



Attendees

Trustees in attendance: Ms. Kimberley Casey, Dr. Mark Joyce, Mr. John Hansen (phone), Mr. Joseph Lovejoy, Dr. Arthur Hanson, Mr. Matt Treamer
Administration: Dr. Stephen Kossakoski (phone and video), Mr. Tony Baldasaro, Mr. Larry White, Mr. Scott Prescott, Mr. Jason Fitzpatrick, Mr. Greg Young
Visitors: Ms. Roberta Tenney, NHDOE
Apologies: Dr. Kent Chamberlin

Agenda

Topics	Discussion	Decision
1. Call to Order	Mr. Lovejoy called the meeting to order at 3:09	
2. Approval of Minutes:	Mr. Lovejoy asked if there were any revisions to the meeting minutes of September 11, 2014. No revisions were recommended.	<u>Motion:</u> Mr. Treamer <u>Text:</u> To approve the minutes of the September 11, 2104 meeting, as presented. <u>Second:</u> Ms. Casey <u>Vote:</u> All members voted in favor of the motion.
3. Public Comment	None	
4. Items Requiring Approval		
4.1 2014-2015 Budget Revision	Dr. Kossakoski reviewed recent enrollment growth trends and marketing efforts. The growth rate is currently less than anticipated due to the reduction in marketing efforts over the last two years. The revised budget reflects a conservative estimated growth rate of 5%. Dr. Kossakoski reviewed major changes to the budget and Mr. White reported on insurance and employee benefit costs. The board was also provided with a copy of an updated grant budget for 2014-2015.	<u>Motion:</u> Mr. Treamer <u>Text:</u> To accept the revisions to the 2014-2015 budget, as presented. The revised budget total is \$6,289,173. <u>Second:</u> Dr. Joyce <u>Vote:</u> All members voted in favor of the motion
4.2. McGarr Award	Dr. Kossakoski reviewed the description and criteria for the Norma McGarr Award. He asked the Trustees to approve the creation of the award and to consider funding the award through private donations and by allocating the interest earned on VLACS savings and checking accounts to the award.	<u>Motion:</u> Dr. Hanson <u>Text:</u> To establish the Norma McGarr award, as presented. The award will be funded through two sources: (1) interest earned on the school's savings and checking accounts, and (2) through private donations. <u>Second:</u> Ms. Casey

		<u>Vote:</u> All members voted in favor of the motion
4.3 Full-Time Middle School Program	Dr. Kossakoski reviewed the growth and development of the middle school program since 2009. Mr. Prescott made a presentation to the Trustees regarding the implementation of the full-time option for middle school students. The program will meet or exceed all state minimum standards. The admissions process will begin in December and students will begin working in the full-time program in March.	<u>Motion:</u> Mr. Treamer <u>Text:</u> To proceed with offering a full-time middle school option for students in grades 6-8. <u>Second:</u> Dr. Hanson <u>Vote:</u> All members voted in favor of the motion
5. Finance		
5.1 Financial reports and budget status.	The Trustees reviewed all financial reports. General ledger reports for the months of September and October were available for review and signature. Mr. White reviewed the balance sheet and reported that the school continues to be in good financial standing.	
6. Legislative News	Dr. Kossakoski reported that he, Mr. Lovejoy, and Mr. White made a presentation to the House Finance Study Committee regarding VLACS on October 8 th . Mr. Lovejoy stated that he was pleased with the discussion and the support voiced by members of the committee.	
7. CEO's Report		
7.1 Enrollment	Dr. Kossakoski reported that as of November 8, VLACS has 15,455 enrollments compared to 15,090 enrollments in November 2013. Dr. Kossakoski also reviewed data regarding course enrollments and enrollments by affiliation.	
7.2 CEO's Report	Dr. Kossakoski stated that work continues on a number of new initiatives including early college, learning through projects, and learning through experiences. The learning through college project will be announced to the public in December. Dr. Kossakoski also reported that Ascendle, Inc. has completed the first phase of development on the competency map. Representatives from Motivis, Inc. have met with Dr. Kossakoski, Mr. Fitzgerald, and VLACS developer and project coordinator, Jon Doane, to discuss plans for a new student information system that will support competency-based learning.	
8. Administrative Reports		
8.1 Review of personnel list	Mr. Baldasaro reviewed the personnel report. He stated that VLACS now employs 181 people. He also discussed ongoing efforts to digitize and automate human resources data and records.	
8.2 Review of Administrative Reports	Mr. Lovejoy asked if there were questions about the topics addressed in the administrative report. There were no questions. Mr. Young described the development of the learning through experience program. Mr. Fitzgerald reported how he and the technology department support new and ongoing services for students and instructors.	

9. Meeting Dates

2014-2015 Board of Trustees meeting dates: January 8, 2015; March 12, 2015; May 21, 2015. All meetings will be held in the VLACS conference room from 3:00-5:00PM.

10. Adjournment

Motion: Dr. Hanson
Text: To adjourn at 4:35PM
Second: Mr. Treamer
Vote: All members voted in favor of the motion.

Minutes recorded by: Steve Kossakoski