



Meeting Minutes

September 25, 2025

3:00 – 5:00 PM

VLACS Conference Room

19 Hampton Road, Building B, Suite 11, Exeter, NH

Attendees

Trustees in attendance:

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

Remote via Zoom: Ms. Kyle Cote, Dr. Will Arvelo, Mr. Nathan Lunney

Apologies:

Administration: 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 3:06PM	
2. Appointment of Trustees to a new term	<p>Dr. Chamberlin asked for a motion to nominate and elect himself and Mr. Lunney for new three-year terms.</p> <p>Dr. Joyce announced that he will be retiring from the board as of June 30, 2025. He recommended that the trustees maintain a public school representative on the board.</p>	<p><u>Motion:</u> Ms. Casey <u>Text:</u> To nominate and elect Mr. Lunney and Dr. Chamberlin to new three-year terms through June 30, 2028.</p> <p><u>Second:</u> Dr. Joyce <u>Vote:</u> All members voted in favor of the motion.</p>
2.1. Election of officers	Dr. Chamberlin asked for a motion to elect and nominate a new slate of officers.	<p><u>Motion:</u> Dr. Arvelo <u>Text:</u> To nominate and elect the following</p>

		trustees as officers: Chair, Dr. Chamberlin; Vice Chair, Ms. Casey; Treasurer, Mr. Lunney; Secretary/Clerk, Dr. Joyce for a one-year term. <u>Second:</u> Dr. Joyce <u>Vote:</u> All members voted in favor of the motion.
3. Approval of Minutes:	Dr. Chamberlin asked for recommended revisions to the meeting minutes of May 15, 2025	<u>Motion:</u> Dr. Joyce <u>Text:</u> To approve the minutes of the May 15, 2025 meeting as presented. <u>Second:</u> Mr. Trearmer <u>Vote:</u> All members voted in favor of the motion.
4. Public Comment	None	
5. Items Requiring Approval		
5.1. Policy Revisions		
5.1.1. GBEA, Employee Acceptable Use Policy	Dr. Kossakoski presented the updated Employee AUP policy. Requirements for the use of artificial intelligence platforms have been added to the policy.	
IJND, Student Code of Conduct and Acceptable Use Policy	Dr. Kossakoski presented the updated Student Code of Conduct and AUP policy. Requirements for the use of artificial intelligence platforms have been added to the policy. Student responsibilities, unacceptable uses, and an expanded definition of VLACS technology is included in the revised policy.	
JIC, Academic Integrity	Dr. Kossakoski presented the updated Academic Integrity policy to the board. The revised policy includes guidance regarding the use of artificial intelligence, citation requirements, and updated language regarding consequences for misuse.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To adopt the revisions to policies GBEA, Employee Acceptable Use Policy; IJND, Student Code of Conduct and Acceptable Use Policy; and, JIC, Academic Integrity, as presented <u>Second:</u> Mr. Trearmer <u>Vote:</u> All members voted in favor of the

motion.		
5.2. New Policies		
5.2.1. JICJ, Unauthorized Communication Devices	<p>Dr. Kossakoski presented Policy JICJ, Unauthorized Communication Devices, which bans the use of cell phones and other devices in traditional school settings. VLACS is required to have a policy, however, given that students are not located in a traditional school building the typical methods of implementing such a policy, such as the physical collection of devices or direct in-person monitoring by school staff, is not feasible.</p> <p>Dr. Kossakoski presented Policy AB, Parental Bill of Rights. This policy is comprised of a comprehensive list of rights reserved for parents of minor children enrolled in any public school or charter school</p>	<p><u>Motion:</u> Dr. Joyce <u>Text:</u> To adopt policy JICJ, Unauthorized Communication Devices and, Policy AB, Parental Bill of Rights. as presented <u>Second:</u> Ms. Casey <u>Vote:</u> All members voted in favor of the motion.</p>
5.3. Revision to start date of CEO support contract.	Dr. Kossakoski asked the board to change the start date on the CEO support contract to May 1, 2026 from April 1, 2026.	<p><u>Motion:</u> Ms. Casey <u>Text:</u> Change the CEO support contract start date to May 1, 2026 from April 1, 2026. <u>Second:</u> Mr. Treamer <u>Vote:</u> All members voted in favor of the motion.</p>
5.4. Budget Update	Dr. Kossakoski reviewed proposed changes to the 2025-2026 budget including new positions and an increase to the technology budget to cover the cost of continuing development of the Compass Student Information System.	<p><u>Motion:</u> Dr. Joyce <u>Text:</u> To change the operating budget total for the 2025-2026 fiscal year to \$14,432,007 <u>Second:</u> Mr. Treamer <u>Vote:</u> All members voted in favor of the motion.</p>

6. Finance	
6.2. Financial Reports	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.
6.1. Estimated timelines for the annual financial audit, IRS form 990, and DOE 25	Ms. Bondar reported that the 2025-2026 audit, DOE 25, IRS Form 990, and the NH Charitable Trust report will be completed by November. Extensions for the DOE 25 and IRS Form 990 have been filed.
7. Legislative News	None
8. Administrative Reports	<p>Dr. Kossakoski reported on the on the following topics:</p> <ul style="list-style-type: none"> • Enrollment is close to last year's as of the middle of September. July enrollments were lower than last year due to our enrollment system being off-line during our transition to Compass Student Information System. • 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. The school continues to meet or make progress toward meeting the stated goals. Highlights from the report include: <ul style="list-style-type: none"> • State Assessment Proficiency: VLACS full-time students consistently met or exceeded the state average in ELA, Math, and Science on state assessments from 2021 through 2024, with ELA scores often in the 74% to 89% range for grades 3-11. • Strong AP Exam Performance: The average score on a majority of VLACS' Advanced Placement (AP) tests has been consistently at or above the

state average. For example, in 2025, VLACS' average scores were higher than the state's in subjects like Calculus BC (4.13 vs. 3.93) and Psychology (3.83 vs. 3.18).

- Large Enrollment: VLACS met its goal of serving 10,000 or more students each year in grades K-12 since 2019. The 2024-2025 school year saw
- 11,739 part-time students and 720 full-time students enrolled.
- Redesigned Advisory Curriculum: The school's best practice submission details the redesign of its Advisory curriculum, a required, credit-bearing experience that helps full-time students build a "future plan" by exploring interests through coursework, internships, and reflection.
- VLACS' Adult Education program, which does not receive state or federal funds, has awarded 48 diplomas over the past five years.

Ms. Berger reported that VLACS employees 246 people residing in twenty-one states. She also mentioned that a new cohort of instructors will be hired to meet enrollment demands. Dr. Kossakoski stated that the opening for a new COO will be advertised well ahead of the March deadline to provide applicants with the opportunity to implement transition plans with current employers.

Ms. Berger presented information about the growing Early College program. The program includes partnerships with CCSNH, SNHU, UNH, and Modern States/CLEP. Enrollment for each wing of the program has been strong. She also presented a list of UNH courses that will be added to the catalog for the spring semester.

10. Dates

- 10.1. Graduation: Friday, June 12, 2025, 4:00PM, DoubleTree Hilton, Manchester, NH
- 10.2. Meeting dates 2025-2026: November 20, 2025; January 22, 2026; March 19, 2026; May 14, 2026.

11. Adjournment

Motion: Dr. Joyce
Text: To adjourn at 4:30 PM
Second: Ms. Casey
Vote: All members voted in favor of the motion.

Minutes recorded by: Steve Kossakoski