



Meeting Minutes
 January 18, 2024
 3:00 – 5:00PM
 VLACS Conference Room
 19 Hampton Road, Building B, Suite 11, Exeter, NH

Attendees

Trustees in attendance:

On-site: Ms. Kimberley Casey, Mr. Nathan Lunney, Dr. Kent Chamberlin, Mr. Matt Treamer

Remote via Zoom: Dr. Mark Joyce

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

Apologies: Dr. Will Arvelo,

Visitors: None.

Agenda

Topics	Discussion	Decision
1. Call to Order	Dr. Chamberlin called the meeting to order at 3:08PM.	
2. Approval of Minutes:	Dr. Chamberlin asked if there were any revisions to the meeting minutes of November 16, 2023.	<u>Motion:</u> Ms. Casey <u>Text:</u> To approve the minutes of the November 16, 2024 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 DK, Financial Procedures	Dr. Kossakoski and Mr. Garron proposed changes to policy DK, Financial Procedures. The changes included: (1) increasing the limit for signing checks and approving wires and ACH transfers to \$25,000 without board approval; (2) simplifying the policy by aligning limits for signing checks and approving wires and ACH transfers; (3) changing the paper check security standards to include the use of specialized printing toner; and (4) revising	<u>Motion:</u> Mr. Lunney <u>Text:</u> To adopt the revisions to policy DK, Financial Procedures as presented. <u>Second:</u> Mr. Treamer <u>Vote:</u> All members voted in favor of the motion.

	the approval process for payroll, benefits, and related taxes.	
4.2. Revision of policy GBEA, Employee Acceptable Use	Dr. Kossakoski asked the board to approve changes to policy GBEA, Employee Acceptable Use. Proposed changes to the policy included: clarification regarding the storage of files and the addition of language which allows technical support staff to share temporary passwords with employees and students.	<p><u>Motion:</u> Ms. Casey</p> <p><u>Text:</u> To adopt policy GBEA, Employee Acceptable Use as presented.</p> <p><u>Second:</u> Mr. Lunney</p> <p><u>Vote:</u> All members voted in favor of the motion.</p>
4.3. Address change	Dr. Kossakoski asked the board to approve the new address for VLACS as follows: 19 Hampton Road, Building B, Suite 11, Exeter, NH	<p><u>Motion:</u> Mr. Treamer</p> <p><u>Text:</u> To adopt 19 Hampton Road, Building B, Suite 11, Exeter, NH as the office VLACS address.</p> <p><u>Second:</u> Ms. Casey</p> <p><u>Vote:</u> All members voted in favor of the motion.</p>
5. Finance		
5.1. Status of IRS Form 990	Mr. Garron reported that the auditor is completing the IRS Form 990. The auditor intends to have the form completed in time for the board to review and approve the form at the March meeting.	
6.2. Financial Reports	The Trustees reviewed all financial reports. General ledger reports for the months of November and December were available for review and signature. Dr. Kossakoski reviewed the financial statements and reported that the school is in good financial standing.	
7. Legislative News	Dr. Kossakoski reported that 2023 Charter School Annual Fall Report was included in their informational packet. The report, published by the NHED, includes information about charter schools throughout the state.	
9. Administrative Reports	<p>Dr. Kossakoski reported on the on the following topics:</p> <ul style="list-style-type: none"> • The number of individual students enrolled is .88% higher than last year at this time. • Charter School Program Grant: Final approvals from the NHED are being processed so that VLACS can be reimbursed for expenses related to the grant. • Charter Amendment: The State Board of Education approved the request to amend the VLACS charter. Changes include: the implementation of interest-based 	

learning, credit for past learning, and minor changes to school's mission.

- 19 Hampton Road project update and summary: Mr. Baldasaro and Mr. Garron reported on the following projects: duct cleaning, soundproofing offices, window repair and weatherproofing, building security, and signage.

Mr. Baldasaro reported on the following topics:

- Personnel report: VLACS currently employs 253 people.
- Finance and HR operations have transitioned to Tyler ERP.

10. Board of Trustees Meeting Dates

- Graduation: Friday, June 7, 4:00PM, Armory at Double Tree Hilton, Manchester, NH
- Board meeting dates: March 21, 2024; May 23, 2024.

11. Adjournment

Motion: Ms. Casey

Text: To adjourn at 4:32PM

Second: Mr. Treamer

Vote: All members voted in favor of the motion.

Minutes recorded by: Steve Kossakoski