October 23rd, 2026

RVTC Conference Room: 307 South Street, Springfield, VT

10:15 am - 11:45 am

Video call link: meet.google.com/vyr-urch-nnv

Or dial: (US) +1 318-367-2534

PIN: 860 994 865#

Google Meet Recording

Attendees: *Andy Haas, Christine Bourne, Sherry Sousa, Robin Steiner, Aron Tomlinson, Bob Thibault, Tate Erickson, Layne Millington, Jill Graham*

Meeting Called to Order: *10:24 am* **Changes/Additions to the Agenda:** *None*

Approval of Minutes

September 25th, 2026

October 9th, 2026

Motion: *Sherry Sousa* ***2nd***: *Tate Ericson/Bob Thibault* ***Roll Call***: *Passed Unanimously*

Public Participation: *No public comment*

Reports:

- Board President Report - *No Board President report at this time.*

- VTLC Membership Adjustment Request
  - SAU 70 Membership Request Norwich and NECESA Minutes

    Motion: I move that the VTLC CESA Board **[approve / not approve]** the proposal from the SAU 70 School Board, submitted under 16 V.S.A. § 608, to join the Vermont Learning Collaborative CESA.

    2nd: *Vote held until December meeting* ***Roll Call***: *n/a*

VTLC received a membership adjustment request from SAU 70 which was released from the Northeast CESA and received approval from the Norwich School Board to seek membership with VTLC. Act 170 explicitly names SAU 70 in its structure, therefore Jill Graham explained that approval from the SAU 70 board is also legally required. Robin Steiner indicated that the SAU Board will hold a special called meeting on October 27th to complete this vote. Consequently, Jill Graham recommended tabling the formal vote until VTLC's next regular

meeting on December 11th, ensuring the final approval can be submitted to the Secretary of Education and then reviewed by the General Assembly when they reconvene in January 2027.

- Treasurer's Report:
    - Mascoma Bank

Mascoma bank accounts were reviewed. VTLC recently received several outstanding payments that have helped the agency's checking account balance. Neither the money market account nor the savings account balances have had to be accessed due to the timely receipt of outstanding payments.

- Financial Reports
    - Expense Report
    - September Financials and Aging Report
    - GMS

Jill Graham reviewed the financial report comparing Act 170 and Vermont Learning Collaborative budgets. VTLC has fronted approximately $25,000 in Act 170 costs. The agency's application in the AOE GMS system is complete and now it must be approved and the grants must be made available in the system for VTLC to apply. Annie Houston, AOE contact has indicated that the merger facilitator grant should be available by the end of the week (10/30). Annie has committed to providing tutoring to VTLC to expedite access for reimbursement of funds.
Currently VTLC has over 40 evaluations underway within the region, which is a significant increase in referrals compared to the previous year. Revenue from these services will begin to flow once the evaluations are complete and invoiced, most likely starting in November. Agency expenses were minimal over the last month.

- Personnel Report
    - Executive Assistant Job Description - second read
    - District Service Referral Coordinator

      Motion: Motion to approve the Executive Assistant Job Description

      Motion made: *Sherry Sousa* **2nd:** *Bob Thibault* **Roll Call:** *Passed unanimously*

Jill Graham reported some applicants for the Executive Assistant position, however a match has not yet been found. To handle the high volume of service referrals, Jill Graham requested and implemented an alternative solution where a recently hired Multilingual Language teacher working at a 0.2 FTE, is taking on the district service referral coordination portion of the executive assistant role for up to 10 hours per week at an administrative rate. The board conducted a second reading of the executive assistant job description, incorporating this referral coordination flexibility, and unanimously approved it upon a motion.

- Executive Director Summary

Jill Graham summarized executive director updates, noting the launch of a nine-part professional development AI series for educators titled "Not So Fast," led by Casey Daigle, Educational Technology Consultant. After experiencing lower response rates for an after-school time slot of 4:15 PM to 5:30 PM, the series will relaunch in a new time slot from 3:15 PM to 4:30 PM to better attract participating teachers. Additionally, Jill Graham coordinated with AESA regarding "Service with a Soul" for scheduling after the holidays.

Unfinished Business and Information:

- Service Exploration
    - Title IX/HHB Coordination
    - Cybersecurity and Insurance
        - IT Director Committee:
    - Bi-lingual/Multi-lingual evaluators
    - Service with a Soul

Jill Graham reported on establishing an HHB support team as requested by the region. Jill connected with two experienced former building principals identified through AOE, who provide non-evaluative guidance and/or independent reviews on HHB processes. Additionally, one individual offers leadership training and roundtable case studies. The independent reviewers agreed to help draft job descriptions to build a supportive regional team and operate via subcontracting arrangements as needed for VTLC.

