



**State Education Resource Center (SERC)**

**MINUTES**

**SERC Board of Directors Regular Meeting  
Monday, August 31, 2015 -- 1:00 p.m. to 4:00 p.m.  
Meriden Board of Education  
22 Liberty Street, Meriden, CT**

**Present:** Chairman Mark Benigni, Elizabeth Brown (Ms. Brown left the meeting at 2:30 p.m.), Jeffrey Leake, Richard Porth, Jr. (Mr. Porth joined the meeting at 1:19 p.m.), Agnes Quinones, Charlene Russell-Tucker (Ms. Russell-Tucker joined the meeting at 1:15 p.m.), Jennifer Tooker, and Thomas Swan (Mr. Swan left the meeting at 1:43 p.m.).

**Absent:** Vice Chairman George Coleman, Steven McKeever, Diane Ullman and Eileen Ziegler.

**Others Present:** Ingrid M. Canady, SERC Interim Executive Director; Alfred P. Bruno, SERC General Counsel; Jennifer LeBrun, SERC Executive Assistant, and Thomas Hennick, Public Education Officer, Freedom of Information Commission.

**Item #1: Call Meeting to Order**

The meeting was called to order by Chairman Benigni at 1:03 p.m.

**Item #2: Presentation by: Thomas Hennick, Public Education Officer, Freedom of Information Commission**

A presentation was given by Mr. Hennick on the Freedom of Information Act. Specific information and requirements regarding three types of meetings (Regular, Special, and Emergency) as well as Executive Session were included in his presentation.

The Connecticut Freedom of Information Act as Codified in Chapter 14 of Connecticut General Statutes (Including 2013 Amendments) is below.

<http://www.ct.gov/foi/cwp/view.asp?a=4163&Q=507660>

**Item #3: Approval of Draft Minutes of the July 27, 2015 Board Meeting**

Motion to approve minutes from July 27, 2015 Regular Board Meeting.

Motion: Ms. Brown

Second: Dr. Quinones

Vote on Motion:

In favor: 8 (Benigni, Brown, Leake, Porth, Quinones, Russell-Tucker, Tooker, Swan)

Opposed: 0

Abstained: 0

#### **Item #4: Report from Ingrid M. Canady, Interim Executive Director, SERC**

- a. Fiscal – Update- ED 141 Scope of Funding 14-15
  - i. Introduction of SERC’s Fiscal & Finance Office Administrator

Ms. Canady introduced Mr. Derek Stubbs, SERC’s Fiscal & Finance Office Administrator. Mr. Stubbs will schedule a meeting with the SERC Board of Directors Finance Committee.

Ms. Canady shared the ED141 Scope of Funding document received from Rensselaer at Hartford. This document provides a summary of all contracts that SERC entered into with the Connecticut State Department of Education (CSDE) during the 2014-2015 fiscal year. This summary does not include SERC’s in-district work. Ms. Canady also shared that she received a separate spreadsheet for each individual contract. All unexpended funds were sent back to CSDE in order to complete the fiscal transition from Rensselaer at Hartford. Ms. Canady stated that SERC can request this money to come back to SERC to fund work that is continuing from the 14-15 fiscal year into 15-16 fiscal year.

Dr. Quinones requested that Ms. Canady prepare a document showing SERC’s different grants and funding sources. Ms. Canady will compile this information for the next Board of Directors meeting.

There was general discussion.

- b. In-District Contracts

Ms. Canady discussed the contracts SERC has established with local school districts thus far. Some of these contracts were created to support districts with their 15-16 back-to-school professional development.

There was general discussion.

- c. Board Committees: Purpose & Responsibilities
  - i. Edit, Review, Feedback

Ms. Canady shared a document that she created which outlines the specific roles and responsibilities of the SERC Finance, Operations, and Program Committees. Ms. Canady asked that each Board Member read and provide feedback to Jennifer LeBrun as soon as possible. This feedback can be in hardcopy or by email.

- b. Collaborations with CSDE
  - i. Programs

Ms. Canady shared that SERC has received requests for training from different agencies within the Connecticut State Department of Education (CSDE).

There was general discussion.

ii. Diversity Training State Board of Education

Ms. Canady shared that SERC has been asked to provide Diversity Training to different departments within the CSDE. Ms. Canady and Dr. Wendy Simmons, SERC Assistant Director, will provide requested training as soon as possible.

There was a general discussion around SERC's Diversity work and ways that SERC can provide additional services to address the Achievement Gap in Connecticut.

Ms. Brown left meeting at 2:30 p.m.

c. M.O.R.E Commission Recommendations, Kim Mearman, Interim Associate Director

i. Bill No. 1502-SERC's Leadership

Dr. Mearman shared a matrix of the work that SERC will be providing per the M.O.R.E Commission recommendations. Dr. Mearman, SERC Consultants, Dr. Donna Merritt, Ms. Michelle Weaver and Mr. Greg Glidden and the SERC Office Manager, Ms. Kristy Giacco, provided the Board Members with the specific responsibilities and timelines for each responsibility.

There was general discussion.

ii. **Item #5: Report from Dr. Mark Benigni, Board Chair**

a. Possible Future Collaboration/District Management Council

Chairman Benigni shared information regarding the District Management Council (DMC) phone conference held on August 18, 2015. Chairman Benigni and Interim Executive Director, Ingrid Canady discussed the possibility of collaborating with DMC to assist SERC staff build capacity in certain areas. Dr. Benigni has asked Ms. Canady to speak with the SERC Director Team and SERC staff regarding specific training needs. No commitment has been made to work with this organization.

There was general discussion.

**Item #6: Committee Reports**

- a. Finance – No Report
- b. Operations – No Report
- c. Programs – No Report

**Item #7: Items for Discussion**

a. Board of Directors Retreat Date

September 23, 2015 and September 24, 2015 retreat date options were provided to Board Members. These two dates work best for a majority of members. Chairman Benigni asked that Jennifer LeBrun poll members with these two final dates. A decision will be made by Friday, September 4, 2015.

**Item #8: Executive Session**

Motion to enter into Executive Session regarding a personnel matter that could possibly impact SERC

Motion: Dr. Quinones

Second: Mr. Leake

Vote on Motion:

In favor: 6 (Benigni, Leake, Porth, Quinones, Russell-Tucker, Tooker)

Opposed: 0

Abstained: 0

The Board voted unanimously to enter into Executive Session at 2:55 p.m.

Present in executive session were Board Chairman Mark Benigni and members Jeffrey Leake, Richard Porth, Agnes Quinones, Charlene Russell-Tucker, Jennifer Tooker.

Motion to exit Executive Session with no motions or actions taken.

Motion: Dr. Quinones

Second: Mr. Leake

Vote on Motion:

In favor: 6 (Benigni, Leake, Porth, Quinones, Russell-Tucker, Tooker)

Opposed: 0

Abstained: 0

The Board voted unanimously to exit Executive Session at 3:10 p.m.

**Item #9: Adjournment**

The meeting was unanimously adjourned at 3:13 p.m.

Submitted by:

Jennifer LeBrun, Board Recording Secretary