



**SERC**  
**100 Roscommon Drive, Conference Room 3**  
**Middletown, CT 06457**  
**Monday, May 21, 2018**  
**1:00 p.m. – 3:30 p.m.**

**SERC Board of Directors**  
**Regular Meeting Agenda**

**Present:** Elizabeth Brown, Jeff Leake (Mr. Leake joined the meeting by telephone and left the meeting at 2:41 p.m.), Richard Porth, Charlene Russell-Tucker, Tom Swan (Mr. Swan left the meeting at 2:07 p.m.).

**Absent:** George Coleman, Salvatore Menzo, Agnes Quinones, and Jennifer Tooker.

**Others Present:** Ingrid M. Canady, Executive Director, Alice Henley, Director of Program Development, Wendy Simmons, Director of Development, Community Affairs & Equity, Sonja Pasquantonio, Human Resources Coordinator, Michelle Weaver, Legislative Liaison, Tom Pesce, Controller, Naomi Andrus Lamas, Temporary Chief Financial Officer, and Jennifer LeBrun, SERC Executive Assistant.

**I. Call to Order**

The meeting was called to order by Elizabeth Brown at 1:09 p.m.

**II. Public Comment\***

No Public Comment.

**III. Approval of the Draft Minutes of the April 3, 2018 Special Board Meeting**

**“Motion to approve minutes from the April 3, 2018 Special Board Meeting”**

Motion: Mr. Porth

Second: Ms. Russell-Tucker

Vote on Motion:

In favor: 5 (Brown, Leake, Porth, Russell-Tucker, Swan)

Opposed: 0

Abstained: 0

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

**a. SERC Bill**

Ms. Canady informed members of the Board that the SERC Bill did not move through to the House. Feedback was reported that there was bipartisan support and that legislators would be happy to support the bill in the future, perhaps with some changes to the language. Ms. Canady shared that quasi-public agencies may not be eligible to receive state funding for administrative costs and will look into SERC's statutory language.

**b. Staffing Updates**

Ms. Canady shared that an email was sent to staff about SERC's current workforce reduction. There were 18 positions affected by the reduction and three of the 18 positions will be taken as early retirement. Ms. Canady will keep the Board posted if any other staff chooses to leave before June 30, 2018. It was also shared that Dr. Wendy Simmons' last day of employment with SERC is Thursday, June 6, 2018. This Director position will need to be filled as soon as possible. Mr. Swan asked that Ms. Canady inform the staff that the Board of Directors expresses its appreciation during this difficult time.

**c. Budget Update – Tom Pesce**

Mr. Pesce shared a budget update. The update included revenue and federal contracts for 7/1/17 – 3/13/18. Mr. Pesce shared that SERC's budget is on track for the year.

Board Members requested a projected budget through June 30, 2018. Mr. Pesce will provide this information.

Conversation ensued.

**V. Updates from SBOE/CSDE Representatives**

Ms. Russell-Tucker met with the Commissioner of Education to discuss SERC's need for new office space and also discussed SERC's Equity work. Ms. Russell-Tucker shared that both topics are important to the Commissioner and the conversations will continue at their next meeting. It was also shared that the Bureau of Special Education is scheduled to meet this week. They are currently reviewing IEPs from select district to determine what supports may be needed. The Bureau will be reaching out to SERC for assistance with its IEP and Diversity work. Ms. Canady will be meeting with Bryan

Klimkiewicz, Bureau Chief, on Thursday May 24, 2018 to discuss program needs for the upcoming year.

Ms. Russell-Tucker expressed her appreciation for the Dismantling Systemic Racism Conference that was held on Friday, May 11, 2018. She stated that Mr. Allan Taylor, Chairman, CT State Board of Education, thanked SERC and expressed his appreciation for the conference as well.

Mr. Swan shared that he thought that the students who participated at the conference were great and thought it was important to have them come together, share their stories and bring this issue to light.

Ms. Russell-Tucker suggested that SERC present to the Board of Education at their retreat in August. This will be discussed further.

Conversation ensued.

**VI. Executive Session**

**No Executive Session.**

**VII. Items for Discussion**

**a. SERC Fiscal Analysis**

Ms. Canady reviewed the preliminary draft of the fiscal analysis created by Joe Centofanti, Auditor from PKF O'Connor Davies, LLP. This analysis is an estimate of the projected result of operations for fiscal year 2018. All furloughs, technology, severance payments, legal settlement and legal fees have been accounted for. This analysis was requested by the SERC Board of Directors at the April 3, 2018 Special Meeting.

