



MEETING MINUTES

March 19, 2026, 3:00-5:00PM

Virtual Learning Academy Charter School Board of Trustees
 VLACS Conference Room, 19 Hampton Rd. Bldg. 2, Suite 11
 Exeter, NH 03833

ATTENDEES

Trustee	Attendance	Reason, if Remote	Notes
Dr. Kent Chamberlin	Present in Exeter		
Ms. Kimberley Casey	Present in Exeter		
Dr. Mark Joyce	Remote	In Florida	
Mr. Nathan Lunney	Present in Exeter		
Mr. Matt Treamer	Present in Exeter		
Ms. Kyle Cote	Present in Exeter	Arrived at 3:15PM	
Dr. Mark MacLean	Apologies		

Administration	Attendance	Notes
Dr. Steve Kossakoski, CEO	Present in Exeter	
Ms. Natalie Berger, COO	Present in Exeter	
Ms. Robin Bondar, Business Administrator	Present in Exeter	

Visitor Name	Residence & Affiliation
None	N/A

SECTION	NARRATIVE SUMMARY	ACTION & ROLL CALL																		
1. Call to Order	The meeting was called to order at 3:05pm by Dr. Chamberlin.	Minutes recorded by: Natalie Berger																		
2. Approval of Minutes	<p>Presentation: Dr. Chamberlin asked whether there were any revisions to the November 20, 2025, meeting minutes.</p> <p>Motion By: Mr. Treamer Motion Text: To approve the minutes of the November 20, 2025 meeting as presented. Second: Mr. Lunney Discussion: None</p>	<table border="1"> <thead> <tr> <th colspan="2">Role Call Vote</th> </tr> </thead> <tbody> <tr> <td>Dr. Kent Chamberlin</td> <td>Yes</td> </tr> <tr> <td>Ms. Kimberley Casey</td> <td>Abstain</td> </tr> <tr> <td>Dr. Mark Joyce</td> <td>Yes</td> </tr> <tr> <td>Mr. Nathan Lunney</td> <td>Yes</td> </tr> <tr> <td>Mr. Matt Treamer</td> <td>Yes</td> </tr> <tr> <td>Ms. Kyle Cote</td> <td>Not present</td> </tr> <tr> <td>Dr. Mark MacLean</td> <td>Not present</td> </tr> <tr> <td>Outcome</td> <td>Motion Passed</td> </tr> </tbody> </table>	Role Call Vote		Dr. Kent Chamberlin	Yes	Ms. Kimberley Casey	Abstain	Dr. Mark Joyce	Yes	Mr. Nathan Lunney	Yes	Mr. Matt Treamer	Yes	Ms. Kyle Cote	Not present	Dr. Mark MacLean	Not present	Outcome	Motion Passed
Role Call Vote																				
Dr. Kent Chamberlin	Yes																			
Ms. Kimberley Casey	Abstain																			
Dr. Mark Joyce	Yes																			
Mr. Nathan Lunney	Yes																			
Mr. Matt Treamer	Yes																			
Ms. Kyle Cote	Not present																			
Dr. Mark MacLean	Not present																			
Outcome	Motion Passed																			
3. Public Comment	None																			
4. Items Requiring Approval																				
4.1. Acceptance of 24-25 Financial Audit	<p>Presentation: Dr. Kossakoski reviewed the summary of the 2024-2025 financial audit. This year, the audit includes both general and federal funds. Both audit reports were "clean." The auditors identified no material weaknesses and no significant deficiencies in internal controls or financial reporting. Ms. Bondar</p>	<table border="1"> <thead> <tr> <th colspan="2">Role Call Vote</th> </tr> </thead> <tbody> <tr> <td>Dr. Kent Chamberlin</td> <td>Yes</td> </tr> <tr> <td>Ms. Kimberley Casey</td> <td>Yes</td> </tr> </tbody> </table>	Role Call Vote		Dr. Kent Chamberlin	Yes	Ms. Kimberley Casey	Yes												
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Dr. Kent Chamberlin	Yes																			
Ms. Kimberley Casey	Yes																			

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shared that there is a deficit of auditors and audits have been delayed statewide.

Motion By: Dr. Joyce

Motion Text: To accept the 2024-2025 financial audit as presented by Fachon Clukay & Company PC

Second: Mr. Lunney

Discussion: Mr. Lunney added that the state is requiring the use of government-wide financial measures to make our financial statements look more like corporate statements. He noted that, using core fund financial measures, VLACS added almost \$1 million to its fund balance last year.

Dr. Mark Joyce	Yes
Mr. Nathan Lunney	Yes
Mr. Matt Treamer	Yes
Ms. Kyle Cote	Yes
Dr. Mark MacLean	Not present
Outcome	Motion passed

4.2. Policy DID, Fixed Assets

Presentation: Dr. Kossakoski reviewed changes to Policy DID, Fixed Assets, which included an increase in capitalization thresholds from \$5,000 to \$10,000. Additionally, furniture and technology shall be capitalized in groups.

Motion By: Dr. Joyce

Motion Text: To adopt policy DID, Fixed Assets as presented.

