

**CREDENTIAL COUNSELORS AND ANALYSTS OF CALIFORNIA  
CCAC BOARD OF DIRECTORS MEETING  
February 6, 2007  
MINUTES  
Holiday Inn Capitol Plaza, Sacramento**

February 6, 2007: After it had been determined by a roll call that a quorum was present, the meeting of the CCAC Board of Directors was called to order by President Tedi Kostka at 9:05 a.m.

**BOARD OF DIRECTORS PRESENT:** Tedi Kostka, Franell Prather, Peggy Smith Andersen, Debbie Brumfield, Denise Roscoe, Bonnie Crawford.

**PRESIDENTIAL ADVISORY COMMITTEE PRESENT:** Valerie Flatt, Susan Kissinger, Susan Carlisle, Siena Van Heusen, Nicholas Novosel, Sarah MacGregor.

**ABSENT:** None Additional attendees: Dr. Larry Birch from CTC joined for lunch and gave an overview of activities at the Commission. Commission is moving in a good direction.

**Agenda:** F. Prather moved and P. Smith Andersen seconded the approval of the February 2007 Agenda be adopted. Vote in favor was unanimous. February Agenda included in attachments.

**Prior Minutes:** D. Brumfield moved and F. Prather seconded the approval of the November Minutes be adopted with amendments. The vote in favor was unanimous. See attachment of the approved November 2006 Board of Director Minutes.

**President's Report – Tedi Kostka:** The budget looks good. Cost category for Professional Growth was reviewed with discussion regarding Western States Conference.

Regional meetings: Patty Wohl, Director of Certification at CTC, expressed interest in attending and providing training at regional meetings. T. Kostka will contact Patty to see if CTC will allow commission staff to travel three times.

**Regional meeting dates:**

- Southern California: May 3, 2007 San Diego State University Calexico campus. CTC training Friday, May 4, 2007. Contact person: Franell Prather.
- Northern California: Palo Alto Unified School District CTC training Thursday, May 10, 2007. Regional meeting Friday, May 11, 2007. Contact person: Siena Van Heusen.
- Central California: TBA. Tentative location Cal Poly San Luis Obispo. Contact person: Peggy Smith Andersen.

T. Kostka will e-mail Spring Regional Meeting details to host sites.

Legal questions -updates:

Volunteer positions with CCAC may be advertised to the membership. Contracts require specifics for services to be performed.

Web page: We have free range on our website and can design our own logo. If the logo turns out to be a duplicate of another organization, it is the responsibility of that organization to notify CCAC in writing.

Legislative Liaison position: CCAC has the right to lobby. CCAC is categorized as a 501C6 Non-profit organization. It was decided that the budget line will be \$2,000.00 per year for lobbying. Member's dues if used as a business expense write-off can not be used for lobbying; if lobbying expenses exceed \$2,000.00 per year. The legislative Liaison position was approved and the position will be advertised to members on the list serve.

If outside candidates decide to write a book about the history of credentialing, we can agree to publish it, but the profit goes back into the organization.

Professional Development Update: Several Board members attended Western States Conference in January. While the members appreciated the opportunity, it was discussed that the content was not specific to CCAC attendees nor a connection to NASDEC (National Association of State Directors of Teacher Education and Certification). The BOD would like to revisit next with the possibility to explore new opportunities for professional growth for value to the organization.

**Vice President for Program's Report – Franell Prather**

F. Prather reminded all that the thank you lunch for Commission staff will be held on Friday, February 9, 2007. The purpose of the lunch is to thank staff who participated at the annual CCAC conference.

CCAC storage unit is located in Sacramento and one set of keys should reside in Northern California for quick access if needed. S. Kissinger is close and will keep the other set. It was mentioned that there's a need for a tall filing cabinet.

Conference update: The Steering Committee is working on revising the registration form to make user-friendly for registrants and registrar.

**Vice President Membership Report – Peggy Smith-Andersen**

Membership notice to be included in a list serve notice with the next Highlights:

Membership for 2006-07: 944 members

County: 159

Districts: 551

IHE: 188.

CSU: 66

Independent: 101

UC: 21

Other: 46 (a change will be made to classify BTSA under employing agency categories)

### **Treasurer's Report – Debbie Brumfield**

The year end report for 2006 was presented (Jan. – Dec. 2006) within the first 120 days. F. Prather moved and P. Smith-Andersen seconded to approval all financial reports – 1) Year end reports and 2) January reports.

