



Meeting Minutes
September 28, 2023
1:00-3:00 PM
VLACS Conference Room
19 Hampton Road, Building B, Suite 11, Exeter, NH

Attendees

Trustees in attendance:

On-site: Dr. Mark Joyce, Mr. Matt Trearmer, Ms. Kimberley Casey, Mr. Nathan Lunney

Remote via Zoom: Dr. Kent Chamberlin

Administration: Dr. Stephen Kossakoski, Mr. Michael Garron, Mr. Tony Baldasaro

Apologies: Mr. Will Arvelo

Visitors: None

Agenda

Topics	Discussion	Decision
1. Call to Order	Ms. Casey called the meeting to order at 1:18 PM.	
2. Appointment of Trustees to a new term	Ms. Casey asked for a motion to nominate and elect Ms. Casey, Dr. Joyce, and Mr. Trearmer for a new three-year term.	<u>Motion:</u> Mr. Lunney <u>Text:</u> To nominate and elect Ms. Casey, Dr. Joyce, and Mr. Trearmer to a new three-year term through June 30, 2025. <u>Second:</u> Dr. Chamberlin <u>Vote:</u> All members voted in favor of the motion.
2.1. Election of officers	Ms. Casey asked for a motion to elect and nominate a new slate of officers.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To nominate and elect the following trustees as officers: Chair, Dr. Chamberlin; Vice Chair, Ms. Casey; Treasurer, Mr. Trearmer; Secretary/Clerk, Dr. Joyce for a one-year term. <u>Second:</u> Mr. Lunney <u>Vote:</u> All members voted in favor of the motion.

3. Approval of Minutes:	Ms. Casey asked if there were any revisions to the meeting minutes of May 25, 2023.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To approve the minutes of the May 25, 2023 meeting as presented. <u>Second:</u> Mr. Lunney <u>Vote:</u> All members voted in favor of the motion.
4. Public Comment	None	
5. Items Requiring Approval		
5.1. VLACS Address	Dr. Kossakoski asked the board to approve changing the official address of the VLACS offices to 19 Hampton Road, Building B, Suite 11, Exeter, NH.	<u>Motion:</u> Mr. Treamer <u>Text:</u> To change the official address of the VLACS offices to 19 Hampton Road, Building B, Suite 11, Exeter, NH. <u>Second:</u> Mr. Lunney <u>Vote:</u> All members voted in favor of the motion.
5.2. Permission to amend charter	Dr. Kossakoski asked the board for permission to submit an application to the NHED to amend the school's charter to include interest-based learning, credit for prior learning, and to update the language of the school's mission.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To grant permission to the CEO to submit an application to the NHED to amend the school's charter to include interest-based learning, credit for prior learning, and to update the language of the school's mission. <u>Second:</u> Mr. Treamer <u>Vote:</u> All members voted in favor of the motion
6. Finance		
6.1. Status of annual financial audit, IRS form 990, and DOE 25	Mr. Garron reported that Vachon Clukay, and Company, PC has been hired to conduct the annual financial audit. He also noted that an extension has been granted by the NHED for completion of the DOE25 report. Mr. Garron stated that audited financial data is required for IRS Form 990. The 990 will be available once the annual audit has been completed.	
6.2. Financial Reports	The Trustees reviewed all financial reports. General ledger reports for the months of June and July were available for review and signature. Mr. Garron reviewed the financial statements and reported that the school is in good financial standing.	

7. Legislative News	Dr. Kossakoski reported that he is serving on the state minimum standards committee. Public listening sessions are being conducted by the consultant hired to oversee the review of the standards.
9. Administrative Reports	<p>Dr. Kossakoski reported on the on the following topics:</p> <ul style="list-style-type: none"> • The number of students enrolled at this time is 1.8% lower than last year at this time. • The NH Board of Education will meet to review the school's charter renewal application on October 11th in Concord. <p>Mr. Baldasaro reported that VLACS currently employs 264 people and there may be a need to hire additional instructors in the spring. He reviewed the final stages of the office renovation project and took the board on a tour of the new facility.</p>
10. Board of Trustees Meeting Dates	<ul style="list-style-type: none"> • Graduation: Friday, June 7, 4:00PM, Armory at Double Tree Hilton, Manchester, NH • Board meeting dates: January 19, 2024; March 21, 2024; May 23, 2024.
11. Adjournment	<p><u>Motion:</u> Dr. Joyce</p> <p><u>Text:</u> To adjourn at 2:12 PM</p> <p><u>Second:</u> Mr. Lunney</p> <p><u>Vote:</u> All members voted in favor of the motion.</p>
Minutes recorded by: Steve Kossakoski	