Based on the region's request, research into cybersecurity vendors vetted by AEPA was completed. Jill Graham recommended the creation of a small working group consisting of two to three IT directors to evaluate offerings and negotiate a regional cost-share contract. Jill will initiate outreach to the Technology Directors in SAU 70, WNESU and WSESU to initiate a small working group.

- Association of Education Purchasing Agencies

The AEPA MOU was signed and submitted. The Association will vote the first week in November to determine VTLC's admission. VTLC will be expected to attend the April Conference. Expenses for the agency will include registration and hotel costs only, the Executive Director will assume travel costs.

- Professional Development FY 27
    - CESA Cohort
    - IEP Bootcamp
    - Chromebook Accessibility
    - Not so Fast AI- series
    - Legal Series
    - SLD/SLI Reading Intervention Course Example

Jill Graham introduced an online reading intervention training module from Commonwealth Consulting Agency, designed for educators working with students identified with specific language impairments, and specific learning disabilities. The 10-hour training costs up to $200 per module and is currently utilized by Colorado's Department of Education in its statewide implementation effort to build teacher capacity for inclusive models. The Board discussed sharing this opportunity with the regional special education directors.

- CESA Transformation
    - Independent Audit
        - *Motion to allocate $12,500 for VTLC's audit to be completed in accordance with AOE's requirements.*
        - *Motion: Sherry Sousa Second: Tate Erickson Passed unanimously*
    - Annual Report
    - Legal Counsel

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- Rebranding

VTLC received final word from the Agency of Education requiring a full audit from July 1st, 2025, to June 30th, 2026, converted under single audit guidelines (GASB) due to transitioning from a private entity to a public government. Since VTLC's current tax accountants do not provide GASB accounting, Jill Graham presented a $12,500 quote from an alternative agency recommended by Chris Locarno, which covers the GASB conversion, financial statement preparation, compliance, and board presentation by the expected January 31st deadline. Upon a motion, the board authorized the allocation of $12,500 to complete the statutory required audit.

Jill Graham reported on legal counsel explorations, noting that SP&F attorneys expressed conflict-of-interest concerns regarding a broad scope of work, whereas Paul Frank & Collins proposed an $8,000 audit of corporate documentation, bylaws, policies, employee agreements, and independent contractor agreements. The board discussed alternative attorneys such as Chris Leopold as well as the Main Street Law firm as potential options for VTLC's consideration.

New Business:

- FY 28 Membership DRAFT
- Articles of Agreement Amendments
- ScaleEd Labs Opportunity
- Additional Service opportunity
  - Medicaid

Jill Graham presented draft membership fee allocations for fiscal year 2028 based on average daily membership calculations that incorporate Hartford and SAU 70, noting these figures serve as maximum placeholders for district budgets. Data used for the draft numbers comes from AOE's two year average ADM. These numbers will be sent to superintendents, board members and business managers.

Finally, Jill Graham noted that Act 170 's new language will coincide with the agency's intent to amend the articles of agreement to update outdated language in alignment with Act 170 and adjust non-member fees. Jill will work on a proposal for the Board to consider later on this year.

The Board reviewed a proposal from Scale Ed Labs for a consulting engagement with Justin Horwitz and Brandon Langer to help the strategic direction, service portfolios, marketing, and member engagement for the agency. Scale Ed proposed a four-month engagement, Jill Graham requested and recommended a one-month trial to test the service in lieu of other professional development such as the AESA conferences. The Board reached a consensus to support a one-month trial proposed by Jill Graham with a report back to the board in November.

Jill Graham introduced a potential opportunity with Commonwealth Consulting Agency to provide Medicaid billing support for public schools at scale across Vermont, addressing ongoing administrative pain points and staffing transitions with Medicaid clerks. The proposed model involves no upfront cost, with CCA taking a percentage of the reimbursement to handle billing and processing. Participants discussed the complexity of the ongoing Medicaid rollout, the administrative lift of plans of care and signatures versus random moment in time studies, and whether outsourcing would be more cost-effective than employing a local clerk who handles other duties. Jill Graham agreed to gather more information regarding the exact percentage charged by

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Commonwealth Consulting Agency and bring it back to the board for consideration.

Meeting adjourned: *11:47 am*

***Motion**:* *Layne Millington* ***Second**:* *Tate Erickson*

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