



Meeting Minutes  
May 15, 2025  
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, Mr. Matt Treameer, Ms. Kyle Cote

Remote via Zoom: Mr. Nathan Lunney

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

Apologies: Ms. Kimberley Casey, Dr. Will Arvelo

Visitors:

## Agenda

Topics	Discussion	Decision
1. Call to Order	Dr. Chamberlin called the meeting to order at 3:08PM	
2. Approval of Minutes:	Dr. Chamberlin asked if there were any revisions to the meeting minutes of April 10, 2025.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To approve the minutes of April 10, 2025 meeting as presented. <u>Second:</u> Mr. Treameer <u>Vote:</u> All members voted in favor of the motion
3. Public Comment	None	
4. Non-Public Session 1	Dr. Chamberlin asked for a motion to enter non-public session to discuss the CEO's contract.	<u>Motion to enter non-public session:</u> Mr. Treameer <u>Text:</u> 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: 3:10 PM

Second: Dr. Joyce

Roll Call Vote: All members voted in favor of entering non-public session.

Attendance: Dr. Joyce, Dr. Chamberlin, Mr. Trearmer, Ms. Cote, Dr. Kossakoski.

Discussion: Dr. Kossakoski reviewed the potential motions that the board may need during this session and then left the meeting. Dr. Chamberlin reviewed the letter from Dr. Kossakoski as well as the salary, benefit history, and performance of the CEO.

Motion 1 made by Dr. Joyce: To accept the letter of retirement from Dr., Kossakoski, with regret, effective March 31, 2026.

Second: Mr. Trearmer

Vote: All members voted in favor of the motion

Motion 2 made by Ms. Cote: To authorize the Chair to offer a new contract to the CEO. The contract term will be July 1, 2025 through March 31, 2026. The Chair is authorized to offer a six percent raise. Severance equal to 75 days at the 2024-2025 per diem rate plus four percent and paid via bi-weekly payroll is included. Additional benefits: twenty-five vacation days, twelve sick days, three bereavement days, and short and long-term disability insurance.

Second: Mr. Trearmer

Vote: All members voted in favor of the motion

Mr. Lunney entered the meeting via Zoom at approximately 3:20PM

		<p><u>Motion 3 made by Ms. Cote:</u> To authorize the Chair to offer Dr. Kossakoski a contract to provide 24/7 support to the new CEO via phone and/or video conference. The Chair is authorized to offer a salary of \$35,00 and short and long-term disability insurance for this service. The term of the contract is April 1, 2026 through March 31, 2027.</p> <p><u>Second:</u> Mr. Treamer</p> <p><u>Vote:</u> All members voted in favor of the motion</p> <p><u>Motion to leave non-public session:</u> Mr. Treamer</p> <p><u>Second:</u> Ms. Cote</p> <p><u>Roll Call Vote:</u> All members voted in favor or leaving non-public session.</p> <p><u>Time:</u> 3:36PM</p>
5. Non-public session 2	Dr. Chamberlin asked the board to enter non-public session to discuss hiring of personnel.	<p><u>Motion to enter non-public session:</u> Mr. Treamer</p> <p><u>Text:</u> 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><u>Time:</u> 3:36PM</p> <p><u>Second:</u> Ms. Cote</p> <p><u>Roll Call Vote:</u> All members voted in favor of entering non-public session.</p> <p>Attendance: Dr. Joyce, Dr. Chamberlin, Mr. Treamer, Ms. Cote, Mr. Lunney (via Zoom), Ms. Natalie Berger</p> <p><u>Discussion:</u> Board members talked with Ms. Berger regarding the position of CEO. Ms. Berger left the meeting at 3:55PM.</p> <p><u>Motion by Ms. Cote:</u> To hire Ms. Natalie Berger</p>

		<p>as CEO, effective April 1, 2026 and to authorize the Chair to offer a contract to Ms. Berger.  <u>Second:</u> Mr. Treamer  <u>Vote:</u> All members voted in favor of the motion.</p> <p><u>Motion to leave non-public session:</u> Mr. Treamer  <u>Second:</u> Ms. Cote  <u>Roll Call Vote:</u> All members voted in favor or leaving non-public session.  <u>Time:</u> 4:00PM</p>
6. Items Requiring Approval		
6.1. 2025-2026 Tuition and Credit Rates	Dr. Kossakoski presented the updated national (out-of-state) tuition rates which are set 2% higher than last year's rate.	<p><u>Motion:</u> Dr. Joyce  <u>Text:</u> To set the national tuition rate at 2% above the 2024-2025 rate.  <u>Second:</u> Ms. Cote  <u>Vote:</u> All members voted in favor of the motion.</p>
6.2. Employee Benefits	Dr. Kossakoski asked the board to approve the 2025-2026 employee benefits package. No changes to benefits were proposed. Language regarding the approval of personal time off was added to the document.	<p><u>Motion:</u> Dr. Joyce  <u>Text:</u> To adopt the 2025-2026 Employee Benefits Summary as presented.  <u>Second:</u> Mr. Treamer  <u>Vote:</u> All members voted in favor of the motion.</p>
6.3. Board Meeting Calendar	Dr. Chamberlin asked the board to review and approve the following board meeting dates for 2025-2026: September 25, 2025; November 20, 2025; January 22, 2026; March 19, 2026; May 14, 2026.	<p><u>Motion:</u> Ms. Cote  <u>Text:</u> To approve the list of board meeting dates for 2025-2026: September 25, 2025; November 20, 2025; January 22, 2026; March 19, 2026; May 14, 2026.  <u>Second:</u> Mr. Treamer  <u>Vote:</u> All members voted in favor of the motion.</p>
6.4. Approval of 2025-2026 Budget	Dr. Kossakoski reviewed the proposed 2025-2026 budget and one-time projects (AKA investment budget). The budget is 1.8% lower than 2024-2025. Employees will receive an overall 4% salary increase.	<p><u>Motion:</u> Dr. Joyce  <u>Text:</u> To approve the 2025-2026 budget of \$14,010,692.  <u>Second:</u> Ms. Cote  <u>Vote:</u> All members voted in favor of the motion</p>

