

# VLACS Board of Trustees

## Minutes

Date: Thursday, November 20, 2008  
Location: Virtual Learning Academy Conference Room  
30 Linden Street, Exeter, NH Time: 3:00PM

### Attendance

#### Trustees:

Dr. Kent Chamberlin  
Dr. Mark Joyce  
Mr. Joseph Lovejoy

Ms. Kimberley Casey  
Mr. Matthew Treamer  
Administration:  
Dr. Steve Kossakoski  
Mr. Gary Tirone

1. Mr. Lovejoy called the meeting to order at 3:10 PM
2. Nomination and appointment of new Trustees: Dr. Joyce nominated Dr. Thomas Brennan and Mr. John Hanson as Trustees for a term of three years. Seconded by Dr. Chamberlin. All members voted in favor of this motion.
3. Approval of minutes
  - 3.1. Dr. Chamberlin made a motion to accept the minutes from the September 11, 2008 meeting. Seconded by Ms. Casey. All members voted in favor of this motion.
4. Public Comment (3 minutes per speaker): None
5. Finance
  - 5.1. Review of financial reports: Financial reports from August, September, and October were available for review by the Trustees. Dr. Kossakoski answered questions regarding the reports.
  - 5.2. Status of first annual audit: Dr. Kossakoski noted that the the school's auditor has been in contact and has begun working on the audit.
  - 5.3. Status of line of credit: Ocean Bank is waiting for the completion of the audit before proceeding with the approval of a request for a line of credit. Dr. Kossakoski stated that he has discussed the possibility of moving VLACS funds into business accounts that will pay higher interest rates than the checking account now used by the school. Dr. Joyce recommended that the bank provide information on how they will insure amounts over \$250,000.
  - 5.4. Request to NHDOE: Dr. Kossakoski reported that he and Mr. Tirone have submitted a request to the NHDOE to allow VLACS to receive funding for full-time students who would like to complete more than five credits per year. Full-time student funding would be limited to twenty credits per student, but the student would be allowed to earn more that the current limit of five credits per year.
6. CEO/CLO Report
  - 6.1. Enrollment
    - 6.1.1. Enrollment: Dr. Kossakoski reported that the school continues to add enrollments on a daily basis with total course enrollments exceeding 3,500. Both he and Mr. Tirone expect that the rate of enrollment will increase in December and January as schools reach mid-year and students begin looking for additional or alternative classes. Dr. Kossakoski also reported that VLACS students reside in 208 New Hampshire communities and one Vermont community.
  - 6.2. Administrative update

- 6.2.1. Communication: Dr. Kossakoski reported that communication channels have been formalized for students, parents, and others contacting the school. Contact can be made as follows:  
General Information: 603.778.2500, "press 0" or [info@vlacs.org](mailto:info@vlacs.org)  
Guidance & Registration: 603.778.2500, "press 1" or [guidance@vlacs.org](mailto:guidance@vlacs.org)  
Technical Support: 603.778.2500, "press 2" or [helpdesk@vlacs.org](mailto:helpdesk@vlacs.org)
- 6.2.2. New courses: Mr. Tirone reported that three new courses will be available in January: Middle School Mathematics III, Web Design I, and Fitness Lifestyle Design
- 6.2.3. eStart: Mr. Tirone stated that twelve eStart courses will be available to students in January. eStart courses carry both high school and college credit and are taught by Community College System of New Hampshire faculty.
- 6.2.4. Marketing update: Dr. Kossakoski presented the three new commercials that are currently being shown on television channels 9 and 50. He also stated that the commercials may be shown on cable channels in targeted areas of the state.
- 6.2.5. Student support / Guidance: Mr. Tirone reported that Kevin Haverty and Kyle Cote had been hired as part-time guidance counselors. Mr. Haverty will work with full-time students while Ms. Cote will work primarily with part-time students.
- 6.2.6. Accountability surveys: Dr. Kossakoski reported that progress is being made on the development of the accountability surveys that will be sent to students, parents, staff, and schools.

## 7. Personnel

- 7.1. Staffing update: Mr. Tirone reported that a five new part-time instructors are being trained to and will begin working with students in January. He also reported that a new cohort of instructors will be hired and will begin training in January and February.
- 7.2. Fall training
- 7.2.1. Office staff: Dr. Kossakoski reported that all current VLACS administrative and office staff participated in a full-day training session on October 27<sup>th</sup>.
- 7.2.2. New instructors: see 7.1

## 8. Policy

- 8.1. Online policy manual: Dr. Kossakoski reported that all VLACS policies are now available online.
- 8.2. Admissions Criteria Policy: Dr. Kossakoski asked the Trustees to review and adopt the Admissions Criteria policy. The Trustees discussed the policy and recommended minor changes to policy. Dr. Joyce made a motion to adopt the policy with the recommended changes. Seconded by Mr. Tremer. All members voted in favor of the motion.

## 9. Old Business

## 10. New Business

11. Next meeting date: The next Trustees meeting is scheduled for Thursday, February 5, 2009, 3:00PM at the VLACS.
12. Adjournment: Dr. Joyce made a motion to adjourn at 5:05PM. Seconded by Dr. Chamberlin. All members voted in favor of this motion.