

CREENTIAL COUNSELORS AND ANALYSTS OF CALIFORNIA

CCAC BOARD OF DIRECTORS MEETING

MINUTES

March 6, 2008

Double Tree Hotel, Sacramento

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 Franell Prather at 8:55 AM.

BOARD OF DIRECTORS PRESENT: Franell Prather, Peggy Smith Andersen, Denise Roscoe, Paula Sutton, Sylvia Hernandez, and Tedi Kostka.

PRESIDENTIAL ADVISORY COMMITTEE PRESENT: Kathy Bettger, Debbie Brumfield, Robyn Davila, Susan Kissinger, and Siena Van Heusen.

Agenda: F. Prather moved and S. Hernandez seconded, the approval of the March 2008 Agenda be adopted. Vote in favor was unanimous. The March agenda is included in attachments.

President's Report – Franell Prather

Budget Update – Changes were made to the categories. The 2008 budget of \$224,000 was distributed for review. Three categories were increased (legal, regionals, and equipment). The anticipated income is \$240,000 and an emergency fund of \$15,300. T. Kostka requested 2007 and 2008 budgets so they could be compared. There was discussion regarding the categories and clarification to S. Hernandez regarding the President's activities, professional growth, and liaisons to avoid the need for policy changes. D. Roscoe motioned and S. Hernandez and P. Smith Andersen seconded the approval of the 2008 CCAC Budget. The motion carried.

Regional Meetings – will be a one-day meeting this year. D. Brumfield is the coordinator and will work with F. Prather regarding a notice to go out to the CCAC membership. Cindi Greene can post a message to the listserv after F. Prather approves. This need to go out soon since the webcast is April 15. F. Prather will attend the Southern and Northern meetings. P. Smith Andersen will attend the Central meeting. Franell will send out last year's agenda to the CTC staff members so it can be updated and distributed at the meetings. The dates have been scheduled as follows:

- Southern- Friday, May 30 at the University of San Diego and hosted by T. Kostka.
- Northern-Monday, June 9 at the El Dorado Office of Education and hosted by S. Kissinger.
- Central-Tuesday, June 17 at Fresno Pacific and hosted by E. Thiessen. Legal Questions and American Disabilities Act—an estimate needs to be obtained to advise us on how to revise Registration form to be compliant with the ADA.

Board of Institutional Reviewers—CTC has information regarding this on their website. The BIR accredits all education preparation programs. D. Roscoe discussed this as something we may want to participate

in since many individuals doing this training that don't understand credential personnel responsibilities. She also discussed that it would also be beneficial due to the new accreditation structure. The membership isn't limited to faculty only. A date is coming up in June. This is just point of information and suggestion.

CTC Pizza Thank You Party—there was discussion on assignments such as purchases from Smart and Final and ordering the pizzas from Roundtable for Friday, March 7 at 11:30 AM at the CTC Conference Room.

F. Prather also circulated a card for BOD signatures for Rod Santiago, of the CTC, who left his position to become a pastor.

Vice President Programs – Peggy Smith Andersen

Steering Committee Meetings--Conference is October 14-17, 2008 at the Doubletree in Sacramento. There are no rooms available at this at the Doubletree but the Hilton is still available. The theme is "Sustaining Credential Excellence" and the colors are brown, red, and gold. The logo is an oak tree. A postcard will be prepared and distributed to members shortly. The first conference committee meeting is April 24 at the Doubletree. An invitation will be sent to Paula Cordero, Dean of the School of Leadership and Education at the University of San Diego, inviting her to be the keynote speaker. Brooks Allen will also be invited to present the Friday morning speech. The registration forms need to be updated quickly.

Discussion ensued over the impact of the budget crisis and whether it will affect conference attendance. Admission to conference sessions will need to be monitored to verify that attendees have paid their fees. Wednesday night will not have a scheduled event so attendees. There will be a dinner for new Credential Analysts so they can connect with their mentor at dinner. Busses will be arranged to take them away from Doubletree. Two recommendations were made regarding the busses: 1) add more stops along the Arden Mall route and 2) start pickups earlier – 8:30 am. Conference volunteers need to arrive late Monday morning during conference week. That will allow time for lunch and follow preparation of packets of materials for conference.

Report on the WSCC Conference – Western States which was held in Palm Springs. This conference has attendees from many states who share their teaching certification procedures. It is a good professional growth opportunity and good networking opportunity for CCAC. Many CTC members were there as well.

Vice President Membership-- Denise Roscoe

Life Members- Membership letter is to be given to the Secretary to include with Minutes.

A deposit of \$280 was made. Board of Institutional Reviewers information was circulated in case any CCAC Board members are interested in participating. Our membership is as follows:

Total 955

- County 160
- District 559
- CSU 64
- UC 18
- Independents 120
- Other 34

There were 14 memberships received at the time of conference and another seven were received later. Need to identify life members in the new database. These are members who have been voted by the CCAC and have given significant service to the CCAC. Life members can attend Conference without paying. Denise will contact Carol Riley to get names.

A question was raised regarding whether a process had been created to notify members about cashed checks when the payment is not associated with Conference. Members who did not attend conference will be notified about membership and fees. D. Roscoe will send a current membership list to the Board of Directors.

