

# Vermont Learning Collaborative



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**September 25th, 2026**

3rd Floor Conference Room: 307 South Street, Springfield, VT

10:15 am - 11:45 am

Video call link: <https://meet.google.com/rsm-tadc-qhs>

Or dial: (US) +1 956-704-1434 PIN: 556 843 744#

**Google Meet Recording**

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**Attendees:** Andy Haas, Courtney Dextraze Wiese, Layne Millington, Valerie Ray, Sherry Sousa, Christine Bourne, Bob Thibault, Tate Erickson, Derek Williams, Jill Graham

**Meeting Called to Order:** 10:16 am

**Changes/Additions to the Agenda:** None

## **Approval of Minutes**

August 17th, 2026

**Motion:** Sherry Sousa

**2nd:** Valerie Ray

**Roll Call:** Passed unanimously

**Public Participation:** No public comment

## **Reports:**

- Board President Report

Christine Bourne shared that several VTLC member Superintendents have discussed their interest in pursuing shared cybersecurity services through a cooperative purchasing model. Additionally the region is interested in pursuing shared resources to support hazing, harassment, bullying and Title IX investigations at the student level. This could be a person who has an educational background and strong understanding of HHB and Title IX who is available on a per diem basis and able to assist Principals navigate the steps to each of these complex and time sensitive processes. This resource could also help to promote consistency of responses to HHB and Title IX across the region.

- Board Member Updates:

- Appointees: [TRSU](#)

**Motion:** Andy Haas    **2nd:** Sherry Sousa    **Roll Call:** Passed unanimously

Layne Millington, Two Rivers Supervisory Union Superintendent was selected by the TRSU board as the representative to the VTLC Board of Directors. Layne was unanimously voted as part of the VTLC Board.

- Treasurer's Report

*A review of current accounts in Mascoma Bank was completed.*

- Financial Reports

- [Expense Report](#)
- [August Financials and Aging Report](#)
- GMS update

*Jill Graham reviewed current collaborative finances from August noting that July, August and September represent a slower revenue period for the agency. Small operating increases were noted from housing the Act 170 facilitators on VTLC's google infrastructure.*

*Central Source has created a budget report that captures both VTLC and Act 170 budget activity. Currently, VTLC is paying the Lead Facilitator, and payments to the regional facilitators will begin by the end of October at the latest. During the month of September their hours have been minimal and primarily focused on training and outreach to their assigned regional committees. The Agency of Education has assisted VTLC in renewing the entity in SAM.gov, a prerequisite to applying to the state grant management system (GMS). Once VTLC is active in GMS, the agency will be able to activate and allocate funding for VTLC from the BOCES start up grant and Act 170. All funding is released in a reimbursement model for eligible expenses. VTLC has been in regular communication with legislative representatives to advocate for additional Act 170 funding that will be necessary for the Lead and Regional facilitators.*

- [Personnel Report](#)

- [Executive Assistant Job Description](#) - first read

*There are no new personnel to report. Jill Graham presented a first read for a new per diem executive assistant position to support board meeting secretarial duties and compliance, as well as district service referral tracking. There has been external interest in the role, and some interviews completed. A lead candidate unfortunately declined. Mountain Views expressed interest in sharing this role to provide support for their Board meetings once per month which could be conducted remotely. The Board will conduct a vote to approve the job description at the next meeting.*

*Jill Graham highlighted the availability of a multi-lingual learner teacher with strong background experience to assist with testing and screening across districts within the region.*

- [Executive Director Summary](#)

*Jill Graham provided updates on the collaborative's transformation, detailing discussions with the Agency of Education, auditing firms, and legal counsel regarding the agency's compliance requirements. Currently VTLC is awaiting finalized guidance from the Agency of Education regarding the required scope of the first audit and timelines for both the audit and the agency's first annual report.*

*Jill Graham reported strong membership interest, noting that the Hartford School District voted on September 2nd to withdraw from their northeast CESA group and will need to meet with Vermont Learning Collaborative*

before October 17th to discuss and conduct a membership vote. An additional supervisory union has also reached out regarding preliminary membership exploration.

