



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

Attendees

Trustees in attendance:

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

Remote via Zoom:

Apologies: Mr. Nathan Lunney

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

Visitors: None

Agenda

Topics	Discussion	Decision
1. Call to Order	Dr. Chamberlin called the meeting to order at 3:00 PM. Dr. Kossakoski stated that each of the VLACS employees in attendance are serving in new administrative roles: Mr. Baldasaro, Chief Experience Officer, Ms. Berger, Chief Operating Officer, and, Ms. Bondar, Business Administrator	
2. Appointment of Trustees to a new term	Dr. Chamberlin asked for a motion to nominate and elect Dr. Arvelo for a new three-year term. Dr. Kossakoski reported that Ms. Kyle Cote is interested in serving as a member of the board. She is available to attend the November board meeting. Members indicated that she should be invited to attend the next meeting of the board.	<u>Motion:</u> Mr. Treamer <u>Text:</u> To nominate and elect Dr. Arvelo to a new three-year term through June 30, 2028. <u>Second:</u> Dr. Joyce <u>Vote:</u> All members voted in favor of the motion.
2.1. Election of officers	Dr. Chamberlin 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. Treamer; Secretary/Clerk, Dr. Joyce for a one-year term. <u>Second:</u> Mr. Treamer <u>Vote:</u> All members voted in favor of the motion.
3. Approval of Minutes:	Dr. Chamberlin asked if there were any revisions to the meeting minutes of May 23, 2024.	<u>Motion:</u> Mr. Treamer <u>Text:</u> To approve the minutes of the May 23, 2024 meeting as presented. <u>Second:</u> Dr. Joyce <u>Vote:</u> All members voted in favor of the motion.
4. Public Comment	None	
5. Items Requiring Approval		
5.1. Policies		
5.11. EGAH, Email Retention	Dr. Kossakoski asked the board to accept the revisions to policy EGAH, Email Retention. Updates include clarification regarding the long-term retention of certain messages as well as changing data storage methods from physical media to cloud storage.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To adopt the revisions to policy EGAH, Email Retention, as presented <u>Second:</u> Dr. Arvelo <u>Vote:</u> All members voted in favor of the motion.
5.12. GBAA, Sexual Discrimination, Harassment, and Violence	Dr. Kossakoski asked the board to accept the revisions to policy GBAA, Sexual Discrimination, Harassment, and Violence. This policy has been rewritten by the school's attorney to comply with recent changes to related laws and regulations. All references to the Director of Guidance and Student Services will be changed to the Director of Academics and Student Affairs.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To adopt the revisions to policy GBAA, Sexual Discrimination, Harassment, and Violence, as presented <u>Second:</u> Dr. Arvelo <u>Vote:</u> All members voted in favor of the motion.
5.13. GBED, Tobacco Free Schools	Dr. Kossakoski asked the board to accept the revisions to policy GBED, Tobacco Free Schools. This policy has been rewritten by the school's attorney to comply with recent changes to related laws and regulations.	<u>Motion:</u> Mr. Treamer <u>Text:</u> To adopt the revisions to policy GBED, Tobacco Free Schools, as presented <u>Second:</u> Dr. Arvelo <u>Vote:</u> All members voted in favor of the motion.
5.14. GBED, Student Records, FERPA	Dr. Kossakoski asked the board to accept the revisions to policy GBED, Student Records, FERPA. The school's attorney updated the directory information list.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To adopt the revisions to policy GBED, Student Records, FERPA, as presented

		<p><u>Second:</u> Dr. Arvelo <u>Vote:</u> All members voted in favor of the motion.</p>
6. Old Business		
6.1. Be Smart for Kids	<p>Dr. Chamberlin asked if the board would like to discuss the tabled agenda item. There was discussion regarding the importance of the topic as well as concern that the board's mission is not to offer an opinion regarding external programs.</p>	<p><u>Motion:</u> Dr. Joyce <u>Text:</u> To deny the request for the consideration of this program, as it falls outside of the board's mission. <u>Second:</u> Dr. Arvelo <u>Vote:</u> All members voted in favor of the motion.</p>
7. Finance		
7.1. Financial Reports	<p>The Trustees reviewed all financial reports. General ledger and payroll reports for the months of May, June, July, and August were available for review and signature. Ms. Bondar reviewed the financial statements and reported that the school is in good financial standing.</p>	
7.2. Estimated timelines for the annual financial audit, IRS form 990, and DOE 25	<p>Ms. Bondar reported that she has met with the school's auditor and expects that the audit will be completed in November depending on the availability of verified enrollment number from the NHED. Additionally, she reported that an extension for completion of the DOE 25 has been filed and the auditor plans to complete the form by the end of October. Ms. Bondar will be completing the IRS form 990, with assistance from the school's auditor, in time for the November board meeting.</p>	
8. Legislative News	<p>Dr. Kossakoski reported that the Prospect Mountain School District has submitted an application to the NHED to establish the Granite State Academy, a school serving grades 7-12 with a focus on online learning and outdoor education.</p>	
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 5% higher than last year at this time. • The annual accountability report has been signed by the chair and submitted to the NHED. Copies of the report were sent to the board prior to the meeting. 	

Ms. Berger reviewed the changes to administrative titles and job descriptions. She also stated that VLACS currently employs 253 people.

Mr. Baldasaro discussed the status of surge teams and the reconfiguration of the phone system to better meet the needs of customers.

10. Board of Trustees Meeting Dates

- Graduation: Friday, June 13, 2025, 4:00PM, DoubleTree Hilton, Manchester, NH
- 2024-2025 Board Meetings: November 14; January 23; March 27; May 15

11. Adjournment

Motion: Dr. Joyce
Text: To adjourn at 4:14PM
Second: Mr, Treamer
Vote: All members voted in favor of the motion.

Minutes recorded by: Steve Kossakoski