



**State Education Resource Center (SERC)
Board of Directors Meeting**

**Meriden Board of Education 3rd Floor
22 Liberty Street
Meriden, CT**

**Monday, September 28, 2015
1:00 p.m. – 4:00 p.m.**

Regular Meeting Minutes

- Present:** Chairman Mark Benigni (Dr. Benigni joined the meeting at 1:26 p.m.), Elizabeth Brown, Vice Chairman George A. Coleman, Jeffrey Leake, Agnes Quinones, Charlene Russell-Tucker (Ms. Russell-Tucker joined the meeting at 1:25 p.m.), and Jennifer Tooker
- Absent:** Steven McKeever, Richard Porth, Jr., Diane Ullman, Tom Swan, and Eileen Ziegler.
- Others Present:** Ingrid M. Canady, SERC Interim Executive Director; Alfred P. Bruno, SERC General Counsel; and Jennifer LeBrun, SERC Executive Assistant

Item #1: Call to Order

The meeting was called to order by Vice Chairman Coleman at 1:17 p.m.

Item #2: Approval of Draft Minutes of the August 31, 2015 Board Meeting

Motion to approve minutes from August 31, 2015 Regular Board Meeting.

Motion: Dr. Quinones
Second: Ms. Brown

Vote on Motion:

In favor: 7 (Benigni, Brown, Coleman Leake, Quinones, Russell-Tucker, Tooker)
Opposed: 0
Abstained: 0

**Item #3: Presentation by: Alfred P. Bruno, General Counsel, SERC
*SERC Foundation (15 Minutes)***

Mr. Bruno presented the concepts and background of the newly established SERC Foundation. The Foundation will have its own Board of Directors. There was discussion on how the SERC Board of Directors will work collaboratively with the SERC Foundation Board of Directors. Mr. Bruno suggested that the Operations Committee meet to discuss specifics of such collaboration.

There was general discussion.

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

a. Upcoming SBOE Diversity Training-September 30, 2015

Ms. Canady and SERC Director Dr. Wendy Simmons will be presenting a three hour Diversity Training to the CT State Board of Education and the Leadership Cabinet of the CT State Department of Education.

There was general discussion.

b. Fiscal Report

SERC's Fiscal and Financial Administrative Officer, Mr. Derek Stubbs, provided a three (3) month funding report to Board Members. Current information was shared on the specific funds that SERC has received from CSDE, grants and other funding sources. Mr. Stubbs shared that the fiscal department had its first meeting with the Finance Committee.

Ms. Canady shared specific information on SERC's in-district contracts and provided an update on a new contract that SERC has entered into with Norwalk Public Schools. SERC's Interim Associate Director, Dr. Kimberly Mearman, spoke to members about the scope of the work that will be provided to Norwalk through this contract. Dr. Mearman stated that SERC's work with Norwalk could potentially be requested and replicated for other districts.

There was a general discussion.

c. SERC Foundation

Assistant Director, Dr. Wendy Simmons, shared specific information regarding the SERC Foundation and how the financial aspect of the Foundation will work. Dr. Simmons also shared that the Foundations purpose is to diversify funding sources and seek out federal grants. Chairman Benigni questioned whether or not the SERC Board of Directors will approve all work of the Foundation. Dr. Simmons stated that perhaps a Memorandum of Understand (MOU) between SERC and the SERC Foundation may be beneficial.

Ms. Tooker expressed that we need to make sure that work created by the Foundation will be completed without overtaxing staff.

Board members requested that they be provided with a clear understanding of their role in the SERC Foundation in order to articulate the direct link between SERC's vision and the purpose of the Foundation. Ms. Tooker suggested that deliverables be created to show the clear distinction between the two Boards. Dr. Quinones suggested that job descriptions reflect Foundation work.

Ms. Brown asked that Board Members be provided with the application submitted for the SERC Foundation in order to obtain a clearer understanding.

Ms. Brown suggested that the Operations Committee meet as soon as possible. She

invited Dr. Simmons, Mr. Bruno and SERC Research & Development Coordinator, Amy Clark, to join their next meeting. Ms. Brown also asked that board members provide Ms. LeBrun with specific questions they would like addressed at this meeting. Ms. LeBrun will reach out to the committee to arrange a meeting date.

There was general discussion.

Item #5: Items for Action

d. Board Committees: Purpose & Responsibilities Manual

Motion to approve Legal Counsel and Operations Committee review of Board Committee: Purpose & Responsibilities Manual

Motion: Dr. Quinones

Second: Ms. Tooker

Vote on Motion:

In favor: 7 (Benigni, Brown, Coleman Leake, Quinones, Russell-Tucker, Tooker)

Opposed: 0

Abstained: 0

Item #6: Executive Session

e. Personnel Matters

Motion to enter into Executive Session

Motion: Mr. Leake

Second: Ms. Brown

Vote on Motion:

In favor: 7 (Benigni, Brown, Coleman Leake, 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 Elizabeth Brown, Vice Chairman George A. Coleman, Jeffrey Leake, Agnes Quinones, Charlene Russell-Tucker, and Jennifer Tooker. Also invited to go into part of executive session was Ingrid M. Canady, Interim Executive Director.

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

Motion: Dr. Quinones

Second: Ms. Brown

Vote on Motion:

In favor: 7 (Benigni, Brown, Coleman Leake, Quinones, Russell-Tucker, Tooker)

Opposed: 0
Abstained: 0

The Board voted unanimously to exit Executive Session at 3:15 p.m.

Item #7: Committee Reports

- a. Finance – Ms. Tooker shared that she met with Mr. Stubbs to discuss goals of the finance committee and how the Fiscal Department and Finance Committee will work together.
- b. Operations – No report. A meeting will be scheduled.
- c. Programs – No report. A meeting will be scheduled.

Item #8: Items for Discussion

- a. SERC’s Performance Evaluation, Kim Mearman, Interim Associate Director, SERC
Agenda item not discussed; put on hold.
- b. Board of Directors Retreat – Rescheduled Date

Suggested agenda item:

- Context around the CSDE’s vision around equity

Ms. LeBrun will poll members for a rescheduled retreat date.

- c. Board of Directors Regular Meeting Dates (Schedule)

Ms. LeBrun will poll members for Regular meeting dates for January to June, 2016.

Item #9: Adjournment

The meeting was unanimously adjourned 3:29 at p.m.

Submitted by:
Jennifer LeBrun, Board Recording Secretary