Second: Ms. Casey

Discussion: None

Role Call Vote	
Dr. Kent Chamberlin	Yes
Ms. Kimberley Casey	Yes
Dr. Mark Joyce	Yes
Mr. Nathan Lunney	Yes
Mr. Matt Treamer	Yes
Ms. Kyle Cote	Abstain
Dr. Mark MacLean	Not present
Outcome	Motion passed

4.3. Permission to decline federal funds

Presentation: Dr. Kossakoski asked the board to continue the practice of not accepting federal funds due to the high administrative costs relative to the size of available grants.

The board decided to take no action on this item.

SECTION	NARRATIVE SUMMARY	ACTION & ROLL CALL
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4.4. 2026-2027 Benefits Summary

Presentation: Ms. Berger presented the 2026-2027 employee benefits package. The only proposed change is to allow employees to transfer up to five unused vacation days to the next fiscal year, to be used at any time. The change will be effective as of June 30, 2027. Dr. Kossakoski noted that the cost for a single health care plan has increased by 17% to approximately \$15,000.

Motion By: Mr. Treamer
 Motion Text: To approve the 2026-2027 benefits summary as presented. This includes transferring up to 5 unused vacation days to the next fiscal year. These vacation days may be used at any time during the year. The change will be effective on June 30, 2027.
 Second: Mr. Lunney
 Discussion: None

Role Call Vote	
Dr. Kent Chamberlin	Yes ▾
Ms. Kimberley Casey	Yes ▾
Dr. Mark Joyce	Yes ▾
Mr. Nathan Lunney	Yes ▾
Mr. Matt Treamer	Yes ▾
Ms. Kyle Cote	Yes ▾
Dr. Mark MacLean	Not present ▾
Outcome	Motion passed

5. Finance

5.1. I-9 Process Review: Dr. Kossakoski reported that Ms. Berger and Ms. Bondar have completed an audit of our I-9 forms and found that while migrating data to our current HR system, a number of I-9 forms were lost. Employees have been notified and are completing the process to generate new forms. A note will be placed with each new form to indicate that the original was lost.

5.2. Presentation of the 2026-2027 draft budget. Dr. Kossakoski thanks Ms. Berger and Ms. Bondar for their exemplary work in developing the draft of the 2026-2027 budget. Given that Ms. Berger will be taking over as CEO on April 1st, it was important that both she and Ms. Bondar build this budget with assistance from Dr. Kossakoski.

Ms. Berger reported on the significant budget changes. The 2026-2027 Proposed Budget is based on \$15.1 million in state funding, assuming a 2% increase in the funding rate, 2% enrollment growth. Also included is an overall salary increase of 4% which is comprised of a 2% base salary increase and a 2% salary supplemental increase. Key changes involve a 17% increase in medical insurance rates, two new advisor positions, extension of the early college program manager role, and an additional 0.5 assistant director for instructional support. Ms. Berger invited the board to email questions and comments prior to the May board meeting, which will include a vote on the proposed budget. At that time, there may be a proposal to further increase the staff salary supplement based on expected revenue.

SECTION	NARRATIVE SUMMARY	ACTION & ROLL CALL
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During deliberations on the budget, the board discussed how VLACS enrollment may be affected by demographic shifts and changes to open-enrollment policies. Of note are the increasing requests from partner schools for assistance. Ms. Casey noted that, from its inception, VLACS's mission has been to partner with local public schools, and that we will continue to do so.

5.3. Review of financial reports and sign manifests: The Trustees reviewed all financial reports. General Ledger reports for 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. NHDOE & Legislative News

7. Reports

- 7.1. Enrollment Report: Dr. Kossakoski reported that course enrollment requests increased by 7.7% from July 1, 2025 through February 28, 2026 when compared to the same period last year. During the same timeframe, revenue grew by 6.69%.
- 7.2. Personnel Report: Ms. Berger reported on the following topics: There are 262 VLACS employees as of March 12, 2026. She welcomed Jade Ouimette, program assistant for finance, and 11 new adjunct instructors to VLACS this past month.

7.3. Administrative Report: Dr. Kossakoski asked if there were any questions or comments about the administrative reports.

7.4. Dates
 Graduation: Friday, June 12, 2025, 4:00PM, DoubleTree Hilton, Manchester, NH
 Board Meeting Dates 2025-2026: May 14, 2026.

8. New Business

Motion By: Ms. Casey
 Motion Text: To establish a student scholarship in Dr. Kossakoski's name, with details to be determined at a later date.

 Dr. Kossakoski said that he was honored and thanked the board.

Role Call Vote	
Dr. Kent Chamberlin	Yes
Ms. Kimberley Casey	Yes
Dr. Mark Joyce	Yes
Mr. Nathan Lunney	Yes

SECTION**NARRATIVE SUMMARY****ACTION & ROLL CALL**

Mr. Matt Treamer	Yes -
Ms. Kyle Cote	Yes -
Dr. Mark MacLean	Not present -
Outcome	Motion passed

10. Adjournment

Motion By: Mr. Treamer
 Motion Text: To adjourn
 Second: Ms. Casey
 Discussion: None
 Time: 4:01pm

Role Call Vote	
Dr. Kent Chamberlin	Yes -
Ms. Kimberley Casey	Yes -
Dr. Mark Joyce	Yes -
Mr. Nathan Lunney	Yes -
Mr. Matt Treamer	Yes -
Ms. Kyle Cote	Yes -
Dr. Mark MacLean	Not present -
Outcome	Motion passed