



Meeting Minutes
 May 23, 2024
 3:00-5:00PM
 19 Hampton Road, Building B, Suite 11
 Exeter, NH 03833

Attendees

Trustees in attendance:

On-site: Dr. Kent Chamberlin, Dr. Mark Joyce, Matt Treamer, Ms. Kimberley Casey

Remote via Zoom:

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

Apologies: Mr. Nathan Lunney, Dr. Will Arvelo

Visitors:

Agenda

Topics	Discussion	Decision
1. Call to Order	Dr. Chamberlin called the meeting to order at 3:02PM.	
2. Approval of Minutes:	Dr. Chamberlin asked if there were any revisions to the meeting minutes of March 23, 2023. He asked that agenda item referring to the annual audit be changed from approve to accept.	<p><u>Motion:</u> Mr. Treamer <u>Text:</u> To approve the minutes of March 23, 2023 meeting with the recommended change. <u>Second:</u> Dr. Joyce <u>Vote:</u> All other members voted in favor of the motion</p>
3. Public Comment	None	
4. Non-Public Session	Dr. Chamberlin asked for a motion to enter non-public session to discuss a personnel issue.	Motion to enter non-public session: Ms. Casey <u>Text:</u> 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: 3:03PM

Second: Mr. Teamer

Roll Call Vote: All members voted in favor of entering non-public session.

Attendance: Dr. Joyce, Dr. Chamberlin, Mr. Treameer, Ms. Casey, Dr. Kossakoski

Discussion: Dr. Kossakoski informed the board about the resolution of a personnel issue.

Motion to leave non-public session: Mr. Treameer

Second: Ms. Casey

Roll Call Vote: All members voted in favor of leaving non-public session.

Time: 3:13PM

5. Items Requiring Approval

5.1. 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. Treameer

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: 3:14PM

Second: Dr. Joyce

Roll Call Vote: All members voted in favor of entering non-public session.

Attendance: Dr. Joyce, Dr. Chamberlin, Mr. Treameer, Ms. Casey

Discussion: Dr. Chamberlin reviewed the salary, benefit history, and performance of the CEO.

Motion: Mr. Treameer

Text: To increase the CEO's base salary, extra

		<p>days and medical stipend for the 2024-2025 fiscal year by 4% percent. In addition, a \$3,000 bonus is to be paid in July for added responsibility during the office transition.</p> <p>Second: Ms. Casey</p> <p>Vote: All members voted in favor of the motion.</p> <p>Motion to leave non-public session: Dr. Joyce</p> <p>Second: Mr. Treamer</p> <p>Roll Call Vote: All members voted in favor or leaving non-public session.</p> <p>Time: 3:42PM</p>
5.2. Policy updates		
	<p>Dr. Kossakoski reviewed policy DFA, Investments and noted that the policy was reviewed by the school's attorney.</p>	<p>Motion: Dr. Joyce</p> <p>Text: To adopt policy DFA, Investments, as presented.</p> <p>Second: Mr. Treamer</p> <p>Vote: All members voted in favor of the motion.</p>
5.3. Employee Benefits	<p>Dr. Kossakoski asked the board to approve the 2024-2025 employee benefits package. No changes were proposed.</p>	<p>Motion: Dr. Joyce</p> <p>Text: To adopt the 2024-2025 Employee Benefits Plan as presented.</p> <p>Second: Ms. Casey</p> <p>Vote: All members voted in favor of the motion.</p>
5.4. 2024-2025 Tuition and Credit Rates	<p>Dr. Kossakoski presented the updated national (out-of-state) tuition rates which are set 6% higher than the NH funding rate. He asked the board for permission to reset the rate again should the NH Legislature approve an increase to the NH funding rate.</p>	<p>Motion: Mr. Treamer</p> <p>Text: To set the national tuition rate at 6% above the NH funding rate. The rate shall be reset again if a funding increase is signed into law.</p> <p>Second: Ms. Casey</p> <p>Vote: All members voted in favor of the motion.</p>
5.5. Board meeting calendar	<p>Dr. Chamberlin asked the board to review and approve the following board meeting dates for 2024-2025: September 19, 2024; November 14, 2024; January 2, 2025; March 27, 2025; May 15, 2025.</p>	<p>Motion: Mr. Treamer</p> <p>Text: To approve the list of board meeting dates for 2024-2025: September 19, 2024; November 14, 2024; January 2, 2025; March 27, 2025; May 15, 2025.</p> <p>Second: Dr. Joyce</p>

