



Meeting Minutes
 March 17, 2016
 3:00-5:00PM
 VLACS Conference Room
 30 Linden Street, Exeter, NH 03833

Attendees

Trustees in attendance: Dr. Mark Joyce (phone), Dr. Kent Chamberlin, Mr. John Hansen (phone), Ms. Kimberley Casey, Mr. Matt Treamer

Administration: Dr. Stephen Kossakoski, Mr. Tony Baldasaro, Ms. Ollire Lane, Mr. Gary Tirone

Visitors:

Apologies: Mr. Joseph Lovejoy, Dr. Arthur Hanson

Agenda

Topics	Discussion	Decision
1. Call to Order	Dr. Chamberlin called the meeting to order at 3:15PM.	
2. Approval of Minutes:	Dr. Chamberlin asked if there were any revisions to the meeting minutes of January 14, 2016.	<u>Motion:</u> Mr. Treamer <u>Text:</u> To approve the minutes of the January 14, 2016 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. Policy		
4.1.1. New Policies	<p>JBAB – Transgender and Gender Nonconforming Students Dr. Kossakoski asked the board to adopt this policy in order foster a healthy and supportive learning environment that is free of discrimination for all students.</p> <p>IHBH – Learning Through Experience Dr. Kossakoski asked the board to adopt this policy it order provide direction and guidelines for the Learning through Experience program. Dr. Joyce suggested that the section regarding program procedures be removed.</p>	<p><u>Motion:</u> Dr. Joyce <u>Text:</u> To adopt policy JBAB – Transgender and Gender Nonconforming Students, as presented. <u>Second:</u> Mr. Treamer <u>Vote:</u> All members voted in favor of the motion</p> <p><u>Motion:</u> Mr. Treamer <u>Text:</u> To adopt policy IHBH – Learning Through Experience, as amended. <u>Second:</u> Ms. Casey <u>Vote:</u> Mr. Treamer, Ms. Casey, Dr. Joyce, and Dr.</p>

	<p>IJOC - Volunteers Dr. Kossakoski explained that this policy is required to define the differences between designated and supervised volunteers. Designated volunteers are required to undergo a background check before working with students.</p>	<p>Chamberlin voted in favor of the motion. Mr. Hansen was not present for the discussion and abstained from voting.</p> <p><u>Motion:</u> Mr. Hansen <u>Text:</u> To adopt policy IJOC – Volunteers, as presented. <u>Second:</u> Mr. Treamer <u>Vote:</u> All members voted in favor of the motion</p>
<p>4.1.2. Policy Revisions</p>	<p>IKF – High School Graduation Dr. Kossakoski explained that the section titled Alternative Credit Options has been revised to reference policy IHBH – Learning through Experiences. Dr. Chamberlin recommended that second sentence of the policy be changed to read: To graduate, a student shall have earned a minimum of twenty-two credits as shown below.</p> <p>GBED – Tobacco Free Schools Dr. Kossakoski stated that e-cigarettes has been added to the definition of tobacco products.</p> <p>IJND – Student Conduct and Acceptable Use Dr. Kossakoski stated that all instances of “Chief Information Officer” have been replaced with “Director of Technology.”</p> <p>GBDC – Background Checks Dr. Kossakoski explained that a section on volunteers had been added as well as a section that defines when the school will pay for background checks.</p>	<p><u>Motion:</u> Mr. Treamer <u>Text:</u> To adopt policy IKF – High School Graduation, as amended. <u>Second:</u> Ms. Casey <u>Vote:</u> All members voted in favor of the motion</p> <p><u>Motion:</u> Mr. Treamer <u>Text:</u> To adopt policy GBED – Tobacco Free Schools, as presented. <u>Second:</u> Ms. Casey <u>Vote:</u> All members voted in favor of the motion</p> <p><u>Motion:</u> Ms. Casey <u>Text:</u> To adopt policy IJND – Student Conduct and Acceptable Use, as presented. <u>Second:</u> Mr. Treamer <u>Vote:</u> All members voted in favor of the motion</p> <p><u>Motion:</u> Mr. Treamer <u>Text:</u> To policy GBDC – Background Checks, as presented. <u>Second:</u> Ms. Casey <u>Vote:</u> All members voted in favor of the motion</p>
<p>4.1.3. Policy Under Development</p>	<p>JFBB – Enrollment of Expelled or Suspended Students Dr. Kossakoski updated the board on the progress that has been made to allow expelled students to enroll in courses at VLACS. Configuration and testing of the student and course information system is ongoing. Dr. Kossakoski hopes to have draft policies available for the May board meeting.</p>	
<p>4.2 Authorization to Renew Charter</p>	<p>Dr. Kossakoski asked if the board would support the submission of the Intent to Renew Charter document. The VLACS charter is up for renewal in the fall of 2017.</p>	<p><u>Motion:</u> Ms. Casey <u>Text:</u>. To approve that the Intent to Renew Charter form be signed and sent to the NHDOE.</p>

