Chittenden Central CESA Meeting Agenda

Tuesday, July 28, 2026 | 4:30-6:00 pm | **Essex Westford District Office**
76 Pearl Street, Suite 201, Essex Junction, VT 05452

BOARD MEETING MINUTES

Present: Joe Clark, Amy Minor, Nicole Mace, Heather Bushey, Nate Lavery, Mark Holodick

Members of the Public: Erin Maguire, Michelle Boyer

AGENDA

Item	Topic	Action
I	**Call to Order** The meeting was called to order at 4:34 pm.	
II	**Roll Call and Verification of Appointments** Each member present provided their name and connection to the Board.	
III	**Review of the Purpose and Statutory Authority of the CESA** Mark Holodick read the purpose of the CESA Board as provided by the Vermont Superintendent's Association. **Elections** ● Chair ● Treasurer ● Additional Officers (if desired) **Chair:** ● **Nomination:** Mace nominated Bushey. Seconded by Lavery. Bushey was unwilling to accept the Chair position. ● **Nomination:** Clark was nominated for Chair. Seconded by Minor and Mace. ● **Vote:** Clark was unanimously elected as Board Chair. **Treasurer / Additional Officers:** ● **Nomination:** Mace nominated Lavery. Seconded by Bushey. Lavery accepted. ● **Vote:** Lavery was unanimously elected as Treasurer. **Administrative Support:** Discussion held regarding administrative support for the Board Chair. **Establishment of a Regular Meeting Schedule** ● Required to meet at least four times annually **Discussion:** Clark proposed monthly meetings. Lavery noted the desire not to start out too slowly. **AOE Technical Assistance & Training:** ● Technical assistance will be provided by AOE (timing currently unknown). ● Training is likely to take place in September, with the possibility of being outsourced. ● Holodick questioned whether the board should wait until after training to begin regular meetings. ● Clark emphasized meeting prior to training (starting in August) to get to know one another and set expectations. **Next Steps:** Clark to send out a scheduling poll to allow members time to consider meeting availability. **Discussion of Bylaws Development** ● At a minimum, bylaws must include: ○ Membership	Action Required

- Mission and Purpose
- Programs and Services
- Membership Fees
- Service Fees
- Budget Process
- Governance Structure
- Other Necessary Provisions

Discussion:

- Mace inquired about a draft of model bylaws.
- Holodick mentioned bylaws from other states that could be utilized, but suggested holding off on finalizing bylaws for now.

VSA Coordination:

- Mace noted that the VSA gathering is drawn from membership and the board needs to understand functional training.
- Minor noted VSA trustees meet at the end of August and can take items forward at that time; members should share input with Minor and Clark.

Discussion of Regional Asset Mapping

- Identify existing strengths, resources, programs, and needs across the region.

Review of Available Start-Up Funding

- One-time $15,000 implementation grant to support organizational development and launch activities
- Grant funds may be used for:
  - Governance development
  - Articles of agreement, bylaws
  - Administrative setup
  - Planning work
  - Other costs associated with establishing the CESA.

Funding & Legal Setup:

- Bushey raised questions regarding start-up funds, the process to obtain them, and setting up the entity (e.g., 501(c)(3) status, which is not explicitly stated in legislation).
- Minor noted points raised by trustees with no answers yet, including lack of clarity on who is leading training and the $5,000 per CESA cost to participate.

Discussion of Executive Director Position and Timeline

- Reports to the Board and Oversees Operations
- Evaluated Annual by Board

Staffing & Operations:

- Clark suggested hiring an Executive Director. Mace noted concerns about how to get an Executive Director when there is currently no staff.
- Minor referenced an email document from the VSA containing recommended steps to read prior to the next meeting.
- Clark noted there is a lot of work to be done and many open questions.

Next Meeting Agenda & Priorities

- Lavery outlined proposed agenda items for the August meeting, including hearing about Clark's experience.
- Keep regional assistance mapping and agenda topics in mind prior to training.

IV	**Comments from the Public** Comments were made by: Erin Maguire, Michelle Boyer	

V	**Adjourn** Motion to adjourn made by Bushey. Seconded by Mace. Closing Remarks: Lavery expressed appreciation for the meeting organization. Holodick noted he will follow closely. The vote to adjourn was unanimously approved.	