



## Attendees

Trustees in attendance at VLACS: Mr. Joseph Lovejoy, Dr. Mark Joyce, Ms. Kim Casey, Dr. Kent Chamberlin, Mr. John Hansen, Mr. Matt Tremer (via phone),  
Administration: Dr. Stephen Kossakoski, Ms. Ollire Lane-Wortley, Mr. Tony Baldasaro, Mr. Larry White  
Visitors: Ms. Roberta Tenney, NHDOE  
Apologies: Dr. Arthur Hanson

## Agenda

Topics	Discussion	Decision
1. Call to Order	Mr. Lovejoy called the meeting to order at 3:06.	
2. Approval of Minutes	Mr. Lovejoy asked if there were any recommended revisions to the March 14, 2013 meeting minutes. No revisions were recommended.	<u>Motion:</u> Dr. Chamberlin <u>Text:</u> To approve the minutes of March 14, 2013 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 Policies	Dr. Kossakoski reviewed the following new policies: BCB, Conflict of Interest; and, GCRD, Tutoring for Pay. He also presented policy JH, Truancy, to the board for revision. He recommended a change to the language regarding full-time students who are over the age of eighteen.  After the vote to adopt policy BCB, Conflict of Interest, Dr. Joyce stated that as Executive Director of the NHSAA he provides services to central office administrators throughout the state and that Dr. Kossakoski is a member of the NHSAA.	<u>Motion:</u> Dr. Joyce <u>Text:</u> To adopt policy BCB, Conflict of Interest, as presented. <u>Second:</u> Ms. Casey <u>Vote:</u> All members voted in favor of the motion.  <u>Motion:</u> Dr. Chamberlin <u>Text:</u> To adopt the revisions to policy GCRD, Tutoring for Pay, as presented. <u>Second:</u> Mr. Hansen <u>Vote:</u> All members voted in favor of the motion.  <u>Motion:</u> Dr. Joyce

		<p><u>Text:</u> To adopt revised policy JH, Truancy, as presented.</p> <p><u>Second:</u> Dr. Chamberlin</p> <p><u>Vote:</u> All members voted in favor of the motion.</p>
4.2 Acceptance of grant funds	<p>Dr. Kossakoski reported that VLACS is a finalist for a Next Generation Learning Challenge grant. Grant winners will be announced during the week of June 24. Dr. Kossakoski asked the board for permission to accept the grant should the VLACS proposal be funded. The school could receive as much \$450,000 from NGLC and \$300,000 in matching funds from the Nellie Mae Education Foundation. The funds will be used for redesign and development of school services in order to fully implement a competency-based approach to learning. The funds will not be used to cover operating costs.</p>	<p><u>Motion:</u> Dr. Joyce</p> <p><u>Text:</u> To accept grant funds from NGLC and NMEF, if awarded.</p> <p><u>Second:</u> Ms. Casey</p> <p><u>Vote:</u> All members voted in favor of the motion.</p>
4.3 Employee benefits for 2013-2014	<p>Dr. Kossakoski presented the new employee benefits package to the Trustees. Full-time employee benefits -- NHRS retirement for certified personnel; single person health and dental plan (may elect to pay for two-person or family policy; medical insurance buy-out of \$2,400 per year if an employee can document that they have health insurance through another source; premium and dependent care only flexible spending plan; eligible to participate in voluntary section 457 retirement plan; short term and long term disability insurance; ten paid holidays; 12 sick days accruable to 60; two bereavement days, vacation days (14 staff and faculty, 17 administrator). Part-time employees do not receive benefits.</p> <p>Mr. White reported that he has solicited several quotations from insurance brokers and that there will be substantial savings in workers' compensation. Mr. Baldasaro discussed how short-term and long-term insurance will help employees in case of illness or injury.</p>	<p><u>Motion:</u> Dr. Joyce</p> <p><u>Text:</u> To approve the employee benefit package, as presented.</p> <p><u>Second:</u> Ms. Casey</p> <p><u>Vote:</u> All members voted in favor of the motion.</p>
4.4 2013-2014 Budget	<p>Dr. Kossakoski presented the final version of the 2013-2014 budget. There was discussion about the importance of securing adequate state funding in order to meet the academic needs of students throughout the state.</p>	<p><u>Motion:</u> Dr. Joyce</p> <p><u>Text:</u> To increase the instructor salary account to cover the cost of anticipated increases in student enrollment (\$100,000--includes FICA) and to eliminate funds from the contingency account.</p> <p><u>Second:</u> Ms. Casey</p> <p><u>Vote:</u> All members voted in favor of the motion</p> <p><u>Motion:</u> Dr. Joyce</p> <p><u>Text:</u> To approve the 2013-2014 budget totaling \$5,753,933 contingent on state funding.</p> <p><u>Second:</u> Ms. Casey</p> <p><u>Vote:</u> All members voted in favor of the motion</p>
5. Finance		
5.1 Financial reports	<p>The Trustees reviewed all financial reports. General ledger reports for the months of April and May were signed.</p>	

