



MEETING MINUTES

May 14, 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	Apologies ▾		
Dr. Mark Joyce	Present in Exeter ▾		
Mr. Nathan Lunney	Present in Exeter ▾		
Mr. Matt Treamer	Apologies ▾		
Ms. Kyle Cote	Present in Exeter ▾		
Dr. Mark MacLean	Apologies ▾		

Administration	Attendance	Notes
Ms. Natalie Berger, CEO	Present in Exeter ▾	
Mr. Michael Hatfield, CAO	Present in Exeter ▾	
Ms. Robin Bondar, Business Administrator	Present in Exeter ▾	

Visitor Name	Residence & Affiliation
None	

SECTION	NARRATIVE SUMMARY	ACTION & ROLL CALL										
1. Call to Order	The meeting was called to order at 3:07 by Dr. Chamberlin.	Minutes recorded by: Natalie Berger										
2. Approval of Minutes	<p>Presentation: Dr. Chamberlin asked if there were any revisions to the meeting minutes of March 19, 2026.</p> <p>Motion By: Dr. Joyce Motion Text: To approve the minutes of the March 19, 2026 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>Not present ▾</td> </tr> <tr> <td>Dr. Mark Joyce</td> <td>Yes ▾</td> </tr> <tr> <td>Mr. Nathan Lunney</td> <td>Yes ▾</td> </tr> </tbody> </table>	Role Call Vote		Dr. Kent Chamberlin	Yes ▾	Ms. Kimberley Casey	Not present ▾	Dr. Mark Joyce	Yes ▾	Mr. Nathan Lunney	Yes ▾
Role Call Vote												
Dr. Kent Chamberlin	Yes ▾											
Ms. Kimberley Casey	Not present ▾											
Dr. Mark Joyce	Yes ▾											
Mr. Nathan Lunney	Yes ▾											

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

Mr. Matt Treamer	Not present ▾
Ms. Kyle Cote	Yes ▾
Dr. Mark MacLean	Not present ▾
Outcome	Motion Passed

3. Public Comment

None

4. Items Requiring Approval

4.1. Policy Updates

Presentation: Ms. Berger reviewed the rationale behind proactively reviewing and revising three existing policies, EHA Data Breach, EHAB Data Security and Privacy, and EGA Data Security.

Motion By: Dr. Joyce

Motion Text: To adopt the revised policies EHA Data Breach, EHAB Data Security and Privacy, and EGA Data Security as presented

Second: Mr. Lunney

Discussion: None

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

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

4.2. Data security and governance plan update

Presentation: Ms. Berger presented for review the data security and governance plan, required to be updated annually per Policy EHAB - Data Security and Privacy. Ms. Berger shared information about the recent Canvas/Instructure cyber security incident and its potential impact.

Motion By: Dr. Joyce

Motion Text: To accept the 2026-2027 Data and Privacy Governance plan as presented.

Second: Mr. Lunney

Discussion: It was noted that the board had not previously seen the list of software applications as presented in this year's plan, and that the list is substantial. Any future software will be carefully vetted for security and data privacy by the Information Systems Security Officer.

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

4.3. 2026-2027 Employee Benefits Summary

Presentation: Ms. Berger asked the board to accept two additional minor changes to the 2026-2027 Benefits Summary, specifically to increase the maximum values for employee-funded pre-tax Flexible Spending Account (FSA) for qualified medical expenses and/or dependent care expenses. The Healthcare FSA maximum will increase from \$3,300 to \$3,400, and the Dependent Care maximum will increase from \$5,000 to \$7,500

Role Call Vote	
Dr. Kent Chamberlin	Yes
Ms. Kimberley Casey	Not present
Dr. Mark Joyce	Yes
Mr. Nathan Lunney	Yes

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

Motion By: Mr. Lunney
 Motion Text: To approve the 2026-2027 benefits summary as presented.
 Second: Dr. Joyce
 Discussion: None

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

4.4. 2026-2027 Tuition and Credit Rates

Presentation: Ms. Bondar presented the proposed state and national tuition rates for the 2026-2027 school year. The New Hampshire rates increase by 2% per RSA, and this year VLACS proposed increasing the national rates by the same 2% margin to maintain the rate differential set in past years: National rates are 6% higher than NH rates. No changes to credit values were proposed.

Motion By: Mr. Lunney
 Motion Text: To approve the 2026-2027 Tuition and Credit Rates as presented.
 Second: Ms. Cote
 Discussion: The board recognizes the value of setting in-state tuition per credit lower than national tuition, but acknowledges that caution should be taken to not increase national tuition to a level that makes it difficult to attract national students.

