



Meeting Minutes  
 November 10, 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. Nathan Lunney

Remote via Zoom:

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

Apologies: Mr. Matt Treamer, Mr. Will Arvelo, Ms. Kimberley Casey

Visitors: None

## Agenda

Topics	Discussion	Decision
1. Call to Order	Dr. Chamberlin called the meeting to order at 3:07PM	
2. Approval of Minutes:	Dr. Chamberlin asked if there were any revisions to the meeting minutes of September 22, 2022.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To approve the minutes of the September 22, 2022 meeting as presented. <u>Second:</u> Mr. Lunney <u>Vote:</u> All members voted in favor of the motion.
3. Public Comment	None	
4. Items requiring approval		
4.1. Revision of policy DJCA, Credit Cards	Dr. Kossakoski and Ms. Ransom recommended that policy DJCA, Credit Cards be amended as follows: (a) increase the individual purchase limit to \$10,000, and (b) increase the credit limit to \$35,000. Dr. Kossakoski indicated that email messages will be stored as proof of board approval when limits are	<u>Motion:</u> Dr. Joyce <u>Text:</u> To approve policy DJCA, Credit Cards as presented. <u>Second:</u> Mr. Lunney <u>Vote:</u> All members voted in favor of the

exceeded.

motion

## 5. Finance

### 5.1. Status of DOE25

Ms. Ransom reported that the DOE25 has been submitted to and accepted by the NHED.

### 5.2. Status of IRS Form 990

Ms. Ransom reported that IRS Form 990 has been signed by the CEO and sent to the agency that files the form on behalf of VLACS. The final filing will take place on or before the November 15 deadline.

### 5.3. Status of Annual Financial Audit

Ms. Ransom stated that the audit firm has completed all field work and will be conducting a single audit of federal funds.

### 5.4 Financial Reports

The Trustees reviewed all financial reports. General ledger reports for the months of September and October 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 he has been in contact with a state representative regarding the addition of VLACS to a proposed charter school funding bill. More information will be available once the new legislative session is underway.

## 9. Administrative Reports

Enrollment: Dr. Kossakoski reported that 12,784 enrollment requests were made between July 1, 2022 and November 9, 2022.

Comprehensive School Improvement: Dr. Kossakoski reported that the New Hampshire Education Department has identified VLACS (full-time high school only) as a Comprehensive Support and Improvement (CSI) school based on data from the 2021-2022 school year. Under the Every Student Succeeds Act, states are required to designate schools for support and improvement based on both schoolwide (Comprehensive Support and Improvement) and student group (Additional Targeted Support and Improvement) performance on a range of academic and student success measures. VLACS (full-time high school only) is one of twenty-two schools statewide designated for support and improvement.

By design, our full-time high school students graduate upon completion of required competencies and courses, which may or may not coincide with the date identified by the federal government. For instance, as of November 15, our 2021-2022 cohort graduation rate has increased from 66.7% to 77.8% and we expect it to climb as we near the five-year mark. Many federal standards are designed for traditional school programs and do not incorporate flexibility for innovative programs like ours.

The CSI designation is mandated when a school's four-year cohort graduation rate dips below 67%; our rate for 2021-2022 was 66.7%. We typically focus on the more inclusive five-year cohort graduation rate given that most of our students complete within three to five years. In 2020-2021, our five-year cohort graduation rate was 87.5%, while the state average was 90.5%. Our drop-out rate, which includes all high school students (9-12) during a single year, was 3.0%, while the state average was 2.8%. We also value our overall test scores as an indicator that our students are receiving a high quality education. Our scores have been at or above the state averages throughout our fourteen-year history.

This is the first time that we have been designated as a school in need of improvement. Our goal is to meet the requirements to exit from the CSI designation during the fall of 2023.

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.

19 Hampton Road: Dr. Kossakoski presented the 2D and 3D renderings of the proposed office renovation. He indicated that contractors will be contacted soon to solicit proposals.

Executive Skills Development: Ms. Reece reported on the work being done regarding executive skills. She highlighted the Learning to Learn resources which include animations and mini lessons. These resources are available on the VLACS website. Ms. Reece also stated that she will be creating an organization-wide plan to help students develop their executive skills during their K-12 and adult education experience at VLACS.

Mr. Baldasaro reported that the current employee count is 295. He does not anticipate that additional instructors will be hired in the next few months.

10. Board of Trustees Meeting Dates

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

11. Adjournment

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

Minutes recorded by: Steve Kossakoski