

VLACS Board of Trustees

Minutes

Date: Wednesday, March 5, 2008
Location: Virtual Learning Academy Conference Room
30 Linden Street, Exeter, NH

Attendance:

Joseph Lovejoy, Trustee
Kent Chamberlin, Trustee
Mark Joyce, Trustee
Matthew Treamer, Trustee (via video conference – 2-way live video and voice)
Arthur Hanson, Supt., SAU 16
Steve Kossakoski, CEO
Gary Tirone, CLO
Nathan Lunney, CFO, SAU 16
Roberta Tenney, NH Department of Education

1. Call to order : The meeting was called to order by Mr. Lovejoy at 3:07PM
2. Approval of minutes
 - 2.1. January 3, 2008. Mr. Chamberlin made a motion to accept the minutes, as presented. Seconded by Dr. Joyce. All members voted in favor of the motion.
3. Public Comment (limit of 3 minutes per speaker): None
4. Finance
 - 4.1. Review of revenue and expenditures: Dr. Kossakoski reported that the school has received two quarterly aid checks (\$129, 635.88 and \$125,188.68) which have been deposited at Ocean Bank. The next aid check is expected at the end of June.
 - 4.1.1. Status of line of credit: Dr. Kossakoski reported that the closing on the line of credit with Ocean Bank took place on January 5th.
 - 4.2. Review of cash flow and projected budget: Dr. Kossakoski reviewed the projected budget for January, 2008 through June, 2008. With current course enrollments, the school is expected to have a small surplus after meeting all obligations. Dr. Kossakoski will present the school's first annual budget, for the Trustees' approval, at the June meeting.
5. Superintendent/Administration Report
 - 5.1. Enrollment
 - 5.1.1. Current enrollment: Dr. Kossakoski reported that there are currently 590 active student enrollments.
 - 5.1.2. Enrollment projections and goals: Dr. Kossakoski and Mr. Tirone discussed plans for recruiting staff and students to accommodate 2,500 course enrollments by September, 2009.
 - 5.2. Review of VLACS opening: Mr Tirone reported that the opening of school has gone very smoothly. He praised the work of the VLACS teaching and administrative staff. Mr. Tirone noted that approximately 30 VLACS instructors have volunteered to attending additional training on Saturday, March 8.
 - 5.3. Course catalog additions: Dr. Kossakoski and Mr. Tirone shared the list of new courses that will be offered for enrollment. New courses include: Computing for College and Careers; AP Computer Science A; Latin I; Mandarin Chinese; Life Management Skills (health); AP English Literature and Composition; Algebra II/Algebra II Honors; Chemistry/Chemistry Honors; AP U.S. Government and

Politics; AP U.S. History; Thinking and Learning Strategies; Middle School-Keyboarding; Middle School-Math I/Math I Advanced; Middle School-Math II/Math II Advanced; Middle School-Math III/Math III Advanced; and, Middle School-Reading, Grades 6-8.

- 5.4. Demonstration: Virtual School Administrator – Mr. Tirone demonstrated the use of Virtual School Administrator which is a web-based student information system used by VLACS to store student records and to track progress.
6. Personnel – non-public session
- 6.1. Administrators' contracts, 2008-2009 (to be held in non-public session prior to the end of the meeting)

7. Policy

Mr. Lunney was invited to the meeting to review fiscal policies with the Trustees. He recommended that all policies be approved as presented except for policy DGA, Authorized Signatures. He suggested that the Trustees consider adding language that would allow for flexibility in signing the manifests and checks due to the fact that the members of the Board of Trustees are not all located in the same geographical region of the state.

Dr. Joyce made a motion to amend and adopt policy DGA, Authorized Signatures. Seconded by Dr. Chamberlin. All members voted in favor of this motion.

Dr. Joyce made a motion to accept policies DB, Annual Budget; DBB, Fiscal Year; DG, Depository of Funds; DI, Fiscal Accounting and Reporting; DIE, Annual Audit; DJ, Purchasing; and, DKC, Expense Reimbursement as presented. Seconded by Dr. Chamberlin. All members voted in favor of this motion.

8. Old Business

9. New Business

- 9.1. Recruitment of additional Trustees – To be discussed at the next meeting.

- 9.2. Tuck office space lease: Dr. Chamberlin made a motion to authorize the Chair to sign the lease with the Exeter Region Cooperative School District for the rental of office space at 30 Linden Street. Seconded by Dr. Joyce. All members voted in favor of the motion.

- 9.3. Compensation for SAU 16 Assistant Superintendent and SAU Business Office services: Dr. Chamberlin made a motion to authorize the Chair to sign the agreement to compensate SAU 16 for the services of the Assistant Superintendent and the SAU 16 Business offices through June 30, 2008. Seconded by Dr. Joyce. All members voted in favor of this motion.

10. Non-Public Session (see agenda item #6)

- 10.1. Dr. Joyce made a motion to enter non-public session under Chapter 91A:3II(a), at 5:15PM. Seconded by Dr. Chamberlin. Roll call vote: All members voted to enter non-public session. In attendance: Dr. Joyce, Dr. Chamberlin, Mr. Lovejoy, Mr. Treamer, Dr. Hanson. Topic: Discussion and approval of administrative contracts.

- Dr. Hanson nominated Steve Kossakoski as Chief Executive Officer for the period beginning July 1, 2008 through June 30, 2009 (this is a 40% position). Dr. Joyce made a motion to accept the nomination of Steve Kossakoski as Chief Executive Officer. Seconded by Dr. Chamberlin. All members voted in favor of the motion.

- Dr. Hanson nominated Gary Tirone as Chief Learning Officer for the period beginning March 1, 2008 through June 30, 2008 (this is a full-time position). Dr. Joyce made a motion to accept the nomination of Gary Tirone as Chief Learning Officer. Seconded by Dr. Chamberlin. All members voted in favor of the motion.
- Dr. Hanson nominated Gary Tirone as Chief Learning Officer for the period beginning July 1, 2008 through June 30, 2009 (this is a full-time position). Dr. Joyce made a motion to accept the nomination of Gary Tirone as Chief Learning Officer. Seconded by Dr. Chamberlin. All members voted in favor of the motion.

Dr. Joyce made a motion to leave non-public session at 5:25PM. Seconded by Dr. Chamberlin. Roll call vote: All members voted to leave non-public session.

11. Next meeting date: The Trustess requested that the next meeting be posted for either June 5th or June 12th.
12. Adjournment: Dr. Joyce made a motion to adjourn at 5:26PM. Seconded by Dr. Chamberlin. All members voted in favor of this motion.

Respectfully submitted by: Steve Kossakoski