



CCAC Board of Directors Meeting
Holiday Inn Capitol Plaza
Wednesday August 8, 2007

MINUTES

August 8, 2007: After it had been determined by a roll call that a quorum was present, the meeting of the CCAC Board of Directors (BOD) was called to order by President Tedi Kostka at 1:45 p.m.

Board of Directors Present: Tedi Kostka, Franell Prather, Peggy Smith Andersen, Debbie Brumfield, Denise Roscoe, Bonnie Crawford

Presidential Advisory Committee Present: Susan Carlisle, Valerie Flatt, Susan Kissinger, Sarah MacGregor, Nicholas Novosel, Siena Van Heusen

Absent: None

Agenda: P. Smith Andersen moved and F. Prather seconded the approval of the August 2007 agenda. Vote in favor was unanimous. August agenda included in attachments.

Prior Minutes: D. Brumfield moved and F. Prather seconded the approval of the June 2007 minutes. The vote in favor was unanimous.

Board of Directors Reports

President's Report- Tedi Kostka:

•Budget Update – action item

F. Prather moved and D. Roscoe seconded the motion to make necessary changes to the budget. The changes included an increase of the President's budget to \$7,000.00, increase legal and accounting to \$4,500.00, regional meetings to \$3,100.00, and supplies and services to \$700.0 The vote in favor was unanimous.

•Leg Report for web page – action item:

T. Kostka moved and P. Smith Andersen seconded the approval to post report to website with a disclaimer paragraph explaining the purpose of the Legislative Report. B. Crawford will draft a notation and distribute to BOD/AC. The BOD appreciates the continued good work of M. Hunt. The vote in favor was unanimous.

•NES conference – Chicago October 23-24. NES pays for expenses in full for 3 people; President, T. Kostka, determines who goes from the Board of Directors. The conference is an excellent opportunity

for professional growth and development. The conference focuses on educational issues outside of certification. Both VPs will be attending, T. Kostka attendance tba.

Vice President Programs - Franel Prather:

▪ Conference update: Final details coming along. Met with CTC staff to finalize space plan. Timelines are in place.

▪ Printer expenses Using last year's base of \$29,500, it was estimated that printer expenses for this year are not to exceed \$35,000.00. It was moved by F. Prather and seconded by T. Kostka to approve the estimated expenses. The vote in favor was unanimous. It was also moved by F. Prather and seconded by P. Smith Andersen to approve graphic artist costs not to exceed \$1,500.00. The vote in favor was unanimous and the motion carried.

Vice President Membership- Peggy Smith Andersen:

▪ Current membership numbers a total of 957 members. This includes 163 county, district 557, IHE 191, CSU 67, Independent 104, UC 20, others 46.

▪ Name tag update: Name tags are currently in process and we hope they'll be ready by conference. The name tags are being made for BOD/AC members. The purpose of the tags is to identify the board/ac members if conference attendees need assistance. Add \$360.00 max for purchase of name badges for BOD/ac.

▪ Invoice over 60 days: It was moved by F. Prather and seconded by T. Kostka to reimburse Cal Poly SLO for the breakfast at the May regional meeting hosted by Cal Poly San Luis Obispo in the amount of \$350.71. The vote in favor was unanimous and the motion carried.

Treasurer- Debbie Brumfield:

▪ Treasurer Reports – action item.

The standard report was made available for all to review. It was moved by F. Prather and seconded by P. Smith Andersen, to approve the financial reports. The vote in favor was unanimous and the motion carried.

During the week of conference all Board members need to go to the bank for signature authorization. The secretary will provide a letter to the bank identifying board members who should be on record. There was discussion regarding the possibility of obtaining an ATM card which would allow for deposits only at any Bank of America.

Secretary- Denise Roscoe:

The June 2007 minutes were approved at the opening of the meeting.

D. Roscoe thanked the Board for the approval of a laptop computer to be used for CCAC business. A new computer was approved for the president but not purchased. A new computer for the president will be deferred to next year's board. CCAC Board of Directors will maintain a record of how many computers, brand, serial number, purchase date, and who they are assigned to each board year from November 1 – October 31st.

Past President- Bonnie Crawford:

CSUN credentials office has been very busy. The Special Education department requires all interns to complete 160 hours of preservice before approval for internship. CSUN has EL approval for Education Specialist credentials. Three advisors created an online presentation to do advising information online. The next phase will be organized by credential area.

