



Meeting Minutes
 May 25, 2023
 3:00-5:00PM
 VLACS Conference Room
 30 Linden Street, Exeter, NH 03833

Attendees

Trustees in attendance:

On-site: Dr. Kent Chamberlin, Dr. Mark Joyce, Mr. Nathan Lunney, Matt Treamer, Ms. Jessica Lyons

Remote via Zoom:

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

Apologies: Dr. Will Arvelo, Ms. Kimberley Casey

Visitors:

Agenda

Topics	Discussion	Decision
1. Call to Order	Dr. Chamberlin called the meeting to order at 3:06PM. He announced that this will be Ms. Lyons last meeting and thanked her for her service to the board and to the school. Board members and administrators also thanked Ms. Lyons. Dr. Chamberlin also acknowledged Ms. Ransom for her work as CFO and wished her well in her new position as the business administrator for the Oyster River School District.	
2. Approval of Minutes:	Dr. Chamberlin asked if there were any revisions to the meeting minutes of March 23, 2023.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To approve the minutes of March 23, 2023 meeting as presented. <u>Second:</u> Mr. Treamer <u>Vote:</u> All other members voted in favor of the motion
3. Public Comment	None	
4. Items Requiring Approval		
4.1. Policy updates		

	Dr. Kossakoski stated that policy EHAB, Data Security and Privacy has been updated to include a statement regarding the location of the school's software data privacy agreement webpage.	Motion: Dr. Joyce Text: To adopt policy EHAB, Data Security and Privacy, as presented. Second: Mr. Treamer Vote: All members voted in favor of the motion.
	Dr. Kossakoski stated that policy GBEA, Employee Acceptable Use Policy has been revised to align with updated data security expectations.	<u>Motion:</u> Mr. Treamer <u>Text:</u> To adopt policy GBEA, Employee Acceptable Use Policy, as presented. <u>Second:</u> Dr. Joyce <u>Vote:</u> All members voted in favor of the motion
	Dr. Kossakoski asked the board to approve updates to policy IKF, Graduation. Additional career and interest related courses and projects equal to one-half credit were added to graduation requirements.	<u>Motion:</u> Mr. Treamer <u>Text:</u> To adopt policy IKF, Graduation, as presented. <u>Second:</u> Ms. Lyons <u>Vote:</u> All members voted in favor of the motion
4.2. Employee Benefits	Dr. Kossakoski asked the board to approve the 2023-2024 employee benefits package. No changes were proposed. Mr. Baldasaro noted that the Healthcare FSA maximum should be updated to \$3,050.	Motion: Dr. Joyce Text: To adopt the 2023-2024 Employee Benefits Plan as presented. Second: Mr. Lunney Vote: All members voted in favor of the motion.
4.3. 2022-2023 Tuition and Credit Rates	Dr. Kossakoski presented the updated national (out-of-state) tuition rates which are set 2% higher than the NH funding rate. The rate will be published upon approval of the new New Hampshire funding rate.	Motion: Mr. Treamer Text: To set the national tuition rate at 2% above the NH funding rate. Second: Mr. Lunney Vote: All members voted in favor of the motion.
4.4. Board meeting calendar	Dr. Chamberlin asked the board to review and approve the following board meeting dates for 2023-2024: September 21, 2023; November 16, 2023; January 19, 2024; March 21, 2024; May 23, 2024. Mr. Lunney noted that January 19 is a Friday and asked that the date be changed to the 18 th .	Motion: Mr. Treamer Text: To approve the list of board meeting dates for 2023-2024: September 21, 2023; November 16, 2023; January 18, 2024; March 21, 2024; May 23, 2024. Second: Ms. Lyons Vote: All members voted in favor of the motion.

