

CREDENTIAL COUNSELORS AND ANALYSTS OF CALIFORNIA

CCAC BOARD OF DIRECTORS MEETING

MINUTES

August 27, 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 8:50 AM.

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

PRESIDENTIAL ADVISORY COMMITTEE PRESENT: Kathy Bettger, Debbie Brumfield, Robyn Davila, Susan Kissinger, and Regan Ronayne.

EXCUSED ABSENCE: Denise Roscoe and Siena Van Heusen.

Agenda: F. Prather moved and P. Smith Andersen seconded the approval of the August 2008 Agenda be adopted. The vote was unanimous.

President's Report--Franell Prather

Budget Update-- A review and discussion as to whether adjustments to the categories should be done. The Liaison category will need to be adjusted because there on-going activity occurring in this area (the CTC-CCAC group). A decision was made to put the Legislative position in a subcategory under Liaison. P. Smith Andersen moved to increase Liaison category to \$2300 which second by S. Hernandez. The motion carried. Adjustments to the bank charges category were discussed as the amounts are not the actual bank charges and a reduction to the amount deposited needs to be made. The budget category Website/Listserve Services will be adjusted from \$268 to \$1452.85. The Board of Directors/Advisory Committee category needs to be increased. F. Prather moved to increase this category by \$13,000 to bring it to \$45,000. P. Smith Andersen seconded the motion and it carried. A new budget will be presented at the next meeting for approval or it may be distributed by email.

Report on President's items from last meeting--The updates to FAQ's have been made and published on the website with assistance from our Advisory Committee. Other website corrections are in progress that include link updates and some miscellaneous corrections.

Report of Standard and Credential Quality Work Group Meeting—Representatives from the CTC at this meeting were Tammy Duggan and Cheryl Hickey. The CCAC was represented by Daniel Parsons, Mel Hunt, Nancy Proclivo, and F. Prather. A letter regarding the purpose of this work group was drafted by the CCAC representatives and sent to Patty Wohl at the CTC for review. After approval the letter will be distributed to the Deans, Associate Dean, Program Sponsors and Program Directors. F. Prather would like all credential analysts to be included and P. Smith Andersen suggested that superintendents be included as well. This draft was circulated for review. F. Prather is waiting for P. Wohl's response. After approval, it will be distributed by the CTC.

Evaluation Systems Exam discussion—Recent questions have been received about the protocol being used by Pearson to update IHE contacts to report exam results. F. Prather discussed this with Janet Bell of Pearson and was told that the letter to authorize a change is

suppose to come from the program's Dean in order to change the contact information. If anyone is experiencing a problem with this then they should contact Janet Bell for assistance.

Vice President Programs--Peggy Smith Andersen

Conference

- *Facilitators*--Volunteers who would like to be a facilitator should contact S. Van Heusen so program can be finalized.
- *Air Cards for Conference*—air cards are needed so internet connections can be ensured for the presenters who need it. Three will be purchased (\$50 per card plus tax for one month's use). P. Smith Andersen motioned to approve the three air cards. The motion was seconded by T. Kostka and the vote was unanimous.
- *Contracts*—the Premier Entertainment Contract was received. It is \$650 which is the same price quoted for last year's conference. F. Prather moved to approved the contract and T. Kostka seconded the motion. The motion carried.
- *American Sign Language (ASL)*--there will be ASL contracts. P. Smith Andersen will obtain the contracts from Edith Thiessen so they can be submitted to the BOD for approval. This will be sent to us for review by email.
- *Attendance*--Conference numbers are lower this year. Registration projections indicate that there are about 200 less attendees. P. Smith Andersen will send out an announcement about the September deadline. She will remind members that the CCAC membership fee is included for attendees. After conference a notice should go out reminding non-attendees that the membership fee needs to be paid to retain membership. This should be announced by D. Roscoe and needs to be done before the membership list is updated.

Plan to arrive Monday morning of Conference and we will go to lunch before beginning assembly of materials.

Vice President Membership--Denise Roscoe

Membership update—F. Prather provided the report for D. Roscoe. The total membership is 982 (refer to the report for the breakdown). There was a good response for registration desk volunteers. D. Roscoe also stated that she attended BIR training.

Secretary--Paula Sutton

Approval of the Minutes—P. Smith Andersen motioned to approve the Minutes from the June 2008 BOD meeting. F. Prather seconded to approve with the addendums. The motion carried.

Treasurer--Sylvia Hernandez

Treasurer Reports--a deposit in the amount of \$30 cannot be accounted for so S. Hernandez will need to do some investigation to account for this. The reports were circulated for review. P. Smith Andersen moved to delay approval of treasurer's report until they can be distributed to the BOD and F. Prather seconded the motion and the vote was unanimous.

Past President--Tedi Kostka

Elections--Many thanks to everyone who assisted with help with the elections. F. Prather will send out the results to the membership soon. The only problems that occurred during the process were with unreadable signatures on the envelopes. For future elections, the envelopes need to have a printed name along with the signature. The ballots will be placed in the storage unit.

Advisory Committee Reports:

Susan Kissinger, County Representative

The Northern Regional Meeting went well but recommends that the format of these meetings need to be revised. The regional meetings are so close to the spring CTC workshops that the content is too similar. It would be better to have more interaction with counties, districts and IHE's at this event and that it become a networking meeting scheduled after the CTC spring workshops. More discussion on this topic will occur for next year's meetings.