5.2 Review of IRS form 990	Mr. Lovejoy reviewed the school's IRS form 990 and reported that this was the last year in which the form would be prepared by an external accounting agency. In the future the school's CFO will prepare the report and present it to the Trustees for review.	
6. Legislative news	Mr. Lovejoy reported he and Dr. Joyce had attended a recent meeting of the Senate Health, Education, and Human Services Committee at which Dr. Kossakoski testified. Member of the VLACS administrative team were also present at the committee meeting. The Trustees discussed the importance of contacting legislative representatives to ask them to support funding for VLACS.	
4.5 CEO Contract	Mr. Lovejoy asked the trustees to enter into non-public session in order to discuss the contract of the CEO?	<p><u>Motion to enter non-public session:</u> Ms. Casey  <u>Time:</u> 4:30 PM  <u>Second:</u> Dr. Chamberlin  <u>Roll Call Vote:</u> All members voted in favor or entering non-public session.  <u>Attendance:</u> Ms. Casey, Dr. Chamberlin, Mr. Hansen, Mr. Lovejoy, Dr. Joyce, Mr. Treamer (via phone)  <u>Discussion:</u> Mr. Lovejoy reviewed salary and benefit history. Members discussed the performance of the CEO.  <u>Motion:</u> Mr. Hansen  <u>Motion text:</u> To increase the compensation package of the CEO by 5% (2.5% CPI and 2.5% equity adjustment). Also, to add the CEO to the long-term and short-term disability coverage that that is available to full-time employees.  <u>Second:</u> Dr. Joyce  <u>Vote:</u> All members voted in favor of the motion  <u>Motion to leave non-public session:</u> Ms. Casey  <u>Second:</u> Dr. Chamberlin  <u>Roll Call Vote:</u> All members voted in favor or leaving non-public session.  <u>Time:</u> 4:45PM</p>
7. Administrative Report		
7.1 Enrollment	Dr. Kossakoski reported that enrollments have increased from 12,359 (March 9, 2013) to 12,941 (June 22, 2013).	
7.2 Status of major initiatives	Dr. Kossakoski reported that dual credit courses have been changed from full-credit to half-credit courses for the purposes of funding and compensation. VLACS and other schools can determine if such courses are worth a full-credit, or more, on transcripts. The reduction from full-credit to half-credit has been made to align single semester college courses with single semester high school courses in terms of funding and compensation. This change also allows students to complete the courses	

required to earn an associates degree within two years.

8. Administrative reports

8.1 Review of administrative reports

Mr. Lovejoy asked if there were any questions about the topics addressed in the administrative reports that were available in the board packet.

8.2 Presentation

Ms. Lane-Wortley updated the Trustees about current professional development activities. She also demonstrated how Adobe Connect is used to provide professional development to instructors and how instructors use the tool to work with both individual students and groups of students. Ms. Lane-Wortley thanked VLACS instructor Ms. Margaret Decker for assisting with the demonstration.

9. Meeting Schedule

Mr. Lovejoy presented the 2013-2014 Trustee meeting schedule and asked members to contact him if the dates do not fit their schedules. The dates and times are as follows: September 12, 2013; November 14, 2013; January 9, 2013; March 13, 2014; May 22, 2014. All meetings are held in the VLACS conference room from 3:00-5:00PM.

Mr. Lovejoy also reminded the Trustees that graduation will be held on June 21 at 4:00 at the Capital Center for the Arts in Concord.

10. Adjournment

Motion: Dr. Joyce  
Text: To adjourn at  
Second: Mr. Hansen  
Vote: All members voted in favor of the motion.

Minutes recorded by: Steve Kossakoski