earn credit</p>	

while participating in paid apprenticeships.

#### 9. Administrative Reports

Dr. Kossakoski reported on the on the following topics:

- Enrollment has returned to pre-pandemic levels.
- The annual report was submitted to the NHED on August 30<sup>th</sup>. Key academic indicators, such as test scores, continue to be at or above state averages. He noted that there was one anomaly: grade three math scores were slightly lower than the state average, but still within the margin of error. Only three students participated which may have affected the average score. A copy of the annual report was sent to board members as part of the board meeting materials packet.
- Planning continues in preparation for renovation of the new VLACS offices at 19 Hampton Road in Exeter. A set of preliminary floorplans should be ready within a couple of weeks.

Ms. Glines reported on the following topics:

- A significant percentage of students did not attend standardized testing sessions last year. State law allows parents to withdraw their child(ren) from testing. Although parents are not required to indicate why they opted out, ongoing concerns about the pandemic were mentioned during discussions with staff.
- Development of the advisory program will continue with an emphasis on student future planning.
- Onsite college visits are returning this year. Advisors and advisees are looking forward to meeting one another during these face-to-face events.
- The admissions team is busy working with students and families who are seeking full-time status at VLACS.

Mr. Baldasaro reported on a recent employee survey that was conducted to identify problems with the new student information system. The most pressing issues are the slow speed of the platform and inefficient workflows. Employees would also like to have access to real-time data regarding reconciliation earnings. Overall, employees find it difficult to do their work in a timely manner due to the platform's slow speed.

Students and parents are experiencing problems with account creation and transcripts. The VLACS administrative team has contacted the CEO and CTO of Boca Vox to request immediate action to rectify performance and workflow issues.

10. Board of Trustees Meeting Dates

- Graduation: Friday, June 9, 2023, 4:00PM, Capitol Center for the Arts, Concord, NH
- Board meeting dates: November 10, 2022; January 19, 2023; March 23, 2023; May 25, 2023

11. Adjournment

Motion: Mr. Tremer  
Text: To adjourn at 4:35PM  
Second: Dr. Joyce  
Vote: All members voted in favor of the motion.

Minutes recorded by: Steve Kossakoski