

Approved 9/25/26



August 17th, 2026

Cusick Conference Room: 80 Atwood Street, Brattleboro, VT

2:00 pm - 3:30 pm

Video call link: <https://meet.google.com/zmh-regc-nma>

Phone: +1 240-490-4578 PIN: 228 135 009#

Google Meet Recording

Attendees: Andy Haas, Christine Bourne, Mary Barton, Sherry Sousa, Tate Erickson, Valerie Ray, Jill Graham

Meeting Called to Order: 2:06 pm

Changes/Additions to the Agenda: No changes or additions

Approval of Minutes

[May 29th, 2026](#)

Motion: Sherry Sousa

2nd: Tate Erickson

Roll Call: Passed unanimously

Public Participation: No public comment

Reports:

- **Board President Report**
 - Christine Bourne commended Jill Graham for their work over the past month and a half, specifically highlighting the successful hiring of the lead facilitator for the merger study committees. Christine Bourne noted that Jill Graham is currently focused on the next phase of hiring remaining facilitators and providing necessary training.
- **Board Member Updates:**
 - Appointees: Bob Thibault as representative for [Windham Central Supervisory Union](#)
Motion: Sherry **2nd:** Tate **Roll Call:** Passed unanimously
 - Bob Thibault was selected by the WCSU board as representative to the VTLC board. Jill Graham reminded Board members to submit their meeting minutes outlining their selection as the VTLC representative to the board.

- **Treasurer's Report**
 - **Mascoma Bank**
 - *Jill Graham reported that all agency assets have been consolidated into Mascoma Bank, which now holds the business checking, money market, and CD accounts. A grant from the Freeman Foundation was temporarily held in the business checking account and is currently being processed to the appropriate member.*
- **Financial Reports**
 - [Expense Report](#)
 - July [Financials and Aging Report](#)
 - FY 26 summary reports: [revenue](#), [service comparison](#)
 - *Jill Graham reviewed the agency's expenses for the months of June, July and August. She discussed the process for reimbursement via the GMS system for Act 170-related expenses and is working with the Agency of Education on this process.*
 - *Central Source has successfully modernized the agency's accounting practices over the last year. Future board meetings will include a standard "budget versus actuals" report prepared by the accountant, Jen, to increase transparency. The agency's revenue trends from 2022 to 2026 show a positive trajectory, with the agency shifting from a deficit to financial stability through increased service offerings, including consultation and evaluations and the membership model established by the board.*
 - *Jill Graham presented a four-year service comparison analysis, highlighting a significant increase in consultation and assessment/evaluation services. The agency has responded to this demand by expanding its team with per diem evaluators. Jill Graham explained that the "personnel service" category, previously used as a broad catch-all, has been updated to provide more granular data and better tracking of specific contracted services.*
- **[Personnel Report](#) - Updates**
 - *Jill Graham announced the hiring of a multilingual learner teacher, who brings extensive experience and is available to support regional needs. Additionally, two per diem school psychologist evaluators have been hired. These additions are designed to bolster regional capacity and meet the needs of the members.*
 - *To address the agency's increased operational workload, Jill Graham proposed hiring a remote, per diem executive assistant for 10 to 15 hours per week. Board members discussed the potential for this role to be a shared service, supporting other member needs such as board meeting note-taking and HR administration. Jill Graham will develop a job description for the September board meeting as a first read. A draft job description is attached.*
- **[Executive Director Summary](#)**
 - *Jill Graham reviewed the highlight of the Executive Director summary.*

New Business and Information:

- [Roberts Rules](#)
 - **Motion:** Andy Haas **2nd:** Tate Erickson **Roll Call:** Passed unanimously
 - *The Board discussed and subsequently approved the adoption of Roberts rules as the structure for VTLC's meetings.*
- [VTLC Board Meeting Schedule](#)
 - [Warning of meetings](#)
 - Communications to Boards
 - *The board reviewed and agreed upon a proposed meeting schedule for the year. The group discussed adjusting the start time to 10:15 a.m. to accommodate schedules, starting with meetings in Springfield in September and shifting to Windsor, VT for December and April. Jill Graham reviewed the board's process for agenda preparation and distribution, noting that physical posting in districts and online publication has been implemented with no negative feedback. The board confirmed the process should continue as established. Jill Graham suggested that board member representatives consider adding a regular five to 10-minute line item to their individual school board meeting agendas to discuss CESA updates and to continue to support transparency.*
- Professional Development FY 27
 - [CESA Cohort](#)
 - IEP Bootcamp
 - Chromebook Accessibility
 - No Hype AI
 - Legal Series
 - October 9th - SU/SD Para's
 - [SLD/SLI Reading Intervention Course](#)
 - *Professional development opportunities that are in the works for the year were discussed and reviewed with the Board.*
- Programming Exploration
 - [Chancelight Behavioral Health](#)
 - *Jill Graham shared information regarding a potential collaboration with a provider called Chance Light to help develop local therapeutic programs. The board discussed the need for high-quality, local options to reduce the need for transporting students long distances. Jill Graham requested authorization to conduct due diligence, including reference checks and initial questions, regarding a potential partnership with Chance Light. The board agreed that a formal motion was not necessary and authorized Jill Graham to proceed with the exploration.*

Old Business:

- CESA Transformation
 - Independent Audit
 - Annual Report
 - Legal Counsel
 - *Jill Graham updated the board on the requirement for an independent audit for the agency's first year, with an estimated cost of \$10,000 to \$15,000 from accounting firm quotes. Additionally, Jill Graham is vetting legal counsel to ensure comprehensive coverage of business, educational, and special education law needs.*
 - Association of Education Purchasing Agencies Meeting
 - September 17th
 - *Jill Graham reported that the VTLC application to join the Association of Educational Purchasing Agencies has been submitted. A meeting with the Association's leadership is being planned for September 17th to provide further information, and interested board members are invited to attend.*
-

Meeting adjourned:

The meeting adjourned at 3:30 pm. Motion made by Tate Erickson and seconded by Valerie Ray, passed unanimously.