She also reported that a new associate superintendent will be hired and the new charter classroom building should be completed by next summer. A replacement for her position has been identified and will begin on September 1 as S. Kissinger will retire shortly.

The Resource Specialist Certificate Program is still offered by El Dorado County and generally takes place in June. The program is a week long with a 100% pass rate. This program is needed for holders of Special Education Credentials with LH/SH authorizations who need to obtain this authorization. After completion, the candidates apply directly to the CTC. For more information on this program call 530-295-2236.

Kathy Bettger, County Representative

All of their schools are now open and many will start the year with substitute teachers. There have been problems with regulations regarding administrative leave related to teachers who are arrested and waiting to be charged. A new school is being built. Mountain Ranch Community School will be renamed to Calaveros County School. They also have a new director for Curriculum and Instruction.

Debbie Brumfield, IHE Representative

Concordia's program will begin with only 15 new candidates for fall. A new director for graduate admissions has been hired. A lot of the campus energy has gone into recruiting undergraduates.

She recommended that an announcement be made regarding the systems meeting for discussion ideas. D. Brumfield will send a message to P. Smith Andersen for distribution regarding the IHE meetings.

Regan Ronayne, IHE Representative

Reported that she has concerns with the CTE credential. She recently had two separate Information Sessions for CTE and Adult credentials and no one came to the CTE session and UCB Extension has the only CTE program in the Bay area. She asked about the hiring process for these credentials. Discussion continued about candidates lack of knowledge that level I requirements need to be

completed within two years. She received some recommendations from the group on how to make contacts to promote the program. The Northern California CTEL Consortium for CTEL is still waiting for approval and recommendations were made on where to find her pool of CTEL instructors. She stated that Berkley is trying to come up with more streamlined ways for internships for math and science.

Robin Davila, District Representative

Her district, San Bernardino City USD, ended up not laying off the 155 teachers that received pink slips. The district also hired about 180 new teachers as well. Two new schools opened and that included the first K-8 school. It is a preparatory school and acceptance is done by lottery. The district has been involved with the preparation of teacher candidates through the Noyce Scholars Program in Mathematics and Science. Some of the students completed their teacher preparation program and have now been hired by the district.

New Business

Evaluations Systems Group of Pearson Conference—A national conference on education which is “What will tomorrow’s Schools Teach?” It is October 28-29 and is a professional growth consideration for Board members. F. Prather and P. Smith Andersen will go and CCAC will only pay the per diem and travel. F. Prather will send contact us by email to see if another CCAC Board member can attend.

Mileage Increase—The CCAC reimburses mileage based on the rate established by the CSU which is now 58.5 cents. P. Smith Andersen motioned that we change the CCAC mileage to 58.5 cents with an effective date of July 1. This was seconded by S. Hernandez and the vote was unanimous.

Event Insurance—The Showstoppers cancellation insurance in the amount of \$1492 was approved by BOD email vote.

Old Business—none.

The CCAC Annual Business Meeting is Thursday, October 16, 2008 from 5:00-5:45 PM. Members need to be encouraged to attend to establish a quorum. We need at least 30 members at the meeting.

P. Smith Andersen moved to adjourn the meeting at 12:25 PM and T. Kostka seconded the motion. The vote was unanimous and the motion carried.

ADDENDUM: Between September 2008 and October 2008 official Board meetings, votes were taken via email on the following (Article V, Section 11):

Item I: On September 9, 2008 a motion was made by P. Smith Andersen to approve the 4Imprint purchase order estimate for conference. This was seconded by S. Hernandez. The vote was unanimous.

Item II: On September 12, 2008 there was a motion by P. Smith Andersen to approve the estimated cost of \$26,070 for printing the programs and notebooks. An addendum by F. Prather was made to approve the printing costs for the programs and notebooks only. Additional printing costs for the Bylaws and Policies for the Conference Business Meeting will be submitted later. D. Roscoe seconded the estimated costs and the vote was unanimous.

Item III: On September 15, 2008 there was a motion by P. Smith Andersen to approve payment to Marci Stone for the graphic design work for conference materials (postcard, program, and notebook) in the amount of \$1702.50. The motion was seconded by F. Prather and the vote was unanimous.

Item IV: On September 16, 2009 a motion was made by P. Smith Andersen to approve the order for Conference items to 4Imprint for pens/highlighters, totes, and portfolios in the amount of \$12,054.03. This was seconded by F. Prather and the vote was unanimous.

Item V: On September 18, 2008 F. Prather motioned to approve payment to the Doubletree Hotel for the August meetings in Sacramento in the amount of \$5,467.39. The motion was seconded by P. Smith Andersen and the vote was unanimous.

Item VI: On September 24, 2008 P. Smith Andersen motioned to approve the preliminary contract by Sign Language Interpreting Services Agency for sign language interpreting services at conference in the amount of \$3,075. The motion was seconded by F. Prather and the vote was unanimous.

Item VII: On September 24, 2008 F. Prather motioned for approval to print the Mentor Flyers and CCAC Brochures for distribution at conference and other meetings. The motion was seconded by D. Roscoe to print 500 of each brochure at the cost of \$236 X 2. The motion carried and the vote was unanimous.

Item VIII: On October 6, 2008 P. Smith Andersen motion for approval of the bus contract (this contract includes the shuttles, the Newbie Dinner transportation, and the CTC visits) for a total of \$5957.00. The motion was seconded by F. Prather and the vote was unanimous.