



Meeting Minutes  
 January 19, 2023  
 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. Nathan Lunney, Mr. Will Arvelo,

Remote via Zoom: Ms. Kimberley Casey, Dr. Mark Joyce

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

Apologies: Mr. Matt Treamer

Visitors: None

**Agenda**

Topics	Discussion	Decision
1. Call to Order	Dr. Chamberlin called the meeting to order at 3:10PM	
2. Approval of Minutes:	Dr. Chamberlin asked if there were any revisions to the meeting minutes of November 10, 2022.	<u>Motion:</u> Mr. Lunney <u>Text:</u> To approve the minutes of the November 10, 2022 meeting as presented. <u>Second:</u> Ms. Lyons <u>Vote:</u> All members voted in favor of the motion.
3. Public Comment	None	
4. Items requiring approval		
4.1. Policy revisions	Dr. Kossakoski reported that Ms. Ransom has updated the staff titles, referenced in each of the following policies, to align with the organization's current structure. EHA-Data Breach; EHAB-Data Security and Privacy; EHB-R-Records Retention Schedule; GBK-Concerns and Complaints; IKF-Graduation; IKG-Middle School Completion; JBAB-Transgender or Nonconforming	<u>Motion:</u> Dr. Joyce <u>Text:</u> To approve the changes to policies: EHA-Data Breach; EHAB-Data Security and Privacy; EHB-R-Records Retention Schedule; GBK-Concerns and Complaints; IKF-Graduation; IKG-Middle School Completion;

	Students; JG-Assignment to Courses and Grade Levels	JBAB-Transgender or Nonconforming Students; JG-Assignment to Courses and Grade Levels <u>Second:</u> Mr. Arvelo <u>Vote:</u> All members voted in favor of the motion
4.2. Approval of annual financial audit	Ms. Ransom reviewed the annual financial audit and noted that VLACS has received a positive opinion from the auditor. No concerns or problems were mentioned by the auditor in the management letter. Ms. Ransom reported that the auditors were on-site in September to view invoices and other financial records. A separate single audit of federal funds is being conducted due to the significant amount of federal funds that VLACS received last year.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To accept and approve the 2021-2022 financial audit report. <u>Second:</u> Mr. Arvelo <u>Vote:</u> All members voted in favor of the motion.
4.3. Federal Grants Budget	<p>Dr. Kossakoski reviewed the federal grants budget and described each project. He also reported on the process that was used to determine which projects to fund.</p> <p>Dr. Kossakoski reported that one of the grant projects involves hiring a social worker to assist at risk students, but, to date no viable candidates have been found. In lieu of continuing the search, Mr. Baldasaro and Dr. Kossakoski contacted Aloft Integrated Wellness of Exeter to explore the possibility of purchasing their services.</p> <p>Ms. Lyons asked to be on record that she is a business partner at Aloft Integrated Wellness. She will not be involved with any financial decisions nor will she be providing services to VLACS staff or students. This acknowledgement of a potential conflict of interest is being made in order to comply with policy BCB, Conflict of Interest.</p>	<u>Motion:</u> Mr. Arvelo <u>Text:</u> To approve the federal funds budget and plan which includes allocations from fiscal years 2020-2021, 2021-2022, 2022-2023. <u>Second:</u> Dr. Joyce <u>Vote:</u> All members voted in favor of the motion.
4.4. Acceptance of bid to renovate 19 Hampton Road	Dr. Kossakoski reviewed the bid materials received from Peter Johnson. He asked the trustees to accept the bid specifications and price (\$372,000) contingent on the chair approving revisions and receiving clarifications as needed. Dr. Kossakoski, Mr. Baldasaro, and Ms. Ransom will assist with the review. The updated bid materials will be shared with the board.	<u>Motion:</u> Mr. Arvelo <u>Text:</u> To accept the proposal from Peter Johnson to renovate 19 Hampton Road after Dr. Chamberlin has reviewed the document and the bidder has responded to requests for revisions and/or clarifications. <u>Second:</u> Dr. Joyce <u>Vote:</u> All members voted in favor of the motion.

4.5. Permission to expend funds for the renovation of 19 Hampton Rd.	Dr. Kossakoski recommended that the board update the approved funds to be expended for the office renovation project. Mr. Lunney shared his experience regarding a pending school renovation project in Portsmouth and indicated that the projected cost for the renovation of 19 Hampton Road is reasonable.	<p><u>Motion:</u> Mr. Lunney</p> <p><u>Text:</u> To authorize the expenditure of up to \$400,000 for the renovation of 19 Hampton Road. This motion repeals and replaces prior allocations authorized by the Trustees at previous meetings. \$120,000 of the \$400,000 was included in the 2022-2023 budget. The remaining funds will be withdrawn from savings and/or unexpended funds. Technology, furniture, appliances, moving expenses, and other similar items were included in the 2022-2023 budget and are not part of this allocation.</p> <p><u>Second:</u> Dr. Joyce</p> <p><u>Vote:</u> All members voted in favor of the motion.</p>
5. Finance		
5.1. Financial Reports	The Trustees reviewed all financial reports. General ledger reports for the months of November and December were available for review and signature. Ms. Ransom reviewed the financial statements and reported that the school is in good financial standing.	
8. Legislative News	Dr. Kossakoski reported that HB 272 proposes to increase the tuition rate for all charter schools except VLACS. He indicated that he will submit a letter to the House Education Committee and the sponsors of the HB 272 asking them to amend the bill and add a rate increase for VLACS.	
9. Administrative Reports	<p><u>Enrollment:</u> Dr. Kossakoski reported that 15,393 enrollment requests were made between July 1, 2022 and January 19, 2023, which is an increase of approximately 20% since the November meeting. Given that high school students typically alter their schedules going into the second semester, increases of this size are expected.</p> <p><u>Comprehensive School Improvement:</u> Dr. Kossakoski reported that Carey Glines, Director of Full-Time Programs and her team have identified students who may require assistance to meet their graduation goals. Student</p>	

advisors and other VLACS staff are in regular contact to ensure that supports are in place.

Administrative Change: Dr. Kossakoski reported that Scott Prescott, director of instruction has been designated as the administrator in charge of the technology team.

Intelliboard: Ms. Berger, Director of Student and Instructor Support demonstrated how the new Intelliboard student data dashboard is helping instructors monitor student activity and performance.

Knowledge Base and Ticketing System: Mr. Baldasaro demonstrated how the new knowledge base and helpdesk ticketing system have been configured to assist students, parents, and schools. He also demonstrated how the internal knowledge base provides employees with quick access to guidelines, procedures, and other useful information.

Personnel: Mr. Baldasaro reported that the current employee count is 291. He does not anticipate that additional instructors will be hired in the next few months.

Mr. Baldasaro thanked Joanne Ward and Brent Ledrew for their service to VLACS. Ms. Ward (11.5 years) and Mr. Ledrew (14 years) are retiring from VLACS. Board members extended their thanks and best wishes.

10. Board of Trustees Meeting Dates

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

11. Adjournment

Motion: Mr. Lunney  
Text: To adjourn at 4:45PM  
Second: Mr. Arvelo  
Vote: All members voted in favor of the motion.

Minutes recorded by: Steve Kossakoski

