

Central Vermont Adult Basic Education, Inc. Board Meeting Minutes
Monday – January 8, 2018 (4:00 - 5:28PM) – Barre Learning Center

Attending: Board - Marv, George, Miccal, Christina, Mary, Peter (via phone) Staff – Carol S-P, Nancy D., Kate

Absent: Board - Nancy M., Kim, Carol D. Staff - Joanne

4:00* Introduction and Welcome

Kate - Gave a brief overview of the CVABE services in action.

Recent professional development activity has been focusing on:

- Evidence-Based Instruction for intermediate level readers. Three instructors and one supervisor (Kate) have been participating in a VT/NH multi-segment training on using the Student Achievement in Reading (STAR) diagnostic reading assessment tool to enhance students' experiences with CVABE. This CVABE team will share the training in-house. The training program is proving to be beneficial.
- Casey from the Morrisville Center has been pursuing training in teaching English Language Learning and has earned TESOL Certification (Teaching English for Speakers of Other Languages)
- Kate completed an 80 hr. Nonprofit Management Certificate program through Marlboro College for 10 consecutive Wednesdays in the fall. The course covered the multiple facets of nonprofit work and management.

Other recent activity has included:

- CVABE invited into fee for service partnership with VTC around a grant collaboration called Strengthening Working Families Initiative (SWFI)
[Note: SWFI is a US Department of Labor grant awarded to Vermont Tech. The program provides no-cost training and support services to eligible parents seeking a livable wage job with benefits in the manufacturing sector.]

CVABE will be cosponsoring group orientations and doing reading and math assessment to assure participant skill level readiness for enrollment in the CCV run Certified Production Technician (CPT) program.

- CVABE's grant with the VAOE requires that we organize and run at least one Integrated Education and Training (IET) program during 2018 that is open to English Language Learners. An IET program has three components – Adult Education and Literacy, Workforce Preparation and Workforce Training. The program will help students be on the correct path for career readiness. We have some possible IET models happening in both Washington and Lamoille Counties.

4:34* November 13, 2017 board minutes - Marv motioned to accept the minutes, Christina seconded, motion passed

4:36* Executive Directors Report/Strategic plan progress – See written report

- Carol shared an updated copy of CVABE's History of Liquid Asset Balances FY1993 - FY2017

- Focus of the conversation on consideration of a new location for the Barre Learning Center. Carol has had communications with Mayor Thom Lauzon regarding the Barre Granite Association building, which he is most willing to work with us on initially as a rental agreement with perhaps ownership in the future. Carol asked if interested board members would work with her on the exploration. Peter, Miccal and George look forward to touring the potential new location with Carol and Mayor Lauzon and to hearing his plan. Carol will set up a meeting.

5:00* Nancy D. delivered the Financial Report

- The Board received a copy of the FY2017 Form 990
- Not positive that the HSCP quarterly invoicing will cover the deficit reflected on the reports. Based on last year's numbers, which were very similar and which resulted in invoicing about \$96K, she expects we may still be running approximately \$50K behind once invoicing is completed. Two graduations and 24 new student plans came in during the quarter with the majority of them being on a two year plans.
- Carol noted that CVABE is in a financially healthy position despite the lagging revenue at this point in the year. She referenced back to the History of Liquid Asset Balances. Miccal noted that despite increased rental costs in Waterbury and the paid radio advertising expenses that we are doing okay.

5:10* Fund Development - Carol (in Joanne's absence)

- Carol called attention to Joanne's reports indicating that FR efforts are on track.
- She briefly commented on the FairPoint publicity event that occurred in December.
- Mary reported out that the Concept 2 meeting at the Morrisville L. Center was powerful and moving. She feels Dena Hirchak is also a strong board member candidate.

5:15* Board Development - Carol and Mary noted potential individual to approach for board membership

- Dena Hirchak (Mary will see if Dena is interested)
- Joe ? – mentioned by Kim to Mary and Miccal (from Randolph) – On hold for now
- Nancy Barbour (Randolph volunteer) Nancy is interested in board service and Carol has an appointment to meet with her.
- Sherry Barnard (Randolph volunteer) Sherry interested in board service and Carol is working to secure and appointment to meet with her.

Marv suggested inviting potential board candidates to audit a board meeting to get a good sense of the board and its work. All agreed this is a good plan. Provided the exploratory meetings go well, Carol will invite Nancy and Sherry to the March meeting.

5:28* No other business - Marv moved to adjourn the meeting, Christina seconded the motion. Meeting concluded and George congratulated for running a great first meeting as Board President.

Respectfully submitted,
Christina Currier