



## Meeting Minutes

November 14, 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, Mr. Nathan Lunney, Ms. Kyle Cote

Remote via Zoom: Ms. Kimberley Casey

Administration: Dr. Stephen Kossakoski, Ms. Robin Bondar, Ms. Natalie Berger, Mr. Tony Baldasaro

Apologies: Dr. Will Arvelo

Visitors:

### Agenda

Topics	Discussion	Decision
1. Call to Order	Dr. Chamberlin called the meeting to order at 3:48PM	
2. New board member nomination	Dr. Chamberlin introduced Kyle Cote and asked her to summarize her background. Dr. Chamberlin called for a motion to nominate Ms. Cote to the board for a three-year term (through June 30, 2027).	<p><u>Motion:</u> Dr Joyce  <u>Text:</u> To nominate and approve the election of Kyle Cote to a three-year term, through June 30, 2027, as member of the VLACS Board of Trustees.  <u>Second:</u> Mr. Treamer  <u>Vote:</u> All other members voted in favor of the motion</p> <p>D., Chamberlin administered the oath of office.</p>
3. Approval of Minutes:	Dr. Chamberlin asked if there were any revisions to the meeting minutes of September 19, 2024.	<p><u>Motion:</u> Dr. Joyce  <u>Text:</u> To approve the minutes of September 19, 2024 meeting as presented.  <u>Second:</u> Mr. Treamer  <u>Vote:</u> Mr. Lunney and Ms. Cote abstained. All other members voted in favor of the motion.</p>

4. Public Comment	None	
5. Items Requiring Approval		
5.1. New Policy JICI	Dr. Kossakoski introduced policy JICI, Prohibiting Weapons. This policy is required of all schools that accept federal funds. The policy was reviewed by the school's attorney.	Motion: Dr. Joyce Text: To adopt policy JICI, Prohibiting Weapons, as presented. Second: Mr. Lunney Vote: All members voted in favor of the motion.
5.2. New Policy GBEF	Dr. Kossakoski reviewed policy GBEF, Employee Conflict of Interest. This policy has been reviewed by the school's attorney and is in alignment with the board's conflict of interest policy.	Motion: Dr. Joyce Text: To adopt policy GBEF, Employee Conflict of Interest, as presented. Second: Mr. Treamer Vote: All members voted in favor of the motion.
5.3. McGarr Award Update	Dr. Kossakoski reviewed the proposed changes to the McGarr Award. The changes will allow students who are not on a traditional timeline to participate.	Motion: Dr. Joyce Text: To adopt the proposed changes to the McGarr award as presented. Second: Mr. Lunney Vote: All members voted in favor of the motion.
5.4. DOE 25	Dr. Kossakoski and Ms. Bondar reviewed the DOE-25 form. In order to meet the NHED deadline, a draft report has been submitted. The final numbers in the report may change upon completion of the annual audit. Changes will be submitted to the NHED.	Motion: Dr. Joyce Text: To approve the submission of the 2023-2024 DOE-25 report. Second: Mr. Lunney Vote: All members voted in favor of the motion.
6. Finance		
6.1. Federal Funds Fiscal Monitoring Report	Dr. Kossakoski reported that the requirements cited by the NHED have been satisfied by adding a domestic preference statement to purchase orders and by adopting policy JICI, Prohibiting Weapons. Dr. Kossakoski thanked Ms. Bondar for leading the review process and assisting the NHED.	
6.2. 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. Bondar reviewed the financial statements and reported that the school is in good financial standing.	

7. Legislative News	<p>Dr. Kossakoski reviewed the new annual accountability report format that has been adopted by the NHED. He will submit comments to the NHED.</p> <p>Dr. Kossakoski has has been in contact with NH Alliance of Public Charter Schools regarding a funding increase.</p>
8. Administrative Reports	<p>Dr. Kossakoski reported on the following topics:</p> <ul style="list-style-type: none"> <li>• Enrollment: The number of course enrollments at VLACS has increased by 2.23% over last year.</li> </ul> <p>Ms. Berger reported on the following topics.</p> <ul style="list-style-type: none"> <li>• The fall cohort of new instructors will complete their final training session tonight.</li> <li>• Advertisements for new elementary instructors have been posted to meet enrollment requests.</li> </ul> <p>Mr. Baldasaro reported on the following topics.</p> <ul style="list-style-type: none"> <li>• Outgoing communication templates are being reviewed and revised.</li> <li>• Videos are being produced to enhance knowledge-base articles.</li> </ul>
9. Board of Trustees Meeting Dates	<ul style="list-style-type: none"> <li>• Graduation: Friday, June 13, 2025, 4:00PM, Double Tree Hilton, Manchester, NH</li> <li>• 2023-2024 meeting dates: January 23, 2025, March 27, 2025, May 15, 2025</li> </ul>
10. Adjournment	<p style="text-align: right;"> <u>Motion:</u> Mr. Treamer  <u>Text:</u> To adjourn at 4:49PM  <u>Second:</u> Dr. Joyce  <u>Vote:</u> All members voted in favor of the motion. </p>
Minutes recorded by: Steve Kossakoski	