



Meeting Minutes

November 16, 2023

3:00 – 5:00PM

VLACS Conference Room

19 Hampton Road, Building B, Suite 11, Exeter, NH

Attendees

Trustees in attendance:

On-site: Dr. Mark Joyce, Ms. Kimberley Casey, Mr. Nathan Lunney, Dr. Will Arvelo, Dr. Kent Chamberlin

Remote via Zoom:

Administration: Dr. Stephen Kossakoski, Mr. Tony Baldasaro

Apologies: Mr. Matt Tremer

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 28, 2023.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To approve the minutes of the September 28, 2023 meeting as presented. <u>Second:</u> Dr. Arvelo <u>Vote:</u> All members voted in favor of the motion.
3. Public Comment	None	
4. Items Requiring Approval		
4.1. Revision of policy JEB, Age of Entrance	Dr. Kossakoski proposed changes to policy JEB - Age of Entrance. The policy revision simplified the age of entrance definitions for Kindergarten and grade one to read 4 years 11 months and 5 years 11 months, respectively. This change, if adopted, does not affect the actual age of entrance, which was 5 years old on October 1 for Kindergarten and 6 years old on October 1 for grade one. The revised language also clarified the	<u>Motion:</u> Dr. Joyce <u>Text:</u> To adopt the revisions to policy JEB, Age of Entrance as presented. <u>Second:</u> Dr. Arvelo <u>Vote:</u> All members voted in favor of the motion.

process for early admittance to the full-time program.		
4.2.	New policy IGE, Exceptions to Use of Specific Curriculum Materials	<p>Dr. Kossakoski asked the board to approve policy IGE, Exceptions to Use of Specific Curriculum Materials which outlines the process for requesting exceptions to certain curriculum materials.</p> <p><u>Motion:</u> Dr. Joyce <u>Text:</u> To adopt policy IGE, Exceptions to Use of Specific Curriculum Materials as presented. <u>Second:</u> Ms. Casey <u>Vote:</u> All members voted in favor of the motion.</p>
5. Finance		
5.1.	Status of DOE-25, IRS Form 990, and the annual financial audit	Dr. Kossakoski reported that form DOE 25 and IRS form 990 are in process and that the annual audit is underway.
6.2.	Financial Reports	The Trustees reviewed all financial reports. General ledger reports for the months of July, August, September, and October 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		
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 almost identical to last year. At the September meeting the number of students enrolled was 1.8% lower than the preceding year.• Charter Renewal: On October 11, the State Board of Education voted unanimously to renew the VLACS charter for an additional five years.• Charter School Program Grant: The application for a Charter School Program Expansion Grant (\$500,000) has been submitted to NHED. Applicants will be notified about the results by the first week in December.• Charter Amendment: The amendment to expand the VLACS charter has been submitted to the NHED. If

approved by the State Board of Education, the amendment will support the implementation of interest-based learning, credit for past learning, and update the language of the school's mission.

- Comprehensive School Improvement status: VLACS has been removed from CSI status after one-year under the designation. Dr. Kossakoski thanked Carey Glines, advisors, instructors, and support staff for working to make this possible.
- 19 Hampton Road project update and summary: Dr. Kossakoski reviewed the costs for the renovation of the VLACS offices. The final investment was 14% higher than planned when including change orders and unanticipated costs.

Mr. Baldasaro reported on the following topics:

- Personnel report: VLACS currently employs 256 people and there may be a need to hire additional instructors in the spring.
- The transition to Tyler ERP is entering the final stages. If all goes well, Finance and HR operations will be running in the new system in January.
- The move to the new office has gone smoothly. Mr. Baldasaro thanked the staff for their patience and hard work during the transition. He also thanked everyone who attended the opening celebration.

10. Board of Trustees
Meeting Dates

- 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

Motion: Ms. Casey
Text: To adjourn at 4:28 PM
Second: Dr. Arvelo
Vote: All members voted in favor of the motion.

Minutes recorded by: Steve Kossakoski

