



Attendees

Trustees in attendance at VLACS: Mr. Joseph Lovejoy, Dr. Mark Joyce, Ms. Kim Casey, Dr. Kent Chamberlin, Mr. John Hansen, Mr. Matt Treamer, Dr. Arthur Hanson

Administration: Dr. Stephen Kossakoski, Ms. Ollire Lane-Wortley, Mr. Matt Oquist, Mr. Scott Prescott

Visitors: Ms. Roberta Tenney

Apologies: NA

Agenda

Topics	Discussion	Decision
1. Call to Order	Mr. Lovejoy called the meeting to order at 3:05PM.	
2. Approval of Minutes	Mr. Lovejoy asked if there were any recommended revisions to the November 15, 2012 meeting minutes. No revisions were recommended.	<u>Motion:</u> Dr. Chamberlin <u>Text:</u> To approve the minutes of November 15, 2012 meeting, as presented. <u>Second:</u> Mr. Hansen <u>Vote:</u> All members voted in favor of the motion.
3. Public Comment	None	
4. Items requiring approval		
4.1 Policies	Dr. Kossakoski reviewed the email retention policy, EGAH, and noted that the school's attorney has reviewed the contents of the policy. He stated that the records retention schedule EBH-R will be updated to reflect the adoption of the email retention policy. Dr. Kossakoski also reviewed the revised graduation policy, IKF. New language regarding early graduation has been added to the policy.	<u>Motion:</u> Dr. Hanson <u>Text:</u> To adopt policy EGAH, Email Retention, as presented. <u>Second:</u> Ms. Casey <u>Vote:</u> All members voted in favor of the motion. <u>Motion:</u> Mr. Hansen <u>Text:</u> To adopt policy IKF, Graduation, as presented <u>Second:</u> Mr. Treamer <u>Vote:</u> All members voted in favor of the motion.
4.2 2012-2013 Tuition Rates	Dr. Kossakoski asked for the Trustees' to approve new tuition rates for	<u>Motion:</u> Dr. Hanson

	<p>part-time and full-time out-of-state students. The recommended full-time rate is \$6,000 per calendar year for up to six credits. Full-time students may opt to earn additional credits within a calendar year and will be charged for additional credits at the part-time tuition rate. The recommended application fee for acceptance into the full-time program will be \$50. Discussion took place regarding part-time tuition rates. It was suggested that a rate of \$920 per credit be adopted.</p>	<p><u>Text:</u> To establish tuition out-of-state tuition rates as follows: Part-time course registration fee, \$30; half-credit tuition, \$460, full-credit tuition, \$920. Full-time tuition per calendar year and up to six credits, \$6,000; full-time students may enroll in additional courses at the part-time tuition rate; full-time program application fee, \$50. <u>Second:</u> Mr. Treamer <u>Vote:</u> All members voted in favor of the motion.</p>
4.3 Adult education and enrichment courses	<p>Dr. Kossakoski asked for approval to make VLACS courses available to adults 21 years of age or older or to younger adults who have previously earned a high school diploma.</p>	<p><u>Motion:</u> Mr. Hanson <u>Text:</u> To begin offering adult education courses, as presented. <u>Second:</u> Dr. Joyce <u>Vote:</u> All members voted in favor of the motion.</p>
5.0 Finance		
5.1 Financial reports	<p>The Trustees reviewed all financial reports. General ledger reports for the months of November and December were signed.</p>	
5.2 Enrollment and FY 2012-2013 funding limit	<p>Dr. Kossakoski and Mr. Lovejoy reported on a meeting that took place on January 4th with the Commissioner of Education to discuss current and future funding for VLACS. Dr. Kossakoski reviewed the memo that was sent to the Commissioner regarding the potential for an end-of-year deficit caused by rapidly growing enrollments coupled with a cap on state funding. Dr. Kossakoski will be looking into additional sources of revenue and/or budget reductions over the next few weeks. He asked the trustees to authorize him to suspend enrollments at any time through the end of the fiscal year if required to avoid incurring a deficit. Dr. Kossakoski also reviewed projected funding requirements needed to meet enrollment demands over the next biennium.</p> <p>Mr. Lovejoy reported that he will schedule a meeting with the Governor's education aide to discuss current and future funding for VLACS. Dr. Kossakoski will also attend the meeting.</p>	<p><u>Motion:</u> Dr. Hanson <u>Text:</u> To support the CEO's decision to impose a moratorium on enrollments at any time through June 30, 2013 in order to avoid incurring a deficit. The CEO will notify the board chair if a moratorium is required. <u>Second:</u> Dr. Joyce <u>Vote:</u> All members voted in favor of the motion</p>
5.3. Status of Chief Financial Officer hiring	<p>Dr. Kossakoski reported that the search for a part-time business administrator continues.</p>	
5.4. Status of DOE-25 and annual audit reports	<p>The auditor's report has been received and the DOE-25 will be completed by next week. Copies of the auditor's report were available for board members at the meeting. Mr. Lovejoy and Dr. Kossakoski will review the audit and DOE-25 before submitting them to the DOE, as per the vote taken at the November board meeting.</p>	
5.5. Travel reimbursement for members of the Board of Trustees	<p>Mr. Lovejoy asked board members if they would like to establish a procedure for requesting reimbursement for traveling to and from scheduled board meetings given that many board members travel a</p>	<p><u>Motion:</u> Dr. Joyce <u>Text:</u> To reimburse board of trustee members for travel to and from scheduled VLACS board</p>

	significant distance to attend meetings.	meetings at the current IRS approved mileage rate. Board members may voluntarily submit a reimbursement request beginning with the March meeting. <u>Second:</u> Dr. Hanson <u>Vote:</u> All members voted in favor of the motion
6. Legislative news	Dr. Kossakoski reported that he made a presentation regarding the school to legislators as part of an education forum on December 17, 2012. He also noted that State Senator Reagan visited the school last week.	
7. Administrative Report		
7.1 Enrollment	Dr. Kossakoski reported that enrollments have increased from 11,382 (Nov.11, 2012) to 11,720 (Jan. 6, 2013).	
7.2 Status of major initiatives	<p>Dr. Kossakoski reported on the following initiatives:</p> <ul style="list-style-type: none"> - Knewton math readiness courses are now available to students. - The blended learning lab program will be announced to schools this month. <p>Dr. Kossakoski reported that the Nellie Mae Education Foundation donated \$30,000 to VLACS through their Directors Grant Fund to support continued development and implementation of competency-based programming.</p>	
8. Administrative Reports		
8.1 Review of administrative report	Mr. Lovejoy asked if there were any questions about the topics addressed in the administrative report.	
8.2	Mr. Prescott made a presentation on the Knewton math readiness courses and the blended learning labs program.	
9. Meeting Schedule	<p>Meeting dates for 2012-2013: March 14, 2013; May 23, 2013. All meetings begin at 3:00PM.</p> <p>Graduation: Friday, June 21, 2013</p>	
10. Adjournment		
		<p><u>Motion:</u> Ms. Casey <u>Text:</u> To adjourn at 5:04PM <u>Second:</u> Dr. Hanson <u>Vote:</u> All members voted in favor of the motion.</p>
Minutes recorded by: Steve Kossakoski		