Meeting Minutes

Virtual Learning Academy Charter School Board of Trustees
VLACS Conference Room, 19 Hampton Rd. Bldg. 2, Suite 11
Exeter, NH 03833
September 17, 2026
3:00-5:00PM

Attendees

Trustee	Attendance	Reason, if Remote	Notes
Dr. Kent Chamberlin	Apologies		
Ms. Kimberley Casey	Present in Ex...		
Ms. Kyle Cote	Present in Ex...		
Mr. Nathan Lunney	Present in Ex...		
Dr. Mark MacLean	Present in Ex...		
Mr. Matt Treamer	Present in Ex...		
Dr. Mark MacLean	Remote	Schedule/Travel	
Ms. Katie Arey	Present in Ex...		

Administration	Attendance	Notes
Ms. Natalie Berger, CEO	Present in Ex...	
Mr. Michael Hatfield,, CAO	Present in Ex...	
Ms. Robin Bondar, Business Administrator	Present in Ex...	
Ms. Carey Glines, Director of Academic and Student Affairs	Present in Ex...	Attended to present and answer admissions policy questions (Item 5.1)

Visitor Name	Residence & Affiliation
None	N/A

Minutes

SECTION	NARRATIVE SUMMARY	ACTION/VOTE
1. Call to Order	The meeting was called to order at 3:02 by Ms. Casey.	Minutes recorded by: Natalie Berger
2. Annual Meeting - Board of Trustees Nominations		
2.1. Appointment of Trustee to a new term	A motion was made to nominate and elect Ms. Kim Casey for a new three year term. Motion By: Mr. Lunney Motion Text: To nominate and elect Ms. Casey to a new three-year term through June 30, 2029. Second: Mr. Treamer Discussion: none	Casey: Abstain Chamberlin: Not present Cote: Yes Lunney: Yes MacLean: Yes Treamer: Yes Outcome: Motion passed 4-0-1
2.2. Nomination to elect new board member and oath of office	Ms. Casey presented Ms. Katie Arey as a candidate for the board of trustees and asked her to summarize her background. Ms. Arey is a parent of a full-time VLACS student. A motion was made to nominate and elect Ms. Arey for a three year term. Motion By: Ms. Casey Motion Text: To nominate and approve the election of Ms. Katie Arey to a three year term, through June 2029, as a member of the board of trustees. Second: Mr. Treamer Discussion: The board is pleased to welcome Ms. Arey as a trustee.	Casey: Yes Chamberlin: Not present Cote: Yes Lunney: Yes MacLean: Yes Treamer: Yes Outcome: Motion passed 5-0-0 The Oath of Office was administered by Ms. Casey.
2.3. Election of officers (Chair, Vice Chair, Treasurer, Secretary/Clerk)	Ms. Casey shared that prior to the meeting, Mr. Chamberlin expressed his willingness to continue in the position of Chair. The position of secretary/clerk was vacated in June 2026 when Mr. Mark Joyce retired from the board. Ms. Cote agreed to accept the nomination for the secretary/clerk position.	Arey: Yes Casey: Yes Chamberlin: Not Present Cote: Yes Lunney: Yes MacLean: Yes Treamer: Yes

	Motion By: Mr. Lunney Motion Text: To nominate and elect the following slate of officers for a one year term: Chair, Dr. Chamberlin; ViceChair, Ms. Casey; Treasurer, Mr. Lunney; Secretary/Clerk, Ms. Cote. Second: Mr. Treamer Discussion: None	Outcome: Motion passed 6-0-0
3. Approval of Minutes: May 14, 2026	Ms. Casey asked if there were any questions or suggested changes to the minutes from the May 14, 2026 meeting. Motion By: Mr. Lunney Motion Text: To approve the minutes of the May 14, 2026 meeting as presented. Second: Ms. Cote	Arey: Abstain Casey: Abstain Chamberlin: Not present Cote: Yes Lunney: Yes MacLean: Abstain Treamer: Abstain Outcome: Motion passed 2-0-4
4. Public Comment	None	
5. Items requiring approval or acceptance		
5.1. Policy Updates 5.1.1. JE-Admissions-Criteria	Ms. Berger summarized the proposed changes to the JE-Admissions Criteria policy and explained that the New Hampshire Department of Education required VLACS to make the changes and eliminate any progress monitoring period prior to full-time program acceptance. Ms. Berger then invited Director of Academic and Student Affairs Ms. Carey Glines to share a summary of the current admissions process and how it differs from past practice. Motion By: Mr. Treamer Motion Text: To adopt the revised policy JE-Admissions Criteria as presented. Second: Ms. Cote Discussion: Ms. Casey noted that the required changes and elimination of the progress monitoring period as part of the admissions	Arey: Yes Casey: Yes Chamberlin: Not present Cote: Yes Lunney: Yes MacLean: Yes Treamer: Yes Outcome: Motion passed 6-0-0