Ms. Canady stated that SERC is looking for a fiduciary entity to provide assistance with its finances. However some of the quotes received exceed the fiscal threshold for the agency, therefore, it may be necessary for the board to consider posting a position for Chief Financial Officer and keep the fiscal functions internally. If the decision is made to post this new position, the board will need to approve the posting. Ms. Canady will provide the board with a final review for future determination. In the meantime, Ms. Andrus Lamas, will continue to serve on a temporary basis. Ms. Canady also shared that under the new state budget; the Parent Trust Grant was approved.

Conversation ensued.

b. SERC's Restructuring

Ms. Canady provided several charts that reflected SERC's restructuring as of July 1, 2018.

It was discussed that it would benefit SERC to have a Chief Financial Officer on staff rather than outsource these responsibilities. Ms. Canady will research the position. This position will require approval from the Board. There was discussion around the specific responsibilities of the CFO.

Ms. Canady reported that SERC will no longer have legal services provided by staff. When needed, these services will be outsourced. SERC will monitor the cost of legal services and Ms. Canady will provide reports on the use of legal services for the Board.

VIII. **Ms. Brown proposed a motion to go out of order on the agenda.**

**"Motion to approve reorder of agenda items."**

Motion: Ms. Russell-Tucker

Second: Mr. Swan

Vote on Motion:

In favor: 5 (Brown, Leake, Porth, Russell-Tucker, Swan)

Opposed: 0

Abstained: 0

IX. **Action Items**

a. Resolution for Second Signature Authority

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

**Resolution of the State Education Resource Center (SERC) Board of Directors**

**Additional Signatory Authority for SERC**

WHEREAS, Ingrid M. Canady is SERC's Executive Director and has responsibility for the administration of agency affairs and technical activities, including the authority to sign all contracts, agreements, official documents, and negotiable instruments relating to the business of SERC;

WHEREAS, it is prudent business practice to name an additional signatory on behalf of SERC with authority to sign all contracts, agreements, official documents, and negotiable instruments relating to the business of SERC; and

WHEREAS, the SERC Board of Directors appoints the Chief Financial Officer as an additional authorized signatory for SERC.

NOW, THEREFORE, BE IT RESOLVED: That, effective July 1, 2018, the Chief Financial Officer is empowered to execute and deliver all contracts, agreements, official documents, and negotiable instruments on behalf of SERC.

**“Motion to Adopt Resolution to Add Additional Signatory Authority for SERC.”**

Motion: Ms. Russell-Tucker

Second: Mr. Swan

Vote on Motion:

In favor: 5 (Brown, Leake, Porth, Russell-Tucker, Swan)

Opposed: 0

Abstained: 0

X. **Items for Discussion**

c. Board’s Impact in Redefining SDE/SERC Program/Services Relationship – Alice Henley

Agenda Item tabled.

XI. **SERC Foundation Update**

a. Update from Jeffrey Leake, Chairperson, SERC Foundation

The last foundation meeting was held on April 10, 2018. The future of the SERC Foundation was discussed. A small committee will meet to discuss the fiscal viability of the SERC Foundation given its role in securing funds from the William Caspar Graustein Memorial Fund and other foundations.

Information was shared on the Graustein Grant: Courageous Conversations & Courageous Leadership: Moving the Racial Equity Dialogue to Systemic Racial Equity Transformation. Equity work is currently being provided in four districts: New Haven, New London, Waterbury and Middletown.

The Year End Symposium with Glenn Singleton was held on May 10, 2018 and was a great success.

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-The 3<sup>rd</sup> Annual Dismantling Systemic Racism Conference was held on Friday, May 11, 2018. The Conference was filled to capacity. The Foundation was very pleased with the number of students that were in attendance.

-Developing Tomorrow's Professionals – There are no funds for 17-18; Funds from the Hartford Foundation will be returned.

b. Dismantling Systemic Racism Conference - Wendy Simmons

Ms. Simmons shared that there were 436 registered participants and 20 walk-ins.

Evaluations from the day are currently being reviewed and recorded. Everyone loved having the students present.

Ms. Simmons expressed her appreciation to the SERC Board and the Foundation Board for their support with the conference and her career change. Suggestions from Board Members for next year's conference will be taken into consideration. If the numbers grow larger than this year a new venue will be needed.

**XII. Adjournment**

Meeting was adjourned at 2:41 p.m.

**\* Note:**

If you wish to speak during "public comment" and would like the Board to receive a copy of your remarks, please bring 15 copies to the meeting. A public comment sheet will be available at 12:30 p.m. Each speaker is limited to three minutes.