		Vote: All members voted in favor of the motion.
5.6. Approval of 2024-2025 Budget	Dr. Kossakoski reviewed the proposed 2024-2025 budget and one-time projects (AKA investment budget). The budget is 5.2% higher than 2023-2024. Employees will receive a 4% salary increase.	Motion: Dr. Joyce Text: To approve the 2024-2025 budget of \$14,273,227. Second: Ms. Casey Vote: All members voted in favor of the motion
5.7. 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 many improvements this year including malware protection for all employees, secure disposal of all outdated hardware, oversight of new office security systems, and implementing requirements for the employee acceptable use policy that was approved by the board. Data security training for is ongoing for all employees.	Motion: Dr. Joyce Text: To acknowledge the presentation of the data security review. Second: Mr. Treamer Vote: All members voted in favor of the motion.
5.8. Permission to accept federal funds	Dr. Kossakoski reviewed federal grant allocations for 2024-2025.	Motion: Ms. Casey Text: To accept federal funds for the 2024-2025 fiscal year. Second: Mr. Treamer Vote: All members voted in favor of the motion.
5.9. Be Smart for Kids	Dr. Chamberlin asked board members if they would like to revisit the discussion regarding Be Smart for Kids.	No motion. To be listed under old business on the September agenda.
5.10 Medicomp	Mr. Garron asked for permission to add the Medicomp prescription plan for retirees to the options provided by Healthtrust. There is no additional cost for the school.	Motion: Ms. Casey Text: To add the Medicomp prescription plan for retirees to the Healthtrust subscription. Second: Mr. Treamer 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. Mr. Garron reviewed the financial statements and reported that the school is in good financial standing.	

5.2 EOF balance and transfer	Dr. Kossakoski reviewed plans for transferring \$30,000 to the EOF bank account to fund EOF and McGarr awards for 2024-2025. Funds accumulated prior to this transfer will remain in the general fund. Donations and grants to the EOF will also be transferred to the appropriate bank account.
6. Legislative News	
8. Administrative Reports	<p>Dr. Kossakoski reported on the following topics:</p> <ul style="list-style-type: none"> • Mr. Garron will be retiring at the end of June. Board members thanked him for his service to VLACS. Mr. Baldasaro has submitted his resignation as COO, effective September 1, 2024. He will continue to work at VLACS on a part-time basis as the Chief Experience Officer through June 30, 2025. The board thanked him for fifteen years of service and they look forward to working with him in his new role. • Enrollment: The number of students attending VLACS has increased by 2.28% over last year. • Graduation: Preparation is underway for graduation. Ms. Casey volunteered to serve as the board's representative and award diplomas at the ceremony. • Aspire 2024 Conference: The Aspire conference for employees will be held at the Cooperative Middle School on August 6 and 7. <p>Mr. Baldasaro reported on the following topics.</p> <ul style="list-style-type: none"> • There are currently 249 employees at VLACS. • Open positions: Title I administrator, business administrator, director, instructors
9. Board of Trustees Meeting Dates	<ul style="list-style-type: none"> • Graduation: Friday, June 7, 2023, 4:00PM, Double Tree Hilton, Manchester, NH • 2023-2024 meeting dates: September 19, 2024; November 14, 2024; January 23, 2025; March 27, 2025; May 15, 2025.
10. Adjournment	
<p style="text-align: right;"> <u>Motion:</u> Mr. Treamer <u>Text:</u> To adjourn at 4:37PM <u>Second:</u> Ms. Casey <u>Vote:</u> All members voted in favor of the </p>	

motion.

Minutes recorded by: Steve Kossakoski