



## Attendees

Trustees in attendance at VLACS: Mr. Joseph Lovejoy, Dr. Mark Joyce, Mr. John Hansen, Ms. Kim Casey, Mr. Matt Treamer, Dr. Arthur Hanson (via phone)  
Administration: Dr. Stephen Kossakoski, Mr. Tony Baldasaro, Mr. Scott Prescott, Mr. Matt Oquist  
Visitors: none  
Apologies: Dr. Thomas Brennan, Dr. Kent Chamberlin

## Agenda

Topics	Discussion	Decision
1. Call to Order	Mr. Lovejoy called the meeting to order at 3:04PM.	
2. Approval of Minutes	Mr. Lovejoy asked if there were any recommended revisions to the March 8, 2012 meeting minutes. No revisions were recommended.	<u>Motion:</u> Mr. Treamer <u>Text:</u> To approve the minutes of March 8, 2012 meeting, as presented. <u>Second:</u> Dr. Joyce <u>Vote:</u> All members voted in favor of the motion.
3. Public Comment	None	
4. Items requiring approval		
4.1 2012-2013 budget approval	Dr. Kossakoski reviewed the proposed 2012-13 budget. He noted that the budget is based on a conservative estimate of expenses as we enter the new fiscal year. Each year the budget is updated, with permission of the Board of Trustees, as enrollments increase. For the fourth year in a row, the state will fund full-time students at a rate of \$5,450. The 2012-13 budget is approximately seven percent higher than the budget approved on March 8, 2012 budget. Enrollment is expected to increase by over 15%.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To approve the 2012-2013 budget of \$3,688,008 as presented. <u>Second:</u> Ms. Casey <u>Vote:</u> All members voted in favor of the motion.
4.2 Approval of benefits	Dr. Kossakoski presented the updated benefits package for full-time	<u>Motion:</u> Ms. Casey

package and permission to sign associated documents

employees which includes: contribution to the New Hampshire Retirement System for positions requiring NH teaching or administrative certification; \$6,492 applied toward the cost of a single person, 2 person, or family medical insurance plan; \$516 applied toward the cost of single person, 2 person, or family dental plan; the option to contribute to a 457 tax deferred savings plan; and, a section 125 premium and dependent care FSA. Employees who are enrolled in another medical insurance plan may opt out of the school's medical insurance plan and receive a buy-out of \$2,400. Sick days, vacation days, and bereavement days will remain at the 2011-12 levels. Part time employees will be eligible to contribute to the 457 tax deferred saving plan.

Text: To approve the 2012-2013 benefits package, as presented, and to authorize Dr. Kossakoski to execute all associated documentation.

Second: Dr. Joyce

Vote: All members voted in favor of the motion.

4.3 Reaffirm the CEO's ability to hire, terminate, and accept resignations.

Dr. Kossakoski asked the Trustees to reaffirm the June 4, 2009 motion to grant him the power to hire and terminate employees as well as to accept resignations.

Motion: Mr. Hansen

Text: To grant the CEO the power to hire, terminate, and accept resignations. The CEO will provide the Trustees with a report on personnel changes at each regularly scheduled business meeting.

Second: Dr. Joyce

Vote: All members voted in favor of the motion.

4.4 Permission to sign closing documents for a line of credit with Peoples United Bank

Dr. Kossakoski asked the Trustees for permission to sign all documents required by Peoples United Bank to establish a line of credit of \$150,000. The line of credit will be used if the school's cash reserves are not adequate to meet payroll and other financial obligations while waiting for funding checks to arrive from the state. Dr. Kossakoski, Mr. Lovejoy, and Mr. Treamer will be named as those having the authority to request advances.

Motion: Ms. Casey

Text: To authorize Dr. Kossakoski to sign all documents required by Peoples United Bank to establish a line of credit of \$150,000. Furthermore, to name Dr. Kossakoski, Mr. Lovejoy, and Mr. Treamer as having the authority to request advances.

Second: Mr. Treamer

Vote: All members voted in favor of the motion.