6.5. Data Governance Plan	Dr. Kossakoski reviewed the revisions to the data governance plan. Mr. Prescott, director of instruction and technology, and his team have completed implementation of a password manager for all employees and standardization of remote administration protocols for employee laptops and student testing laptops. Data security training for employees is ongoing throughout the year.	<u>Motion:</u> Mr. Treamer <u>Text:</u> To acknowledge the presentation of the Data Governance Plan update. <u>Second:</u> Dr. Joyce <u>Vote:</u> All members voted in favor of the motion.
6.6. Permission to Accept Federal Funds	Dr. Kossakoski asks the board to accept federal funds for the 2025-2026 fiscal year. He anticipates that the school's Title II allocation will be approximately \$17,000.	<u>Motion:</u> Mr. Treamer <u>Text:</u> To accept federal funds for the 2025-2026 fiscal year. <u>Second:</u> Ms. Cote <u>Vote:</u> All members voted in favor of the motion.
6.7. Policy Updates		
6.7.1. AC Non-Discrimination	Dr. Kossakoski asked the board to approve revisions to employee titles in policy AC, Non-Discrimination.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To accept the revisions to policy AC, Non-Discrimination as presented. <u>Second:</u> Ms Cote <u>Vote:</u> All members voted in favor of the motion.
6.7.2. JE Admissions	Policy JE, Admissions, has been revised to comply with the age limits for students with individualized education plans. Dr. Kossakoski asked the board to adopt the revisions as presented.	<u>Motion:</u> Ms. Cote <u>Text:</u> To accept the revisions to policy JE, Admissions as presented. <u>Second:</u> Dr. Joyce <u>Vote:</u> All members voted in favor of the motion.
6.8. Board Training	Dr. Kossakoski suggested that the board schedule a training session with the school's attorney to review new laws and regulations in the fall.	<u>Motion:</u> Mr. Treamer <u>Text:</u> To schedule a one-hour workshop with the school's attorney at the November board meeting to learn about new laws and regulations that pertain to charter schools. <u>Second:</u> Ms. Cote <u>Vote:</u> All members voted in favor of the motion.
6.9. Equal Opportunity Fund	Dr. Kossakoski asked for permission to return portions of unused funds in Equal Opportunity Funds to the general budget. He recommended that each fund be reduced to	<u>Motion:</u> Dr. Joyce <u>Text:</u> To return unused Equal Opportunity Funds to the general budget, leaving a balance of \$10,000 in each fund.

\$10,000. Interest generated by deposited funds will be added throughout the 2025-2026 fiscal year.

Second: Mr. Treamer  
Vote: All members voted in favor of the motion.

## 7. Finance

### 7.1. Financial Reports

The Trustees reviewed all financial reports. General Ledger reports for the months of March and April were available for review and signature. Ms. Bondar reported that with 85% of the fiscal year complete, revenues are above estimates established during the budget process and that overall spending is under budgeted amounts.

## 8. Legislative News

### 9. Administrative Reports

Dr. Kossakoski reported on the following topics:

- Enrollment: The number of course enrollments at VLACS has increased by 4.5% while the number of active students is 5.5% higher than last year at this time.
- Dr. Kossakoski reported that Scott Prescott will be retiring in November. He commended Scott for his leadership and contributions to VLACS including development of innovative curriculum and leading the the new student information system. Board members thanked Scott for his outstanding work and leadership.

Ms. Berger reported on the following topics:

- There are currently 248 employees at VLACS.
- A new cohort of part-time instructors will be hired this summer.

Mr. Baldasaro reported on the following topics:

- The development of training sessions for the new student information system is near completion.
- Training on an improved student “welcome experience” will be ready for roll-out at the Aspire Conference in early August.
- Mr. Baldasaro will be leaving VLACS at the end of August and expressed his thanks to the board and to Dr. Kossakoski. Board members thanked Mr. Baldasaro for his tireless service to all VLACS employees and students.

10. 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>• Meeting dates 2025-2026: September 25, 2025; November 20, 2025; January 22, 2026; March 19, 2026; May 14, 2026.</li> </ul>
11. Adjournment	
	<p><u>Motion:</u> Dr. Joyce</p> <p><u>Text:</u> To adjourn at 4:30PM</p> <p><u>Second:</u> Mr. Treamer</p> <p><u>Vote:</u> All members voted in favor of the motion.</p>
Minutes recorded by: Steve Kossakoski	