



## **State Education Resource Center (SERC)**

**SERC Classroom  
25 Industrial Park Road  
Middletown, CT  
Monday, March 27, 2017  
1:00 p.m. – 4:00 p.m.**

### **Regular Meeting Minutes**

**Present:** George A. Coleman (joined the meeting at 1:00 p.m.), Jeffrey Leake (joined the meeting at 1:37 p.m.), Richard Porth (joined the meeting at 1:25 p.m.), Charlene Russell-Tucker (joined the meeting at 1:07 p.m.), Tom Swan (joined the meeting by telephone at 1:00 p.m.) and Jennifer Tooker (joined the meeting at 1:14 p.m.).

**Absent:** Elizabeth Brown, Salvatore Menzo, Agnes Quinones and Diane Ullman.

**Others Present:** Ingrid M. Canady, Executive Director, Matthew Dugan, Director of Program Services, Alice Henley, Director of Program Development, Wendy Simmons, Director of Program Development, Carol Sullivan, Director of Library Programs and Services, Michelle Weaver, Legislative Liaison, Sonja Pasquantonio, Coordinator of Human Resources, Stephen Proffitt, SERC Consultant, and Jennifer LeBrun, SERC Executive Assistant.

#### **I. Call to Order**

The meeting was called to order by Interim Chair, George A. Coleman at 1:38 p.m.

#### **II. Public Comment\***

No public comment.

III. **Approval of Draft Minutes of the February 27, 2017 Regular Board Meeting**

**“Motion to approve minutes from the February 27, 2017 Regular Board Meeting.”**

Motion: Ms. Russell-Tucker

Second: Mr. Porth

Vote on Motion:

In favor: 6 (Coleman, Leake, Porth, Russell-Tucker, Swan and Tooker)

Opposed: 0

Abstained: 0

IV. **Mr. Coleman proposed a motion to go out of order on the agenda.**

**“Motion to approve reorder of agenda items”**

Motion: Mr. Porth

Second: Ms. Tooker

Vote on Motion:

In favor: 6 (Coleman, Leake, Porth, Russell-Tucker, Swan and Tooker)

Opposed: 0

Abstained: 0

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

a. Program Update

Stephen Proffitt, SERC Consultant, shared information on SERC’s work with the Connecticut State Department of Education (CSDE) on the topic of SLD/Dyslexia. Mr. Proffitt provided information on the history of the collaboration and the current methods of training that are offered. These methods include webinars and statewide sessions. Mr. Proffitt provided specific attendance numbers and position statistics of each webinar. SERC will work with CSDE on the revision of the LD Guidelines. SERC is also currently collaborating with the Connecticut Parent Advocacy Center (CPAC) to provide additional training on the topic.

There was general discussion.

VI. **Executive Session**

a. SERC’s Operational Budget

**“Motion to enter into Executive Session for the Purpose of Discussing SERC’s Operational Budget.”**

Motion: Mr. Leake  
Second: Ms. Tooker

Vote on Motion:

In favor: 6 (Coleman, Leake, Porth, Russell-Tucker, Swan and Tooker)

Opposed: 0

Abstained: 0

The Board voted unanimously to enter into Executive Session at 2:03 p.m. and adjourned Executive Session at 3:10 p.m. with no motions or actions taken.

Present were Board Members Mr. Coleman, Mr. Leake, Mr. Porth, Ms. Russell-Tucker, Mr. Swan and Ms. Tooker. Also present for all of executive session was SERC Executive Director, Ingrid M. Canady.

**VII. Updates from George Coleman, Interim Chair**

a. OPM Meeting

Mr. Coleman shared information from the meeting with the Office of Policy Management (OPM) held on March 2, 2017. George Coleman, Elizabeth Brown, Ingrid M. Canady and Kathleen Demsey, Chief Financial Officer, CSDE, were in attendance with Deputy Secretary Weisselberg of OPM. This meeting was scheduled to discuss SERC's current lease at 25 Industrial Park Road, Middletown, CT and the status of SERC's future move. As a result of the meeting, Ms. Canady was given permission to discuss and search for rental/lease property. Ms. Canady has a scheduled phone meeting with Mr. Paul Hinsch, Policy Director of Asset Management, OPM, to discuss specific details.

There was general discussion.

**VIII. Updates from Ingrid M. Canady, Executive Director, SERC**

b. Fiscal Operations Update

i. Budget

Ms. Canady shared that SERC's part-time temporary fiscal staff has resigned. SERC is currently advertising the position and hopes to fill the vacancy as soon as possible.

Ms. Canady provided and reviewed the Statement of Expenditures budget sheet with board members.

There was general discussion.

c. SERC's Location Update

Ms. Canady provided information regarding SERC's teleworkers. All teleworkers have completed appropriate paperwork and have begun to clear out their desks at SERC. This will allow for additional space to accommodate the SERC Library. SERC is currently working with agencies to assist with the move from 25 Industrial Park Road.

There was general discussion.

d. Future Meeting Dates

All future meeting dates were disseminated to Board Members.

e. Committee Bill No. 356

Ms. Canady discussed Committee Bill No. 356 that is co-sponsored by Senator Fasano and Representative Fishbein. The Public Hearing was held on February 15, 2017. The bill was written to increase the oversight and transparency of quasi-public agencies. Ms. Canady stated that the information is brief right now, but that she will continue to watch the progress closely. SERC will prepare testimony.

Mr. Coleman expressed to Ms. Canady that she has the full support of the Board of Directors to provide written testimony as to the implication of this bill to SERC's operation.

There was general discussion.

**IX. Items for Discussion**

a. Auditor's Report: Finance Committee

Jennifer Tooker shared that the SERC Audit was completed on February 7, 2017. Overall, SERC did well. There was a specific request for further information around grant money and the process for handling these funds.

Conversation ensued on the topic of SERC's pension liability.-Connecticut State Teachers' Retirement Plan. Mr. Porth asked that this topic be revisited at a future meeting and additional information be provided to members.

The auditor provided SERC with a list of suggestions to enhance current fiscal and finance internal control.. Ms. Canady informed Board Members that work has already began on all suggestions. SERC and the SERC Finance Committee will provide to the full board a written with timelines that plan to address all areas suggested by the auditor. Updates on the plan will be provided at the June 26, 2017 SERC Board of Directors Regular Meeting.

There was general discussion.

X. **SERC Foundation Update**

- a. Update from Jeffrey Leake, Chair, SERC Foundation

The SERC Foundation hopes that all Board Members attend the Dismantling Systemic Racism Conference being held on Wednesday, May 10, 2017 at the Radisson Hotel in Cromwell, CT.

Charlene Russell-Tucker left the meeting at 3:54 p.m.

XI. **Adjournment**

Meeting was adjourned at 3:56 p.m.

Submitted by:  
Jennifer LeBrun, SERC Executive Assistant