



Meeting Minutes

January 25, 2025, 3:00-5:00PM
 19 Hampton Road, Building B, Suite 11
 Exeter, NH 03833

Attendees

Trustees in attendance:

On-site: Dr. Kent Chamberlin, Matt Treamer, Ms. Kyle Cote, Ms. Kimberley Casey

Remote via Zoom: Dr. Mark Joyce

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

Apologies: Mr. Nathan Lunney, Dr. Will Arvelo

Visitors:

Agenda

Topics	Discussion	Decision
1. Call to Order	Dr. Chamberlin called the meeting to order at 3:04PM	
2. Approval of Minutes:	<p>Dr. Chamberlin asked for approval of the revised September 19, 2024 meeting minutes.</p> <p>Dr. Chamberlin asked if there were any revisions to the meeting minutes of September 19, 2024.</p>	<p><u>Motion:</u> Dr. Joyce <u>Text:</u> To approve the revision to the minutes of September 19, 2024 meeting. Dr. Arvelo's term was corrected to read June 30, 2027. <u>Second:</u> Mr. Treamer <u>Vote:</u> All members voted in favor of the motion.</p> <p><u>Motion:</u> Ms. Casey <u>Text:</u> To approve the minutes of September 19, 2024 meeting as presented. <u>Second:</u> Mr. Treamer <u>Vote:</u> All members voted in favor of the motion.</p>

3. Public Comment	None	
4. Items Requiring Approval		
4.1. Policy Revision: DAF, Federal Grant Management	Dr. Kossakoski asked the board to approve the revision to policy DAF, Federal Grant Management. A statement regarding the requirements for reimbursement was added to the policy.	Motion: Ms. Casey Text: To approve the revision to policy DAF, Federal Grant Management, as presented. Second: Ms. Cote Vote: All members voted in favor of the motion.
4.2. New Policy: JFABD – Homeless Students: Enrollment Rights and Services	Dr. Kossakoski reviewed policy JFABD, Homeless Students: Enrollment Rights and Services. This policy has been reviewed by the school’s attorney and is required of all schools. The school’s website will be updated to reflect the adoption of this policy.	Motion: Mr. Treamer Text: To adopt policy JFABD – Homeless Students: Enrollment Rights and Services, as presented. Second: Dr. Joyce Vote: All members voted in favor of the motion.
5. Non-public session: Discussion regarding employee	Dr. Chamberlin asked the board to enter non-public session to discuss an employee.	Motion to enter non-public session: Mr. Treamer 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: 3:11PM Second: Ms. Casey Roll Call Vote: All members voted in favor of entering non-public session. Attendance: Dr. Kent Chamberlin, Matt Treamer, Ms. Kyle Cote, Ms. Kimberley Casey, Dr. Joyce attended via Zoom. Dr.Kossakoski also attended the meeting. Discussion: Dr. Kossakoski briefed the board on a matter related to an employee. Motion: NA - No decisions were made

Second: NA
Vote: NA
Motion to leave non-public session: Ms. Casey
Second: Mr. Treamer
Roll Call Vote: All members voted in favor or leaving non-public session.
Time: 3:25PM

6. Finance

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. Ms. Bondar reviewed the financial statements and reported that the school is in good financial standing.

7. Legislative News Dr. Kossakoski reviewed the monitoring matrix results.

8. Administrative Reports Dr. Kossakoski reported on the following topics:

- Enrollment: The number of course enrollments at VLACS has increased by 3.21% over last year.

Ms. Berger reported on the following topics.

- There are currently 250 employees at VLACS
- New elementary teachers have completed training and are working with students
- Interviews for the open communications program manager position have been completed

Ms. Reece reported on the following topics.

- School Partnerships
 - New opportunities to meet students, families, and school employees include: open houses in Exeter and at a variety of locations in NH; webinars on a variety of topics; and visits to schools.
 - We are supporting a record number of school cohorts this year. The cohorts include support for schools that are facing teacher shortages.
- Adult Education

- Along with our adult education diploma, we now offer courses that prepare students for the HiSet and GED exams.
- Many of our students come to us to complete the ABC's (algebra, biology, and chemistry) in preparation for entry into post-secondary healthcare programs.
- While the majority of our students reside in New Hampshire, we have experienced significant growth in the number of students from other states.

9. Board of Trustees Meeting Dates

- Graduation: Friday, June 13, 2025, 4:00PM, Double Tree Hilton, Manchester, NH
- 2023-2024 meeting dates: March 27, 2025, May 15, 2025

10. Adjournment

Motion: Ms. Casey
Text: To adjourn at 4:09PM
Second: Mr. Treamer
Vote: All members voted in favor of the motion.

Minutes recorded by: Steve Kossakoski