

Chittenden Central CESA Board Meeting Minutes

Tuesday, August 18, 2026

3:32–4:16 p.m.

Location: South Burlington School District Office, 577 Dorset Street, South Burlington, VT

Board Members Present

Joe Clark

Amy Minor, participating remotely

Nicole Mace

Heather Bushey

Nathan Lavery

1. Call to Order

Chair Joe Clark called the meeting to order at 3:32 p.m. Roll call was conducted and all five members were present.

2. Approval of Agenda

A motion was made and seconded to approve the agenda as presented.

Motion approved unanimously.

3. Approval of July 28, 2026 Meeting Minutes

Amy Minor moved to approve the minutes of the July 28, 2026 organizational meeting. The motion was seconded.

Motion approved unanimously.

4. Regular Meeting Schedule and Location

The Board reviewed the results of the scheduling survey conducted following the organizational meeting.

The Board discussed establishing a consistent meeting schedule and location rather than rotating meetings among the member districts. The Board also noted that CVEDC was explored as a potential meeting location but was not available for evening meetings.

A motion was made and seconded to establish the following regular meeting schedule:

- Fourth Monday of each month
- 6:00–7:30 p.m.
- Beginning September 28, 2026
- Meetings to be held at South Burlington School District Office, 577 Dorset Street, South Burlington, VT

Motion approved unanimously.

The Board noted that questions regarding costs associated with technology, meeting support, and other administrative services will need to be addressed as the CESA develops its financial structure.

5. Statewide CESA Training and Implementation Guidance

The Board discussed the status of anticipated training and implementation guidance for the newly established CESAs.

Members discussed information indicating that the Vermont Learning Collaborative may offer CESA training at a cost of approximately \$5,000 per CESA. No final training agenda had been received. Members expressed interest in reviewing the content and agenda before determining whether participation would be worthwhile.

The Board discussed the need for coordinated statewide guidance regarding the organizational and operational requirements of CESAs. Members noted that significant questions remain regarding such matters as organizational structure, access to startup funding, financial operations, banking, legal status, bylaws, and other implementation requirements.

There was general agreement that it would be inefficient for each of the seven CESAs to independently obtain legal and technical assistance to answer the same organizational questions.

Chair Clark agreed to reach out to the Vermont Agency of Education and appropriate legislative contacts to seek clarification regarding available guidance, training, funding, and implementation support and to share any information received with the Board.

6. Meeting Minutes and Administrative Support

The Board discussed the need to establish systems for preparing, reviewing, retaining, approving, and publicly posting meeting minutes and other required public information.

Chair Clark indicated that he would explore whether the Zoom transcript and artificial intelligence tools could be used to prepare an initial draft of meeting minutes, reducing the need for additional administrative support.

Chair Clark also offered to coordinate meeting warnings, agendas, records, and public postings for the time being.

Until the CESA develops an independent website or another arrangement is established, the CESA page hosted on the South Burlington School District website will serve as the primary location for publicly posting CESA information. Members were encouraged to share CESA information within their own communities.

No formal action was taken.

7. Financial and Organizational Requirements

The Board discussed several unresolved organizational and financial questions, including:

- Establishment of the Education Cooperative Fund
- Opening a bank account
- Obtaining a federal tax identification number
- Treasurer bonding or crime insurance requirements
- Accessing startup funding
- Accessing funding related to the Executive Director position
- Fiscal administration
- The CESA's legal and governmental status and related requirements

Members agreed that additional guidance is necessary before the Board can reasonably act on many of these items.

No formal action was taken.

8. Regional Service Models and Initial Orientation

Chair Clark presented an overview comparing Ohio Educational Service Centers (ESCs) and New York Boards of Cooperative Educational Services (BOCES) as examples of regional educational service organizations.

The presentation and Board discussion considered:

- Governance and organizational structure
- Funding models
- State financial support
- Shared personnel and specialized services
- Professional development
- Special education services
- Business, technology, and administrative services
- Regional programs
- Collective bargaining considerations
- The ability of districts to purchase services based upon local needs

The Board discussed the extent to which these models may provide useful lessons for Vermont while recognizing significant differences in state funding structures, district size, governance, collective bargaining, and the current education system.

Members also discussed the importance of identifying services and organizations that already exist within the region before creating new or duplicative structures. CVEDC was identified as one organization the Board may wish to learn more about as the asset-mapping process develops.

No formal action was taken.

9. Work Plan and Next Steps

The Board discussed work that will need to occur as additional implementation guidance becomes available.

Potential next steps include:

- Development of CESA bylaws
- Regional asset mapping
- Identification of opportunities for shared services
- Clarification of financial and legal requirements
- Development of the Executive Director role and hiring timeline
- Identification of existing regional organizations and services
- Preparation for the September 28 meeting

Chair Clark will seek additional information from the Agency of Education and legislative leaders prior to the next meeting.

The Board reaffirmed its intention to hold its next regular meeting on Monday, September 28, 2026, from 6:00–7:30 p.m.

10. Public Comment

The Chair invited comments from members of the public participating both in person and remotely.

No public comments were offered.

11. Adjournment

A motion was made and seconded to adjourn.

Motion approved unanimously.

The meeting adjourned at 4:16 p.m.