P. Smith-Andersen moved and F. Prather seconded to pay \$125.00 to Cindy Green for website/membership maintenance beyond the 60 day timeline. The vote in favor was unanimous and the motion carried.

### **Secretary's Report – Denise Roscoe**

D. Brumfield moved and F. Prather seconded to approve the minutes of the November 2006 meeting as amended. The vote in favor was unanimous and the motion carried.

D. Roscoe will send a card of encouragement to Dr. Sam Swofford on behalf of CCAC.

### **Past President's report – Bonnie Crawford**

Policy revisions: Page 8 bottom paragraph "Budget Category Guidelines". Omit final statement "or for BOD meetings." Add "Budget: 501C6 non-profit designation."

The BOD are asked to review current policies for appropriate content on website. D. Roscoe moved and P. Smith-Andersen seconded a motion that B. Crawford implement amendments to policies. Budget section will include 501C6 as non-profit designation. The vote in favor was unanimous and the motion carried. The specific amendments will be e-mailed to the Secretary.

Elections: IHE BOD past president is responsible for the elections committee which will begin early as a deliberate effort looking for leadership and new people for the continuance of the organization. S. VanHeusen will serve as the district contact and S. Kissinger will serve as the county contact for the call for nominations in March/April.

Mission Statement: N. Novosel, S. MacGregor, and D. Roscoe will work on updating.

### **Advisory Committee Reports:**

#### **Valerie Flatt, County Representative**

San Mateo has a new computer system. A consortium database integrating concepts of financial and credentialing; work in progress to simplify the process. A new HR director will be starting soon. The Limited Intellectual Functioning (LIF) program is moving back to the district from the county program.

#### **Susan Carlisle, District Representative**

Capistrano USD is currently recruiting a position on EdJoin for for a credentialed teacher in ASL. Update on Williams audit – Good record. CIMS visit regarding NCLB update.

#### **Nicholas Novosel, IHE Representative**

An e-mail will be sent to IHE membership introducing S. MacGregor and a survey for input. It was reported that CSUN has mandatory information sessions. It was also

announced that both of CSUN's EL authorization for Special Education and Early Childhood Intern programs were recommended for approval to the Committee on Accreditation meeting Feb. 2007. Discussion included the role of CCAC in responding to CTC and legislative items.

**Sarah MacGregor, IHE Representative**

S. MacGregor appreciated the professional growth opportunity to attend Western States Conference and indicated that content didn't appear to have a direct impact to CCAC. Santa Clara University submitted their Special Education/EL authorization documents close to the deadline. Credential student numbers are up and will have 120 credential completers between June-August. It was also announced that Santa Clara is piloting TPAs with interns.

**Susan Kissinger, County Representative**

It was reported from a newcomer's point of view that the Western States Conference was a nice opportunity for professional growth, however, the content was not directly related to CCAC. El Dorado County continues to offer a Resource Program Certificate for one week during the summer to LH candidates who need the RSP component. The program is popular. Susan has reviewed the CCAC Information Notebook, which contains information for new BOD/AC members including contracts, past minutes, job descriptions, etc., and has passed it on to Sarah.

**Siena VanHeusen, District Representative:**

Palo Alto USD will be hosting a job fair. They have openings in English & P.E. They submitted their NCLB report on time to CDE. There is a need for BCLAD Interns. BTSA meetings continue with focus on SB1209.

The next BOD/AC Meeting is scheduled for Tuesday, April 24, 2007 at the DoubleTree Hotel Commission meetings 4/25/07 and 4/26/07. Friday, April 27, 2007 is the next Conference Committee meeting and travel day.

F. Prather moved and P. Smith-Andersen seconded to adjourn the meeting at 3:35 p.m. The vote was unanimous and the motion carried.

**ADDENDUM:** Between the February 2007 and April 2007 official board meetings, votes were taken via email on the following: (Article V, Section 11)

Item I: Information item only: After the announcement on Thursday, February 8<sup>th</sup>, of Dale Jansen's appointment as Executive Director, a congratulation card was sent on behalf of CCAC.

Item II: On February 21, 2007, it was moved by D. Brumfield and seconded by F. Prather to approve a letter of engagement to the accountant giving authority to prepare and file CCACs tax returns. No money outgoing at this time. A bill will be submitted upon completion. The vote was unanimous and the motion carried.

Item III: On February 26, 2007, it was moved by T. Kostka and seconded by D. Roscoe to approve a check in the amount of \$4,639.94 to be paid by the Treasurer to the Holiday Inn Capitol Plaza for the CCAC Board of Director's meeting. The vote was unanimous and the motion carried.