▪**Policies:** Most changes were clean up in nature. A couple of other changes include page 17, 3rd paragraph regarding privacy policy in the event someone wants to post to the CCAC website. This recourse allows the board to decide whether or not to allow a posting. The other change shows the latest revision. It was moved by B. Crawford and seconded by D. Roscoe to approve recommended changes. The vote in favor was unanimous and the motion carried. Policies are considered living documents that need to be changed as needed unlike Bylaws which can't be changed.

▪**Elections** Election results:

Board of Directors

President Franell Prather
SDSU Imperial Valley Campus

Vice President Programs Peggy Smith Andersen
Cal Poly SLO

Vice President Membership Denise Roscoe
California Baptist University

Treasurer Sylvia Hernandez
CSU San Marcos

Secretary Paula Sutton
UC Riverside

Immediate Past Pres. Tedi Kostka
University of San Diego

Advisory Committee

IHE
(2 yr term) Debbie Brumfield
Concordia University

Continuing 2nd yr Sarah MacGregor
University of Santa Clara

District
(2 yr term) Robyn Davila
San Bernardino City USD

continuing 2nd yr Siena Van Heusen
Palo Alto USD

County
(2 yr term) Kathy Bettger
Calaveras County Office of Education

continuing 2nd yr Susan Kissinger
El Dorado COE

Advisory Committee Reports

Susan Kissinger, County Representative

Thanked the BOD for the flowers during her recovery. She has returned back to work full-time and is busy. SELPA has taken on Special Education programs at alternative schools throughout the state.

Nicholas Novosel, IHE Representative

Announced CSUN Ed.D. will be launched fall 2008. It will begin as a small cohort model: K-12 option & Higher Ed. In Ed. Leadership. Carol Bartell will be leading the program. Nicholas congratulated Bonnie on her nomination of a Service Award from the university.

Siena Van Heusen, District Representative

Siena has been working on elections. A total of 35 votes were received by districts. Newly elected official, Robyn Davila, was notified as those who didn't make it were also notified. Also working on registration desk for conference. The registration desk is fully staffed with alternates. There has been a good response on the Mentoring program. Palo Alto USD has new administrators and staffing. Appreciation was expressed regarding M. Hunts legislative report regarding AB69 available option for needed high school positions.

Sarah MacGregor, IHE Representative

An updated CCAC revised Mission statement was presented. F.Prather moved and D. Brumfield seconded the approval of the revised Mission Statement. The vote in favor was unanimous and the motion carried. An electronic copy will be sent to the BOD/AC. Sarah is working on the vision statement and disclaimer and will e-mail a draft to the BOD. It was reported that Santa Clara University has been approved to add the EL to Education Specialist under the condition that one course be completed in the fall.

Valerie Flatt, County Representative

San Mateo County Office of Education is implementing a new procedure by going back to the processing of applications from the districts. Originally, the process was handed over to school districts to enable them to have a better understanding of how to qualify their staff to fill positions. Previously, misassignment rates at the districts were high. The change lowered the misassignment rates. Due to changes in Commission policy and procedures, some problems with individuals not following through with the application process, it was deemed necessary to return application processing back to insure the integrity of the Temporary County Certificates. Also discussed, beginning October 1, 2007 San Mateo COE will begin submitting Induction applications online. They have a new HR manager who is a nice addition to the department. In the near future, Valerie will e-mail a 1209 reference worksheet to the BOD/AC

Susan Carlisle, District Representative

Capistrano USD is in the process of restructuring and cross-training classified/certificated staff personnel. There have been staff changes and in process of interviewing for interim superintendent position.

Other items:

President, Tedi Kostka, commended the outgoing members for their good work and expressed how much she has enjoyed serving as President. County Representative, Valerie Flatt expressed her appreciation to the BOD for their support, help, and the opportunity for a tremendous professional growth experience. Past President, Bonnie Crawford, expressed her appreciation to Tedi for her excellent leadership. She also mentioned how much she has enjoyed watching board members grow within their positions and involvement with CCAC. Bonnie commended Valerie for her profound

knowledge and acknowledged the valuable variety of perspectives each member has brought to the BOD. She emphasized the importance of encouraging others to get involved with CCAC so that they may experience future professional growth.

New Business – none.

Old Business – none.

Next meeting – The Business Meeting will be held on Thursday afternoon at the CCAC Conference at the DoubleTree Hotel. Attendance is mandatory (bring friends and colleagues) and each BOD/AC member will be asked to share about their service during the past year.

A motion was made by F. Prather and seconded by P. Smith Andersen to adjourn the meeting at 3:27 p.m. The vote in favor was unanimous and the motion carried.