	process are likely to impact our graduation rate and increase the VLACS drop out rate.	
5.2. Updates to 2026-2027 budget	Ms. Berger and Ms. Bondar presented the revised 2026-2027 budget and explained that the majority of the changes were either due to updated salary rates determined at the time of annual contract creation or formula errors that resulted in miscalculations in the budget approved in May 2026. There was also an adjustment made to our short term disability rate. Motion By: Mr. Lunney Motion Text: To approve the 2026-2027 budget as presented with a total expenditure of $15,886,374. Second: Ms. Cote Discussion: Mr. Lunney shared that the Government Finance Officers Association (GFOA) recommends a Fund Balance of between 10% and 17%, and VLACS is currently within that range at approximately 15%.	Arey: Abstain Casey: Yes Chamberlin: Not Present Cote: Yes Lunney: Yes MacLean: Abstain Treamer: Yes Outcome: Motion passed 4-0-2
6. Finance		
6.1. Review of financial reports and sign manifests	Review of financial reports and sign manifests: The Trustees reviewed all financial reports. General Ledger 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.	
6.2. Estimated timelines for DOE 25, IRS 990, and annual audit	Ms. Bondar reported that the DOE 25 is ready to be submitted, and the IRS 990 should be ready by November. The auditor does not believe that VLACS will need to file for an extension.	
7. NHDOE/Legislative News	Ms. Berger shared a slide presentation originally shared with VLACS staff during the August professional development conference (ASPIRE). The focus of the presentation was newly signed legislation and the potential impacts on VLACS practices and protocols. Mr. Hatfield discussed the legislation that will impact license renewal and prospective personnel (HB 1796 &HB1827). Ms. Berger invited Mr. MacLean to share any additional legislative news that he believes may impact VLACS. He highlighted New Hampshire House Bill 1015 (passed in 2024) which requires all school	

	districts and chartered public schools providing elementary education to implement measurable, evidence-based literacy instruction through grade 5 starting July 1, 2027.	
8. Reports		
8.1. Annual Accountability Report	Ms. Berger invited trustees to ask any questions about the annual accountability report submitted to NHED on August 31, 2026. She thanked Carey Glines, Director of Academic and Student Affairs and Jill Wade, Program Assistant - Operations for their contributions to the final report.	
8.2. Administrative report and enrollment	Ms. Berger highlighted the increase in full-time student numbers this fall compared to prior years and connected the increase to our updated admissions process. While full-time student numbers have increased, the number of students currently in the admissions process has decreased. Ms. Berger also suggested that our strong enrollment numbers over the summer can be attributed to the reporting capabilities of our new student information system which resulted in VLACS being able to stay open continuously all summer, as opposed to in the past several years when students lost access to their coursework for up to one week to facilitate year-end reporting.	
8.3. Personnel report	Mr. Hatfield reported that VLACS currently employs 262 individuals. He shared information about one recent employment separation and informed the board that 10 individuals have been invited to join VLACS as adjunct instructors beginning October 1.	
9. Planning		
9.1. Board training topics	Ms. Berger asked the board to identify topics for future board training and development. Suggested topics included legislative, funding, and reporting updates.	
9.2 Graduation 9.3 Meeting Dates	Graduation is scheduled for Friday, June 11, 2027, 4:00PM, DoubleTree Hilton, Manchester, NH Trustees will meet next on November 12, 2026; January 14, 2027; March 11, 2027; and May 13, 2027.	
10. Adjournment	Motion by: Mr. Treamer Motion Text: To adjourn at 4:26pm Second: Mr. Lunney	Arey: Yes Casey: Yes Chamberlin: Not present Cote: Yes Lunney: Yes MacLean: Yes Treamer: Yes

		Outcome: Motion passed 6-0-0