D. Roscoe will attend Pearson Testing Agency Evaluation Systems Pearson meeting Monday, March 24, in Arizona to give 15 minute presentation on CCAC. This will assist their clients since CCAC is a unique in its organization and leadership for credentialing. The presentation will include the history information that is currently on our website and more content will be added regarding CCAC relationship and interactions with various constituents, etc.

Treasurer –Sylvia Hernandez

120 day Year-End Report was provided and a letter to include with the Minutes. This report will be available to any voting member who requests it in writing. A comparison of the December 2007 and December 2006 was discussed and a balance sheet was circulated for review by the BOD. P. Andersen Smith motioned and F. Prather seconded. The motion carried.

Reports were also provided on: *Standard Balance Sheet, Account Summary, and Detailed Report of the Account*. Some changes will be made to move the liaison information back into appropriate category. S. Hernandez will provide future reports in advance to F. Prather electronically so the report doesn't need to be provided separately at the meetings. F. Prather motioned to approve the reports. D. Roscoe seconded and the motion carried.

S. Hernandez also stated that Verve Hosting did not receive the check that was sent. P. Andersen Smith asked S. Hernandez to make up a new W-9 for the website for her signature.

S. Hernandez also purchased flash drives from Costco for distribution to F. Prather, P. Andersen Smith, P. Sutton, D. Roscoe and L. Hunt.

Secretary—Paula Sutton

Prior Minutes: F. Prather moved and T. Kostka seconded the approval of the December BOD Meeting Minutes. The vote in favor was unanimous. See attachment of the approved December Minutes.

Communications Sent and Received – F. Prather circulated two Thank you cards. This first was received from Diane Swofford for the sympathy gift sent in memory of Sam Swofford. The second was sent by Kendall Zoller, Sierra Training Associates, to thank us for the opportunity to present at the Fall 2007 CCAC Conference.

A discussion regarding a donation to the ALS Foundation in memory of Sam Swofford took place and it was decided that a donation of \$100 will be made. F. Prather moved and D. Roscoe seconded the motion. The motion carried.

Past President--Tedi Kostka

The BOD job descriptions were sent electronically for review. Revisions will be made on the responses received. T, Kostka will update the job descriptions based on the responses. Changes should be sent to T. Kostka and F. Prather should be copied.

Elections for new BOD members and representatives will be done this summer. This is handled by T. Kostka. BOD members can serve more than one two-year term. BOD and representatives should think about who would be good to bring onto the Board. T. Kostka will contact us about that.

F. Prather introduced a bill from the last CTC meeting for approval in the amount of \$1554.48. T. Kostka moved to approve and P. Andersen Smith seconded. The motion carried.

Advisory Committee Reports

Susan Kissinger, County Representative: Report on CAEE Conference—The California Association for Employment in Education was held at Pt. Loma Nazarene University in San Diego. This is a good meeting for district and county personnel. Topics included the need for teachers to be recognized as professionals. Other topics were the retention of teachers, condition assessment, bureaucratic problems, refocusing, and special education.

S. Kissinger also talked to Susan Browning about Resource Specialist Programs. Susan found out that information on the CIG isn't always and might not match what is on the CTC website. Discussion ensued over what CIG is suppose to be, our resource, but there are exceptions. Susan added that information is now no longer found in leaflets. Feedback was given to S. Browning about how important it is to provide current information and that CTC staff need to be sure to provide correct information.

S. Kissinger stated that one of their districts may be going out on strike because of contract issues.

Kathy Bettger, District Representative: Her district is still working on the budget and they are hoping to not have layoffs. Her district has several interns in special education.

Sara MacGregor, IHE Representative: Excused Absence

Debbie Brumfield, IHE Representative: Report on CAEE Conference—The California Association for Employment in Education (CAEE) conference was held at Pt. Loma Nazarene University and had discussions on creating partnerships for educational recruitment. Programs have been developed for high school students who are interested in a career in teaching. The Teacher Academy for High School Students encourages students to return to the area after they have been credentialed. Jon Gaffney, Assistant Superintendent of Desert Sands USD and Tedi Kostka, University of San Diego were on the Conference panel.

Siena Van Heusen, District Representative: Her district was preparing for a recruitment fair and the Associate Superintendant is leaving. She has received some good ideas from CCAC members who volunteered to be mentors. She will draft something for new members and have F. Prather review for distribution to the listserv.

Robyn Davila, District Representative: San Bernardino City USD is cutting \$73 million from their budget but not anticipating any layoffs. The district just had a major job fair and only about 150 people were in attendance whereas past years have had as many as 500 people. The district will have five schools opening over the next five years. She also mentioned that there will be three graduates from the Noyce Scholars Program through CSUSB.

New Business: None.

Old Business: None.

Next Meeting: BOD is April 23, 2008 and the first conference committee meeting is April 24, 2008.

F. Prather moved and D. Roscoe second to adjourn the meeting at 1:35 p.m. The vote was unanimous and the motion carried.

Addendum: Votes were taken via email (Article V, Section 11) on the following:

Item 1: March 17, 2008—A motion was made by F. Prather to pay the Doubletree Hotel for the BOD March hotel bill in the amount of \$4,972.40. This was second by D. Roscoe and approved.

Item 2: April 4, 2008—it was moved by P. Smith Anderson to accept a bid for the conference graphic designer work, quoted by Marci Stone, at \$60.00 per hour. This was second by F. Prather and approved.