		<p><u>Second:</u> Mr. Treamer <u>Vote:</u> All members voted in favor of the motion</p>
4.3. Primex membership and unemployment insurance.	<p>Dr. Kossakoski reported that Mr. White recommends that the board approve the proposal for unemployment insurance provided by Primex. The rates offered by Primex are the lowest available to the school.</p>	<p><u>Motion:</u> Dr. Joyce <u>Text:</u> To hereby accept the offer of the NH Public Risk Management Exchange (Primex) to enter into its Membership Agreement as of the date of the adoption of this resolution, and to be contractually bound to all the terms and conditions of Primex risk management pool membership during the term of membership. The coverage provided by Primex in any year of membership shall be set forth in the Coverage Documents of Primex. <u>Second:</u> Mr. Hansen <u>Vote:</u> All members voted in favor of the motion.</p>
5. Financial reports	<p>The Trustees reviewed all financial reports. General ledger reports for the months of January and February were available for review and signature. Dr. Kossakoski reported that the school is in good financial standing.</p>	
Presentation of the 2016-2017 budget	<p>Dr. Kossakoski reviewed the 2016-2017 draft budget. He asked the Trustees to review the detailed budget and submit any questions they may have to him or to Mr. White.</p>	
6. Legislative News	<p>None</p>	
7. CEO's Report		
7.1 Enrollment	<p>Dr. Kossakoski reported that enrollment currently stands at 17,941 enrollments which is approximately 12.6% higher than last year. He also reported that incoming enrollments continue to come in at higher rate than last year.</p>	
7.2 CEO's Report	<p>Dr. Kossakoski reported on the following topics:</p> <ul style="list-style-type: none"> • Mr. Lovejoy signed a Certificate of Renewal for a New Hampshire Nonprofit Corporation on February 10, 2016 in order to restore the school's corporate status in NH which expired without prior notice on December 30, 2015. The Secretary of State's office waived the requirement for a hearing on this matter due to problems with the state's notification process. • VLACS is striving to be Section 508 compliant so that all students have access to the educational resources they need to be successful. Plans are in place to hire a consultant to train staff and procedures and guidelines are being developed to ensure that documents and other digital resources are 508 	

- compliant.
- A researcher from Florida Southwestern State is writing an article about the VLACS funding model and a reporter is writing a story about the success of the school.

8. Administrative Reports

8.1 Review of personnel list Mr. Baldasaro reviewed the personnel report. The school currently employs 200 full-time and part-time staff members. A new cohort of twelve adjunct instructors has been hired and will begin training soon.

8.2 Review of Administrative Reports Dr. Chamberlin asked is there were any questions regarding the administrative report that was included in the informational packet. Ms. Lane reported that there will be a partnership training session for schools next week. There will be over thirty teachers, counselors, and administrators in attendance.

8.3 Presentation Mr. Tirone review the 2014-2015 annual report. The areas addressed in the report include: (1) progress toward achievement of mission, (2) responsible use of public funds; (3) promoting student attainment of expected knowledge and skills; and, (4) school sustainability. The school has met or exceeded the indicators for each of the four criteria.

11. Board of Trustees Meeting Dates May 26, 2016. All meetings are held in the VLACS conference room from 3:00-5:00PM. Graduation is scheduled for Friday, June 10, 2016, 4:00PM, at the Capitol Center for the Arts in Concord, NH.

12. Adjournment

Motion: Mr. Hansen
Text: To adjourn at 5:00PM
Second: Mr. Tremer
Vote: All members voted in favor of the motion.

Minutes recorded by: Steve Kossakoski