## 4.5 Policies

### 4.5.1. – 4.5.3

Dr. Kossakoski presented policies GBEC, Drug Free Schools; GBED, Tobacco Free Schools; and JG, Assignment to Courses and Grade Levels for adoption. All schools are required to have a drug free school and tobacco free school policy. Policy JG, describes how full time students will be placed in grade levels and courses that will best meet students' educational needs. The policy also provides guidance for placing students who have been home schooled or who have attended non-traditional educational programs. The policy was created by the school's attorney and reviewed by VLACS administrators.

Motion: Dr. Joyce

Text: To approve the policy GBEC, GBED, and JG, as presented.

Second: Mr. Treamer

Vote: All members voted in favor of the motion.

### 4.5.4

CEO contract

Motion to enter non-public session: Ms. Casey

Time: 4:10PM

Second: Mr. Treamer

Roll Call Vote: All members voted in favor of the motion

Attendance: Mr. Lovejoy, Dr. Hanson, Dr. Joyce, Ms. Casey, Mr. Treamer, Mr. Hansen.

Discussion: The board discussed the CEO's 2012-2013 contract.

Motion: To increase the CEO's annual salary and benefit stipend by five percent and to allow unused sick days to accumulate to a maximum of sixty days. Furthermore, the CEO may opt to use a portion of his salary to fund a disability insurance policy.

Second: Dr. Joyce

Vote: All members voted in favor of the motion

Motion to leave non-public session: Ms. Casey

Second: Dr. Hanson

Roll Call Vote: All members voted in favor of the motion

Time: 4:30PM

## 5. Finance

### 5.1. Review of financial reports

The Trustees reviewed all financial reports. General ledger reports for the months of February, March, and April were signed.

### 5.2 2011-12 budget status

Dr. Kossakoski reported that the school reached the funding limit in mid-May. The funding limit is governed by the memorandum of understanding. He stated he expects that the school will end the fiscal year with an unexpended balance of approximately \$200,000 that will be used to help fund the 2012-13 budget. Dr. Kossakoski also reviewed the school's earnings from 2009 through 2013.

## 6. Legislative News

Dr. Joyce reviewed pending legislation related to public schools.

## 7. Administrative Report

7.1. Enrollment	Dr. Kossakoski reported that enrollments have grown from 10,026 (March 8, 2012) to 12,987 (June 14, 2012). To date, there have been 1,162 competency recovery enrollments.
7.2 Charter renewal	Dr. Kossakoski reported that he met with Dr. Richard Ayers, of SERESC, who will lead the team conducting the on-site charter renewal study in the fall. The charter renewal evaluation team will be on-site in mid-October.
7.3 Future directions	Dr. Kossakoski, commented on the progress of the following projects: developing college and career ready students, collecting student progress data, Knewton math readiness course, and the Next Generation Learning Challenge.
Nellie Mae Education Foundation	Dr. Kossakoski reported that he has been nominated to the Board of Directors of the Nellie Mae Education Foundation. He noted that he would not consider days on which he attends events sponsored by the NMEF to be VLACS work days.
8. Administrative Reports	
	<p>Mr. Baldasaro reported on the recent hiring of instructors. He said that many candidates have heard about VLACS and are seeking employment here. He also reported on the instructor supervision process.</p> <p>Mr. Prescott reported that thirty-three seniors have graduated this year and that twenty will be attending the graduation ceremony on June 15<sup>th</sup>. He noted that there are currently ninety-six full-time students and 112 applications in process. Mr. Prescott also reviewed the professional development activities that are scheduled for June, July, and August.</p> <p>Mr. Oquist reported that the new student information system project is nearing completion. He noted that Blackboard voice tools will be replaced by Go To Meeting and that the tech staff has integrated this application into Moodle. Mr. Oquist also stated that parent and student surveys will be running soon within Moodle and that student success rate data will be restored to the instructors' interface.</p>
10. Old Business	NA
11. New Business	NA
12. Meeting Schedule	Meeting dates for 2012-2013: September 6, 2012; November 15, 2012; January 10, 2013; March 14, 2013; May 23, 2013. All meetings begin at 3:00PM.
13. Adjournment	
	<p><u>Motion:</u> Mr. Treamer  <u>Text:</u> To adjourn at 5:05PM</p>

Second: Ms. Casey

Vote: All members voted in favor of the motion.

Minutes recorded by: Steve Kossakoski