Chittenden Central CESA Board Meeting Minutes

Monday, September 28, 2026
6:00–6:20 p.m.
South Burlington School District
577 Dorset Street
South Burlington, VT 05403

Board Members Present

In person:

- Joe Clark
- Amy Minor
- Nate Lavery

Participating virtually:

- Nicole Mace
- Heather Bushey

1. Call to Order

CLARK called the meeting to order at approximately 6:00 p.m.

2. Roll Call

Roll call was conducted. All five Board members were present, with MACE and BUSHEY participating virtually.

3. Approval of Agenda

The Board reviewed the September 28, 2026 meeting agenda.

LAVERY motioned to approve the agenda, seconded by MINOR, vote unanimous

4. Approval of August 18, 2026 Meeting Minutes

The Board reviewed the minutes of the August 18, 2026 CESA meeting.

MINOR motioned to approve the minutes, motion was seconded, vote unanimous. Discussion: BUSHEY confirmed that no changes to the minutes had been made since distributed.

5. CESA Frequently Asked Questions

The Board reviewed and discussed the Vermont Agency of Education's draft Cooperative Educational Service Areas: Frequently Asked Questions, dated September 3, 2026.

The FAQ provided clarification on several organizational and operational questions previously identified by the Board, including:

- CESAs were created by Act 170 as legal governmental entities and do not require a separate incorporation or state registration process.
- CESAs will need to obtain a federal Employer Identification Number using the state/local-government classification.
- CESAs may establish their Education Cooperative Fund and banking relationships in a manner similar to supervisory unions and supervisory districts.
- A member supervisory union or supervisory district may serve as a temporary fiscal agent during startup, and costs incurred on behalf of the CESA may subsequently be reimbursed.
- Startup and executive-director grant applications will be processed through the Grants Management System, with registration requirements that include SAM.gov registration and a Unique Entity Identifier.
- The $15,000 startup grant will operate on a reimbursement basis.
- The $50,000 executive-director grant may be used for salary, benefits, recruitment expenses, contracted executive-director services, and other associated costs.
- Act 170 does not establish a deadline for hiring an executive director or require that the position be full time.
- CESAs may contract with member districts or other organizations to provide services rather than directly employing all personnel.
- CESAs are not required to begin offering services on a particular timeline.

The Board discussed how the FAQ answers a number of questions previously raised while recognizing that some legal, financial, and operational matters will continue to require clarification as the CESA develops.

No formal action was taken.

6. Report from CESA Chair Meeting

CLARK provided an update from the recent meeting of CESA chairs.

The Board discussed information shared among CESA leaders regarding implementation of Act 170, startup requirements, governance, funding, administrative responsibilities, and coordination among the seven CESAs.

Discussion included the importance of continued communication among CESA chairs and with the Vermont Agency of Education so that regions can share information, develop common approaches where appropriate, and avoid unnecessary duplication of legal, administrative, and organizational work.

No formal action was taken.

7. Comments from the Public

CLARK invited comments from members of the public.

No public comments were offered

8. Adjournment

LAVERY motioned to adjourn and this was seconded by BUSHEY. Motion passed unanimously.

The meeting adjourned at **6:20 p.m.**

These minutes were reconstructed from the September 28, 2026 meeting agenda and meeting materials because a recording of the meeting was not available. They are presented in draft form and are subject to review, correction, and approval by the Chittenden Central CESA Board.