



State Education Resource Center (SERC)

**SERC Classroom
25 Industrial Park Road
Middletown, CT**

**Monday, August 22, 2016
1:00 p.m. – 4:00 p.m.**

Regular Meeting Minutes

Present: Elizabeth Brown, Jeffrey Leake, Richard Porth, Jr., Agnes Quinones (Ms. Quinones left the meeting at 2:40 p.m.), Charlene Russell-Tucker, and Jennifer Tooker.

Absent: George Coleman, Salvatore Menzo, Thomas Swan, and Diane Ullman

Others Present: Ingrid M. Canady, Interim Executive Director, Matthew Dugan, Director of Program Services, Wendy Simmons, Ph.D., Director for Development, Community Affairs and Equity, Carol Sullivan, Director for Library Programs and Services, Derek Stubbs, SERC Fiscal and Finance Administrative Officer, Michelle Weaver, Legislative Liaison, Sonja Pasquantonio, Human Resources Coordinator, and Jennifer LeBrun, SERC Executive Assistant

I. Call to Order

The meeting was called to order by Elizabeth Brown at 1:17 p.m.

II. Public Comment*

No public comment.

III. Approval Of Draft Minutes of the June 27, 2016 Regular Board Meeting

Motion to approve minutes from the June 27, 2016 Regular Board Meeting.

Motion: Agnes Quinones

Second: Jeff Leake

Vote on Motion:

In favor: 4 (Brown, Leake, Quinones, Tooker)

Opposed: 0

Abstained: 2 (Porth, Russell-Tucker)

IV. Executive Session – Administrative Matters

Motion to enter into Executive Session

Motion: Agnes Quinones

Second: Jeff Leake

Vote on Motion:

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

Opposed: 0

Abstained: 0

The Board voted unanimously to enter into Executive Session at 2:07 p.m.

Present in executive session were members Liz Brown, Jeffrey Leake, Richard Porth, Jr., Agnes Quinones, Charlene Russell-Tucker, and Jennifer Tooker.

Also invited to go into part of executive session was Ingrid M. Canady, Interim Executive Director and Sonja Pasquantonio, Human Resources Coordinator.

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

Motion: Jeff Leake

Second: Agnes Quinones

Vote on Motion:

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

Opposed: 0

Abstained: 0

The Board voted unanimously to exit Executive Session at 2:37 p.m.

V. Updates from Ingrid M. Canady, Interim Executive Director, SERC

a. Fiscal Report

SERC Fiscal and Finance Administrative Officer, Mr. Derek Stubbs, provided monthly fiscal update to the Board Members.

There was general discussion.

b. IDEA Final Budget

Ms. Canady shared that she has met with Dr. Isabelina Rodriguez, Interim Chief Academic Officer, regarding the 2016-2017 SERC IDEA Budget, which was approved and signed with changes. SERC will provide quarterly reports to the CSDE regarding its funding and Ms. Canady will continue to meet with Dr. Rodriguez on a monthly basis to ensure that SERC is working within the agreed signed contract.

c. Revised SERC Operational Budget

Mr. Stubbs reviewed the revised Operational Budget and discussed changes with the Board.

There was general discussion.

d. Meeting with Commissioner Wentzel and Chair and Vice-Chair, State Board of Education

The meeting is scheduled on Tuesday, September 20, 2016. Board Members provided questions that they would like addresses at this meeting, specifically around the CSDE's five-year plan.

e. Position Updates (Vacancies to be Filled)

Ms. Canady shared that SERC will post three positions for employment.

VI. Items for Discussion

a. SERC's Procurement Policy

Ms. Canady reviewed and distributed the current SERC Procurement Policy. SERC established such procedures to address "what" is required by SERC employees when developing and implementing PSA's. This policy is necessary in order to ensure compliance with the requirements of P.A. 13-286 which designates SERC as a "state contracting agency".

There was general discussion.

VII. SERC Foundation Update

a. Update from Jeffrey Leake, Chair

Mr. Leake shared information on the current grants that the SERC Foundation has applied for and the status of each of those grants.

There was general discussion.

VIII. Committee Reports

a. Finance Committee

Ms. Tooker informed board members that the Finance Committee met with the auditor from CohnResnick. Ms. Tooker relayed the specific information that the auditor will request and discussed the timetable for when the committee and the full board should receive the draft auditing reports.

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IX. Adjournment

Meeting adjourned at 2:52 p.m.

Submitted by:
Jennifer LeBrun, SERC Executive Assistant