4.5. 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 8%. Employees will receive a 4% salary increase.	Motion: Dr. Joyce Text: To approve the 2023-2024 budget of \$13,516,909.83 Second: Mr. Lunney Vote: All members voted in favor of the motion
4.6. Data Governance Plan Update	Dr. Kossakoski reviewed the revisions to the data security plan. Mr. Prescott, director of instruction and technology, and his team have implemented three major improvements this year including a password manger for employees, a new security and a management platform for the school's Google domain and a remote management platform for VLACS owned laptops. Data security training for all employees is ongoing.	Motion: Dr. Joyce Text: To acknowledge the presentation of the data security review. Second: Mr. Lunney Vote: All members voted in favor of the motion.
4.7. 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 2023-2024.	Motion: Mr. Lunney Text: To authorize the chair and CEO to sign the Assurances for Participation in Federal Programs for fiscal year 2023-2024. Second: Mr. Treamer Vote: All members voted in favor of the motion.
4.8. 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	Motion: Dr. Joyce Text: To accept federal funds for the fiscal years 2019-2020, 2020-2021, 2022-2023. Second: Ms. Lyons Vote: All members voted in favor of the motion.
4.9. Non-public session: CEO contract	Dr. Chamberlin 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 (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. Time: 3:41PM Second: Mr. Lunney

Roll Call Vote: All members voted in favor of entering non-public session.
 Attendance: Dr. Joyce, Dr. Chamberlin, Mr. Treamer, Mr. Lunney, Ms. Lyons
 Discussion: Dr. Chamberlin reviewed the salary, benefit history, and performance of the CEO.
 Motion: Mr. Treamer
 Text: To increase the CEO's base salary, extra days and medical stipend for the 2023-2024 fiscal year by five percent. In addition, the CEO is to receive a one-time bonus of \$3,000 payable in July, 2023.
 Second: Ms. Lyons
 Vote: All members voted in favor of the motion.
 Motion: Mr. Lunney
 Motion to leave non-public session:
 Second: Mr. Treamer
 Roll Call Vote: All members voted in favor of leaving non-public session.
 Time: 4:01PM

4.10 Permission to use earned interest

Dr. Kossakoski reviewed the proposal to use up to \$60,000 of earned interest as follows:

- Fifty percent of the earned interest will be added to the balance of the McGarr Awards account;
- Twenty-five percent of earned interest will be allocated to the VLACS Equal Opportunity Fund for full-time K-12 students who do not have the financial resources to purchase a laptop computer;
- Twenty-five percent of interest earned will be allocated to create welcome boxes for new full-time students and congratulations boxes for graduates and completers (grade 8 and grade 5).

Mr. Lunney suggested that funds from the budget be used to supplement earned interest if needed.

Motion: Mr. Treamer
 Text: To use up to \$60,000 of earned interest as follows:

- Fifty percent of the earned interest will be added to the balance of the McGarr Awards account;
- Twenty-five percent of earned interest will be allocated to the VLACS Equal Opportunity Fund for full-time K-12 students who do not have the financial resources to purchase a laptop computer;
- Twenty-five percent of interest earned will be allocated to create welcome boxes for new full-time students and congratulations boxes for graduates and completers (grade 8 and grade 5). Funds from the general budget may be

used if earned interest is not sufficient to meet the goals of these projects.
Second: Mr. Lunney
Vote: All members voted in favor of the motion.

5. Finance

5.1. 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. Legislative News

Dr. Kossakoski reported that the Senate Finance Committee did not act on his request to increase funding for VLACS by \$500 per FTE student.

8. Administrative Reports

Dr. Kossakoski reported on the following topics:

- The charter renewal report was included in the board packet and has been submitted to the NHED. The onsite visit is scheduled for Monday, June 26 from 9:00AM to 1:00PM. Dr. Kossakoski will be in contact with board members to schedule time to meet with the NHED evaluation team.
- Administrative reports
- CFO search update

Mr. Baldasaro reported on the following topics.

- There are currently 282 employees at VLACS. He does not anticipate that there will be a need to hire additional instructors this summer.
- Interviews for the CFO position have been completed and a finalist has been identified.
- Ms. Ransom, Dr. Kossakoski, and Mr. Baldasaro met with Peter Johnson, 19 Hampton Road general contractor, and Steve Lord of JLM Office Innovators to review the office layout and furniture specifications. The furniture order will be placed soon and JLM Office Innovations will store the furniture in its warehouse until construction is complete.

9. Board of Trustees Meeting Dates

- Graduation: Friday, June 9, 2023, 4:00PM, Capitol Center for the Arts, Concord.

- 2023-2024 meeting dates: September 21, 2023; November 16, 2023; January 18, 2024; March 21, 2024; May 23, 2024.

10. Adjournment

Motion: Ms. Lyons
Text: To adjourn at 4:43PM
Second: Mr. Lunney
Vote: All members voted in favor of the motion.

Minutes recorded by: Steve Kossakoski