



Meeting Minutes

November 20, 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, Ms. Kyle Cote, Ms. Kimberley Casey, Dr. Will Arvelo

Remote via Zoom: Dr. Mark Joyce,

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

Apologies:

Visitors: Ms. Julie Reece

Agenda

Topics	Discussion	Decision
1. Call to Order	Dr. Chamberlin called the meeting to order at 3:04PM	
2. Approval of Minutes:	Dr. Chamberlin asked if there were any revisions to the meeting minutes of September 25, 2025.	<u>Motion:</u> Dr. Arvelo <u>Text:</u> To approve the minutes of September 25, 2025 meeting as presented. <u>Second:</u> Ms. Casey <u>Vote:</u> All other members voted in favor of the motion.
3. Public Comment	None	
4. Items Requiring Approval		
4.1. DOE 25	Dr. Kossakoski and Ms. Bondar reviewed the DOE-25 form. In order to meet the September 1, 2025 NHED deadline, a draft report was submitted. This version of the DOE 25 has been completed using the most recent audited numbers.	Motion: Mr. Lunney Text: To approve the submission of the 2024-2025 DOE-25 report. Second: Mr. Treamer Vote: All members voted in favor of the motion.

4.2. 2024-2025 Financial Audit	Ms. Bondar reported that the annual financial audit will be completed in time for the January board meeting.	
4.3. Amendment to By-Laws	Dr. Kossakoski requested that the board update the VLACS By-Laws to reflect the new business address at 19 Hampton Road. He also suggested that the board conduct a general review of the by-laws at a future meeting.	<p>Motion: Ms. Casey Text: To update the corporate address within the By-Laws of the Virtual Learning Academy Charter School. Second: Dr. Arvelo Vote: All members voted in favor of the motion. The requirement for a two-thirds majority (5 members voting in the affirmative) was met.</p>
6. Board Training – Legal Topics	Attorney Gordon Graham, of Soule, Leslie, Kidder, & Loughman met with the board to discuss recent legislation and its impact on public schools and charter schools in the state. Topics reviewed included: Parental Bill of Rights (RSA 189-B), Student Records and AI, Subpoenas from DOE Hearing Officers (RSA 21-N:4, XIII), Right-to-Know Law (RSA 91-A), School Funding, Education Freedom Accounts (EFAs), and the Prohibition on DEI legislation.	
6.2. Financial Reports	The Trustees reviewed all financial reports. General Ledger reports for the months of September and October 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	NA	
8. Administrative Reports	<p>Dr. Kossakoski reported on the following topics:</p> <ul style="list-style-type: none"> Enrollment: The number of course enrollments at VLACS has increased by just over two percent when compared to last year at this time. <p>Ms. Berger reported on the following topics.</p> <ul style="list-style-type: none"> Personnel: There are 253 VLACS employees as of November 12, 2025. A new Program 	

Manager for Finance, Yvonne Zinicola, has been hired to manage payroll. Andrea Barry was promoted to a 40% Program Manager role to lead the Early College program. A new cohort of instructors, including two American Sign Language instructors, started training on November 5th.		
9.	Board of Trustees Meeting Dates	<ul style="list-style-type: none">• Graduation: Friday, June 12, 2025, 4:00PM, DoubleTree Hilton, Manchester, NH• Meeting dates 2025-2026: January 22, 2026; March 19, 2026; May 14, 2026.
10. Adjournment		
		<p><u>Motion:</u> Ms. Casey <u>Text:</u> To adjourn at 4:49PM <u>Second:</u> Mr. Treamer <u>Vote:</u> All members voted in favor of the motion.</p>
Minutes recorded by: Steve Kossakoski		