Jill Graham announced the deployment of a shared professional development dashboard to four member districts and one non - member, offering high-quality, bite-sized training modules for para-professionals ranging from 15 minutes to an hour intended for staff working directly with special needs students. This is the region's first cooperative purchasing venture and realized savings for each participant ranging from twenty to forty-five percent savings over individually purchasing subscriptions.

VTLC is contracting with educational technology consultant Casey Daigle to deliver a nine-part, artificial intelligence for educators professional development series addressing the technical, judgement, and environmental lenses of AI use in the educational environment. This series will be appropriate for AI users who are novice to those who are experienced across all educational roles.

- Service Exploration
  - Title IX/HHB Coordination
  - Bi-lingual/Multi-lingual evaluators
  - [Service with a Soul](#)

The Board discussed a training proposal titled Service with a Soul designed to support central office personnel, payroll staff, and administrative assistants handle heated conversations, difficult customer interactions, and maintain diplomatic relationships. Various delivery options were presented, including a one-day in-person workshop as well as hybrid or half-day options, addressing growing staff stress and front-office pressures. VTLC will follow up with AESA (who is offering this opportunity) to finalize a full day in person format with up to two follow up sessions and potential dates.

#### **Unfinished Business and Information:**

- Association of Education Purchasing Agencies Meeting
  - [AEPA Overview](#) and [Vermont sales](#)
  - [AEPA Governing Documents](#)
  - [AEPA Contract Listing](#)
  - [AEPA MOU](#)

■ **Motion:** Sherry Sousa      **2nd:** Andy Haas      **Roll Call:** Passed unanimously

Jill Graham reviewed the application for VTLC to become the local purchasing agency for the state through the Association Education Purchasing Agencies (AEPA), following a visit from George Wilson (Executive Director) and Tina Smith (President) who met with interested members of VTLC. The organization operates as a division of the Association of Educational Service Agencies (AESA) and serves as a purchasing cooperative with 31 lead state agencies. Jill Graham explained that becoming a member involves specific responsibilities, including an annual membership fee, agency attendance at two conferences per year to establish vendor relationships, managing marketing responsibilities, maintaining website infrastructure for contract information, and completing quarterly reporting. In return, as lead agency VTLC receives a two percent margin of all contracts used within the state. Jill Graham reviewed previous sales figures for the state noting that currently all funds

generated by Vermont contract use are going to Connecticut who is overseeing the state of Vermont. The Board discussed implications for workload on the agency and how this would be addressed. VTLC's current business consultant has extensive experience in cooperative procurement and is interested in supporting this service opportunity for the agency, meanwhile Jill Graham, Executive Director would serve as the primary point of contact. The Board voted unanimously to authorize Jill Graham to proceed with signing of the Memorandum of Understanding and submit to AEPA as the next steps in the process.

- [VTLC Board Meeting Schedule](#) - finalized
  - Special Meeting prior to October 23rd
- Professional Development FY 27
  - [CESA Cohort](#)
  - IEP Bootcamp
  - Chromebook Accessibility
  - Not so Fast AI- series
  - Legal Series
  - October 9th - Paraprofessional training Windsor Southeast
  - [SLD/SLI Reading Intervention Course](#)
- Programming Exploration
  - [Chancelight Behavioral Health](#)

Reference checks completed. Additional outreach for follow up communication have not been responded to by Chancelight.

- CESA Transformation
  - Independent Audit
  - Annual Report
  - Legal Counsel
  - [AOE CESA FAQ](#)

#### **New Business:**

- Executive Director [Goals and Evaluation](#) Committee

Christine Bourne, Tate Erickson and Valerie Ray volunteered to participate on the Executive Director evaluation committee. This will include three meetings: A review and approval of goals, a mid cycle meeting in January and a summative evaluation meeting in May. This committee may also review the Executive Director's contract which expires June 30th, 2027.

- [ScaleEd Labs Opportunity](#)

This item was not reviewed.

#### **October Agenda**

- FY 28 Membership
- FY 28 Membership fees
- Articles of Agreement amendment discussion

**Meeting adjourned:** 11:45 am

**Motion:** Andy Haas

**Second:** Sherry Sousas

*Passed unanimously*

DRAFT