



Meeting Minutes

April 10, 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, Mr. Nathan Lunney, Dr. Will Arvelo, Ms. Kyle Cote

Remote via Zoom: Dr. Mark Joyce

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

Apologies: Ms. Kimberley Casey

Visitors:

Agenda

Topics	Discussion	Decision
1. Call to Order	Dr. Chamberlin called the meeting to order at 3:03PM	
2. Approval of Minutes:	Dr. Chamberlin asked for approval of the revised September 19, 2024 meeting minutes.	<u>Motion:</u> Dr. Arvelo <u>Text:</u> To approve the revision to the minutes of January 23, 2025 meeting. <u>Second:</u> Mr. Treamer <u>Vote:</u> All members voted in favor of the motion.
3. Public Comment	None	
4. Items Requiring Approval		
4.1. Policy Revision: GBAA, Sexual Discrimination, Harassment, and Violence	Dr. Kossakoski asked the board to approve the revision to policy GBAA, Sexual Discrimination, Harassment, and Violence. The school's attorney updated language to reflect recent changes to Title IX.	Motion: Dr. Joyce Text: To approve the revision to policy GBAA, Sexual Discrimination, Harassment, and Violence, as presented. Second: Dr. Arvelo Vote: All members voted in favor of the motion.

4.2. Policy Revision: EHC, Website Privacy	Dr. Kossakoski reviewed policy EHC, Website Privacy This update has been added to the privacy policy to bring us into compliance with 10DLC (10-digit long code) standards established as part of the Telephone Consumer Protection Act. Compliance is required when organizations use text messages (SMS) to communicate with students and parents. The school's website will be updated to reflect the adoption of this policy.	Motion: Dr. Arvelo Text: To adopt policy EHC, Website Privacy, as presented. Second: Dr. Joyce Vote: All members voted in favor of the motion.
4.3. Charter General Assurances for Federal Funds	Dr. Kossakoski asked the board to authorize the chair and CEO to sign the Charter General Assurances for Federal Funds for the fiscal year 2025-2026.	Motion: Dr. Joyce Text: To authorize the chair and CEO to sign the Charter General Assurances for Federal Funds for the fiscal year 2025-2026. Second: Dr. Arvelo Vote: All members voted in favor of the motion.
4.4. 2023-2024 Financial Audit	Dr. Kossakoski asked the board to accept the 2023-2024 Financial Audit report. The auditor issued a clean audit, confirming that financial statements are accurate and follow required rules, with no serious problems or weaknesses found in the school's internal controls.	Motion: Dr. Joyce Text: To accept the Financial Audit for the 2023-2024 fiscal year. Second: Mr. Lunney Vote: All members voted in favor of the motion.
4.5. IRS form 990	Dr. Kossakoski asked the board to approve the submission of the completed IRS Form 990 for the 2023-2024 fiscal year.	Motion: Mr. Lunney Text: To approve submission of the IRS Form 990 for the 2023-2024 fiscal year. Second: Dr. Arvelo Vote: All members voted in favor of the motion.
4.6. 2025-2026 Benefits Summary	Dr. Kossakoski asked the board to approve the 2025-2026 Benefits package for employees. As per the IRS, employees may contribute up to an annual maximum of \$3,300 to a healthcare Flexible Spending Account.	Motion: Dr. Arvelo Text: To approve the 2025-2026 Benefits Summary, as presented. Second: Mr. Lunney 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.	<p>Motion to enter non-public session: Dr. Joyce</p> <p>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.</p> <p>Time: 3:23PM</p> <p>Second: Dr. Arvelo</p> <p>Roll Call Vote: All members voted in favor of entering non-public session.</p> <p>Attendance: Dr. Chamberlin, Mr. Treamer, Ms. Cote, Mr. Lunney, Dr. Arvelo. Dr. Joyce attended via Zoom. Dr. Kossakoski also attended the meeting.</p> <p>Discussion: Dr. Kossakoski briefed the board on a matter related to an employee.</p> <p>Motion: NA - No decisions were made</p> <p>Second: NA</p> <p>Vote: NA</p> <p>Motion to leave non-public session: Mr. Treamer</p> <p>Second: Ms. Cote</p> <p>Roll Call Vote: All members voted in favor or leaving non-public session.</p> <p>Time: 3:47PM</p> <p>Dr. Joyce left the meeting at 3:48PM</p>
6. Finance		
6.1. Financial Reports	The Trustees reviewed all financial reports. General Ledger reports for the months of January and February were available for review and signature. Ms. Bondar reviewed the financial statements and reported that the school is in good financial standing.	
6.2. Payroll update	Dr. Kossakoski reported a payroll error involving 27 full-time instructors who received contracts that mistakenly included extra salary amounts ranging from \$497 to \$1,246. Since this	

	was a contractual error, the stated amounts will be honored. Procedures have been put in place to prevent this type of mistake from happening again.
6.3. Draft 2025-2026 Operating Budget	<p>Dr. Kossakoski and Ms. Bondar presented the draft 2025-2026 operating budget. The budget is 5.7% lower than the adopted 2024-2025 budget and assumes a student completion rate increase of 2% over 2024-2025. Dr. Kossakoski and Ms. Bondar will be available to answer any questions about the budget prior to the May meeting.</p> <p>Dr. Chamberlin left the meeting at 4:34PM. Mr. Treamer assumed the duties of chair.</p>
7. Legislative News	<p>Dr. Kossakoski reported that the senior leader of each public school and charter school in NH must complete a Title VI certification form. The leader's signature acknowledges compliance with Title VI of the Civil Rights Act of 1964. Highlighted in the certification form are affirmative action and diversity, equity, and inclusion programs and policies. School counsel has reviewed the letter. No policy conflicts were identified.</p>
9. Board of Trustees Meeting Dates	<ul style="list-style-type: none"> • Graduation: Friday, June 13, 2025, 4:00PM, Double Tree Hilton, Manchester, NH • 2023-2024 meeting dates: May 15, 2025
10. Adjournment	
The meeting adjourned at 4:45PM	
Minutes recorded by: Steve Kossakoski	