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

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

4.5. 2026-2027 Budget

Presentation: Ms. Berger presented the proposed 2026-2027 budget. The budget is based on an updated 2025-2026 enrollment revenue of \$14.8 million which is over \$1 million more than projected in the 2025-2026 budget. Included in the budget is a 2% base salary increase for all employees, and a supplemental increase of an additional 4% for employees earning under \$90,000, and an additional 3% for employees earning more than \$90,000. Because enrollment numbers and associated revenue are running higher than budgeted, Ms. Bondar and Ms. Berger are proposing a higher supplemental request than presented at the March 19th meeting when a 2% plus 2% increase was suggested. This supplemental salary increase will draw \$440,600 from the investment budget.

Motion By: Mr. Lunney

Motion Text: To approve the 2026-2027 budget as presented.

Second: Ms. Cote

Discussion: Mr. Lunney encourages the administration to continue to carefully review individual expenses throughout the year to ensure that they stay under anticipated revenue. It was acknowledged that the VLACS budget serves as an important financial outline, but since enrollment revenue cannot be guaranteed, the CEO and business administrator need to remain vigilant and adapt throughout the year as needed.

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

SECTION

NARRATIVE SUMMARY

ACTION & ROLL CALL

4.6. 2026-2027 Board of Trustees Meeting Dates

Presentation: Ms. Berger presented the results of the recent doodle poll sent to trustees. The suggested meeting dates are: September 17, November 12, January 14, March 11, and May 13.

Motion By: None taken

Motion Text: To approve the 2026-2027 Board of Trustees meeting dates as presented.

Second: N/A

Discussion: These dates will be sent out to the board and will be confirmed at the September meeting.

4.7 Non-Public Session: CEO Contract

Presentation: Dr. Chamberlin asked for a motion to enter a non-public session to discuss the 2026-2027 CEO contract.

Motion By: Ms. Cote

Motion 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.

Second: Mr. Lunney

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

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

Time: 3:30pm
 Attendance: Dr. Joyce, Mr. Lunney, Ms. Cote, Dr. Chamberlin
 Discussion: The board discussed the performance of the CEO and the terms of a contract for the next year
 Motion By: Dr. Joyce
 Motion Text: To leave the non-public session and to vote on the CEO contract in public session
 Second: Mr. Lunney
 Time: 3:39pm

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

4.7.1: CEO Contract

Presentation: Mr. Lunney explained that the board can vote on the CEO contract in a public session after the discussion was held in a non-public session.
 Motion By: Mr. Lunney
 Motion Text: To authorize the Chair to offer a contract to the CEO for the following year at the same contracted

Role Call Vote to enter non-public	
Dr. Kent Chamberlin	Yes ▾
Ms. Kimberley Casey	Not present ▾
Dr. Mark Joyce	Yes ▾

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

salary rate as at present. The contract will begin on July 1, 2026 and end on June 30, 2027.

Second: Mr. Lunney

Discussion: The board thanks Ms. Berger for her work as CEO.

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

4.8 Equal Opportunity Fund rebalance and Kossakoski scholarship

Presentation: Ms. Bondar presented a proposed rebalance of Equal Opportunity Fund accounts to allow for funding for the new Kossakoski scholarship. Ms. Berger presented the outline and eligibility criteria for the Steve Kossakoski Educational Innovation Award which will be available next year for full-time student applications.

Motion By: Mr. Lunney

Motion Text: To approve the Equal Opportunity Fund rebalance and Kossakoski scholarship description as presented.

Second: Ms. Cote

Discussion: Mr. Lunney asked for confirmation that any unused funds would be returned to the general fund.

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

5. Finance

SECTION	NARRATIVE SUMMARY	ACTION & ROLL CALL
5.1.	Review of financial reports and sign manifests: The Trustees reviewed all financial reports. General Ledger reports for the months of March and April 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: Ms. Berger presented that this is VLACS's busiest time of year. VLACS earnings from student work completion from just yesterday to today increased by \$82,000. Every month of this year has seen active enrollment numbers between 500 to 1000 higher than last year. Because VLACS will not need to have any offline period at the end of June into July this year students will be able to continue without interruption which should help summer enrollment numbers.	
7.2.	Personnel Report: Mr. Michael Hatfield was introduced as VLACS's new Chief Administrative Officer. He shared that VLACS currently has 259 employees. Mr. Hatfield shared that Human Resources is starting the benefits open enrollment process, reviewing voluntary and involuntary separation processes, and creating a written office safety plan. Mr. Hatfield invited the board to let him know what information they would like him to report on during future meetings.	
7.3.	Administrative Report: Ms. Berger reported that a parent of a current full-time 10th grader may be interested in joining the board of trustees. This will help us fulfill the request of the New Hampshire Department of Education for us to have two current parents on the board. Ms. Berger asked if there were any other questions or comments about the administrative reports.	
7.4.	Dates Graduation: Friday, June 12, 2025, 4:00PM, DoubleTree Hilton, Manchester, NH Next Board Meeting: September 2026.	
10. Adjournment	Motion By: Dr. Joyce	

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

Motion Text: To adjourn
Second: Mr. Lunney
Discussion: The board thanked Dr. Joyce for his many years of service on the VLACS board of trustees.
Time: 4:05pm.

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