



**Wallingford Board of Education - Central Office  
100 South Turnpike Road  
Wallingford, CT 06492  
Monday, September 25, 2017**

**SERC Board of Directors  
Regular Meeting Minutes**

**Present:** Elizabeth Brown, George A. Coleman, Jeffrey Leake, Salvatore Menzo, Richard Porth, Agnes Quinones, Charlene Russell-Tucker, and Tom Swan (Mr. Swan joined the meeting by at 1:30 p.m. and left the meeting at 3:30 p.m.)

**Absent:** Jennifer Tooker

**Others Present:** Ingrid M. Canady, Executive Director, Alice Henley, Director of Program Development, Carol Sullivan, Director of Library Programs and Services, Wendy Simmons, Director of Development, Community Affairs & Equity, Michelle Weaver, Legislative Liaison, Sonja Pasquantonio, Human Resources Coordinator, Matt Dugan, Director of Program Services, Thomas Pesce, Controller, Dr. Patricia Charles, Superintendent, Middletown Public Schools, Kristy Giacco, Program Services Manager, and Jennifer LeBrun, SERC Executive Assistant.

**I. Call to Order**

The meeting was called to order by George A. Coleman, Interim Chair, at 1:02 p.m.

**II. Public Comment\***

No public comment.

**III. Approval of the Draft Minutes of the August 21, 2017 Regular Board**

**“Motion to approve minutes from the August 21, 2017 Regular Board Meeting.”**

Motion: Mr. Leake

Second: Ms. Brown

Vote on Motion:

In favor: 4 (Brown, Coleman, Leake, Porth,)

Opposed: 0

Abstained: 3 (Menzo, Quinones, Russell-Tucker)

IV. **Executive Session to Discuss Executive Director Contract**

**“Motion to enter into Executive Session for the Purpose of Discussing Executive Director Contract.”**

Motion: Mr. Leake

Second: Dr. Quinones

Vote on Motion:

In favor: 7 (Brown, Coleman, Leake, Menzo, Porth, Quinones, Russell-Tucker)

Opposed: 0

Abstained: 0

The Board voted unanimously to enter into Executive Session at 1:05 p.m.

Present were Board Members Ms. Brown, Mr. Coleman, Mr. Leake, Dr. Menzo, Mr. Porth, Mr. Leak, Dr. Quinones, Ms. Russell-Tucker. Sonja Pasquantonio and Michelle Weaver were also present for all of executive session.

**“Motion to recess from the Executive Session at 1:53 p.m.”**

Motion : Mr. Porth

Second: Dr. Quinones

Vote on Motion:

In favor: 7 (Brown, Coleman, Leake, Menzo, Porth, Quinones, Russell-Tucker)

Opposed: 0

Abstained: 0

**“Motion to resume Executive Session at 3:31 p.m.”**

Motion: Ms. Brown

Second: Mr. Porth

Vote on Motion:

In favor: 7 (Brown, Coleman, Leake, Menzo, Porth, Quinones, Russell-Tucker)

Opposed: 0

Abstained: 0

Present were Board Members Ms. Brown, Mr. Coleman, Mr. Leake, Dr. Menzo, Mr. Porth, Mr. Leak, Dr. Quinones, Ms. Russell-Tucker. Sonja Pasquantonio and Michelle Weaver were also present for all of executive session.

**“Motion to exit Executive Session at 4:15 p.m. with no motions or actions taken.”**

Motion: Mr. Leake  
Second: Ms. Brown

Vote on Motion:

In favor: 7 (Brown, Coleman, Leake, Menzo, Porth, Quinones, and Russell-Tucker)  
Opposed: 0  
Abstained: 0

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

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

Motion: Dr. Quinones  
Second: Mr. Porth

Vote on Motion:

In favor: 8 (Brown, Coleman, Leake, Menzo, Porth, Quinones, Russell-Tucker and Swan)  
Opposed: 0  
Abstained: 0

VI. **Items for Discussion, Ingrid M. Canady**

a. 17-18 Agency Priorities

*Dr. Patricia Charles, Superintendent, Middletown Public School – Guest*

Ms. Canady shared the current status of the 17-18 Agency Goals with members. Ms. Canady also provided information on the racial equity work that SERC is currently involved in with Middletown Public Schools.

Ms. Canady introduced Dr. Patricia Charles to Members of the Board and SERC Staff. Dr. Charles provided a presentation that discussed the equity work that Middletown Public Schools is involved in. Dr. Charles shared that the sessions that SERC has provided for staff have gone extremely well. Ms. Canady and Mr. Eben McKnight, SERC Consultant, have been invited back multiple times to provide additional sessions for staff. Dr. Charles stated that a policy had been adopted by the CT State Board of Education regarding work around equity. Middletown is looking forward to future collaboration with SERC on this topic.

