



**Wallingford Board of Education - Central Office
100 South Turnpike Road
Wallingford, CT 06492
Monday, October 23, 2017
1:00 p.m. to 3:30 p.m.**

**SERC Board of Directors
Regular Meeting Minutes**

Present: George A. Coleman, Jeffrey Leake, Salvatore Menzo, Agnes Quinones, Charlene Russell-Tucker, and Tom Swan (Mr. Swan joined the meeting at 1:22 p.m. and left the meeting at 2:30 p.m.)

Absent: Elizabeth Brown, Richard Porth and Jennifer Tooker

Others Present: Ingrid M. Canady, Executive Director, Carol Sullivan, Director of Library Programs and Services, Wendy Simmons, Director of Development, Community Affairs & Equity, Sonja Pasquantonio, Human Resources Coordinator, Matt Dugan, Director of Program Services, Thomas Pesce, Controller, 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 1:09 p.m.

II. **Public Comment***
No public comment.

III. **Approval of the Draft Minutes of the September 25, 2017 Regular Board**

“Motion to approve minutes from the September 25, 2017 Regular Board Meeting.”

Motion: Ms. Russell-Tucker

Second: Dr. Quinones

Vote on Motion:

In favor: 6 (Coleman, Leake, Menzo, Quinones, Russell-Tucker and Swan)

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: Dr. Quinones

Second: Dr. Menzo

Vote on Motion:

In favor: 6 (Coleman, Leake, Menzo, Quinones, Russell-Tucker and Swan)

Opposed: 0

Abstained: 0

V. **Action Items**

- a. Approval of SERC Executive Director Contract

Agenda Item Tabled.

- b. Approval of Resolution to Update MassMutual Eligibility Status

Ms. Pasquantonio read the resolution for the record and reviewed the resolution language in detail.

There was general discussion.

**RESOLUTION OF
STATE EDUCATION RESOURCE CENTER**

RE: STATE EDUCATION RESOURCE CENTER TSA PLAN (THE PLAN)

The undersigned Officer of the State Education Resource Center hereby certifies that the following resolutions were duly adopted by the Organization on _____, and that such resolutions have not been modified or rescinded as of the date hereof:

RESOLVED, that the form of the attached Amendment Number One, presented to this meeting is hereby approved and adopted and that the proper Officers of the Organization are hereby authorized and directed to execute the Amendment.

RESOLVED, that the proper Officers of the Organization shall act as soon as possible to notify the employees of the Company of the adoption of Amendment One by delivering to each employee a copy of the summary description of the amendment in the form of the Summary of Material Modifications presented to this meeting, which form is hereby approved.

“Motion to Adopt Resolution to Update MassMutual Eligibility Status.”

Motion: Mr. Leake
Second: Dr. Menzo

Vote on Motion:

In favor: 6 (Coleman, Leake, Menzo, Quinones, Russell-Tucker and Swan)

Opposed: 0

Abstained: 0

VI. Items for Discussion

No Items for Discussion.

VII. Agency Updates from Ingrid M. Canady, Executive Director

a. 17-18 Budget Changes

Ms. Canady reviewed the revenue and expenditures spreadsheet in detail and discussed the current budget status. Ms. Canady is hopeful that the 17-18 budget from the department will be signed when the State Budget is approved.

There was general discussion.

Ms. Canady shared a copy of the National Education Association, Educational Support Professionals Professional Growth Continuum, with Board Members. SERC was a collaborator on the document and feels that this collaboration/publication elevates SERC to a National Level. An electronic copy will be provided to all Board Members when it becomes available.

There was general discussion.

Mr. Coleman suggested that the document be sent to the State Board of Education's Co-Chairs.

VIII. Updates from George A. Coleman, Interim Chair

a. SERC Board of Directors Vacancies

Mr. Coleman shared that regular outreach continues regarding the vacancies on the SERC Board of Directors as well as the appointment of a Board Chair.

Mr. Coleman asked that all current Board Members remind their appointing authorities that they are responsible for their appointments to the Board. All appointing authorities have received a list of suggested members.

b. Board of Directors Retreat

Mr. Coleman shared that it would be beneficial for the Board of Directors to participate in a retreat soon after the holidays. Agenda items would include open Board appointments and the future direction of SERC and what is needed to sustain it.

A meeting date for the retreat will be discussed at the next Regular Meeting of the Board of Directors.

IX. SERC Foundation Update

a. Update from Jeffrey Leake, Chairperson, SERC Foundation

The SERC Foundation Board of Directors last met on September 12, 2017. Unfortunately, a quorum was not met, but conversations did occur and current bylaws were reviewed.

Mr. Leake attended the first date of the diversity training that was provided through the William Caspar Graustein Memorial Fund Grant awarded to the SERC Foundation. Glenn Singleton, President of Pacific Educational Group, presented to the group.

The next annual Dismantling Racism conference is scheduled for May 11, 2018. The location is to be determined.

Mr. Leake was also able to attend the Developing Tomorrow's Professionals Recognition Breakfast honoring the group of students that participated as part of the 2017 summer cohort. As stated by Mr. Leake "It was a very engaging and inspiring event".

X. Executive Session

"Motion to enter into Executive Session for the Purpose of Discussing SERC Relocation and SERC's Fiscal Operations."

Motion: Dr. Quinones

Second: Ms. Russell-Tucker

Vote on Motion:

In favor: 6 (Coleman, Leake, Menzo, Quinones, Russell-Tucker and Swan)

Opposed: 0

Abstained: 0

The Board voted unanimously to enter into Executive Session at 1:46 p.m.

Present were Board Members: Mr. Coleman, Mr. Leake, Dr. Menzo, Dr. Quinones, Ms. Russell-Tucker and Mr. Swan. Ingrid Canady, Sonja Pasquantonio and Matt Dugan were also present for executive session.

Mr. Dugan left executive session at 2:15 p.m.

Ms. Pasquantonio joined executive session at 2:20 pm

Mr. Swan left executive session at 2:30 p.m.

“Motion to exit Executive Session at 3:15 p.m. with no motions or actions taken.”

Motion: Mr. Leake

Second: Ms. Russell-Tucker

Vote on Motion:

In favor: 5 (Coleman, Leake, Menzo, Quinones, and Russell-Tucker)

Opposed: 0

Abstained: 0

XI. Adjournment

Meeting was adjourned at 3:21 p.m.

Submitted by: Jennifer LeBrun, SERC Executive Assistant