**VII. Action Items**

- a. Approval of SERC Executive Director Contract  
Agenda item tabled.
- b. Approval of SERC Policies

**“Ms. Brown proposed a motion to approve SERC Policy as presented.”**

Policy Number# 2017-016 Electronic Monitoring Policy

Motion: Dr. Quinones  
Second: Ms. Russell-Tucker

Vote on Motion:

In favor: 8 (Brown, Coleman, Leake, Menzo, Porth, Quinones, Russell-Tucker and Swan)  
Opposed: 0  
Abstained: 0

**“Ms. Brown proposed a motion to approve SERC Policy as presented.”**

Policy Number# 2017-040 Jury Duty Policy

Motion: Ms. Brown  
Second: Dr. Quinones

Vote on Motion:

In favor: 8 (Brown, Coleman, Leake, Menzo, Porth, Quinones, Russell-Tucker and Swan)  
Opposed: 0  
Abstained:0

- c. Approval of August 21, 2017 Motion Proposed by Mr. Leake and Mr. Porth

*Move to approve purging of all accounts through fiscal year 2015 in the amount of \$380,740.01 as identified on the worksheet, while acknowledging that a substantial portion of the records being purged were from a time period previous to the formation or initial appointment of the SERC Board members.*

Ms. Brown proposed a motion to amend the motion above by striking out the wording “to the initial appointment of” and replacing it with “the formation of SERC as a Quasi-Public entity.

**“Motion to approve additional wording on above proposed motion by Mr. Leake and Mr. Porth”.**

Motion: Ms. Brown  
Second: Mr. Porth

Vote on Motion:

In favor: 8 (Brown, Coleman, Leake, Menzo, Porth, Quinones, Russell-Tucker and Swan)  
Opposed: 0  
Abstained:0

**“Mr. Coleman proposed a motion “that SERC only be required to carry uncollectables for 3 years.”**

Motion: Mr. Leake  
Second: Dr. Quinones

Vote on Motion:

In favor: 8 (Brown, Coleman, Leake, Menzo, Porth, Quinones, Russell-Tucker and Swan)  
Opposed: 0  
Abstained:0

b. Request of Approval of Operational Reserve to Cover Relocation Costs

Ms. Canady provided an update on the SERC’s future relocation. At this time 25 Industrial Park Road has proven to be the best option financially. The proposal provided by 100 Roscommon Drive landlord came in above the threshold of financial viability for the agency. Ms. Canady proposed that operation reserves be used to cover relocations/moving costs. The Board requested information around the specific costs of the move, including a proposed budget before making any final decisions and approval of motion to use the agency’s operational reserve. It was suggested that SERC receives approval on the location from OPM before approving the use of funds. Dr. Menzo requested that Board Members meet and review the proposal from 25 Industrial Park Road as soon as possible.

**“Motion was proposed to table the Resolution.”**

Motion: Dr. Menzo  
Second: Dr. Quinones

Vote on Motion:

In favor: 8 (Brown, Coleman, Leake, Menzo, Porth, Quinones, Russell-Tucker and Swan)  
Opposed: 0

Abstained: 0

- c. Request Board Approval to Engage in Lease Negotiation with Future Landlord

**“Motion was proposed to create a committee to review proposals before engaging in conversations with landlords.”**

Motion: Ms. Brown

Second: Mr. Porth

Vote on Motion:

In favor: 8 (Brown, Coleman, Leake, Menzo, Porth, Quinones, Russell-Tucker and Swan)

Opposed: 0

Abstained: 0

- d. Update Regarding Conversation with Bureau of Special Education.  
Agenda Item Tabled.

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

- a. CSDE, SERC Appointment Notice  
Agenda Item Tabled.
- b. SERC Board of Directors Vacancies  
Agenda Item Tabled.

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

- a. 17-18 Budget Changes  
Ms. Canady shared information regarding the possibility of funding reduction that SERC may face in the future given the state’s current fiscal uncertainty. In order to be proactive she presented a list of cost saving options to Board Members that can be implemented if budget reductions become a reality. Ms. Canady assured members that conversations with Bryan Klimkiewicz, Bureau Chief, are on-going regarding funding.

Dr. Quinones requested individual budgets for each of the items presented regarding cost savings.

There was general conversation.

- b. Staffing Update  
Agenda Item Tabled.

IX. **SERC Foundation Update**

- a. Update from Jeffrey Leake, Chairperson, SERC Foundation  
No update provided.

X. **Adjournment**

Meeting was adjourned at 4:15 p.m.

Submitted by: Jennifer LeBrun, SERC Executive Assistant