



**Wallingford Board of Education – Central Office
100 South Turnpike Road
Wallingford, CT 06492
Monday, September 17, 2018
1:00 p.m. – 3:30 p.m.**

**SERC Board of Directors
Regular Meeting Minutes**

Present: Elizabeth Brown, George A. Coleman, Jeff Leake, Richard Porth (joined the meeting at 1:11 p.m.), Agnes Quinones (Dr. Quinones joined the meeting by telephone at 1:04 p.m.), Charlene Russell-Tucker, Tom Swan (Mr. Swan joined the meeting by telephone at 1:04 p.m. and left the meeting at 1:30 p.m.)

Absent: Salvatore Menzo

Others Present: Ingrid M. Canady, Executive Director, Stephen Proffitt, Director for Special Education Programs & Instructional Design, Kristy Giacco, Program Services Manager, Kristin Anderson, Human Resources Manager, Michelle Weaver, Consultant/Legal Counsel/ Legislative Liaison, Glen Hale, Chief Financial Officer, Susan Ciskowski, Fiscal Specialist, Alex Balzano, Systems Administrator and Jennifer LeBrun, SERC Executive Assistant.

I. Call to Order

The meeting was called to order by George A. Coleman at 1:04 p.m.

II. Public Comment*

No Public Comment

III. Approval of the Draft Minutes of the May 21, 2018 and June 28, 2018 Regular Board Meetings

“Motion to approve minutes from the May 21, 2018 Regular Board Meeting”

Motion: Ms. Brown

Second: Ms. Russell-Tucker

Vote on Motion:

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

Opposed: 0

Abstained: 0

“Motion to approve minutes from the June 28, 2018 Regular Board Meeting”

Motion: Ms. Brown

Second: Ms. Russell-Tucker

Vote on Motion:

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

Opposed: 0

Abstained:

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

a. Introduction of New Staff & Promotions

Ms. Canady introduced new SERC staff members; Kristin Anderson, HR Manager, Alex Balzano, Systems Administrator, Susan Ciskowski, Fiscal Specialist, Glen Hale, Chief Financial Officer, and Stephen Proffitt, promoted to Director for Special Education & Instructional Design.

Mr. Coleman welcomed new staff members and thanked them for their willingness to assist with SERC’s work for the children and families of CT.

b. Fiscal Report, *Glen Hale, Chief Financial Officer*

Mr. Hale shared the recent fiscal report with Board Members and reviewed the statement of revenues and expenses and balance sheet in detail.

There was general conversation.

c. SERC Library Update

Ms. Canady provided information about the reopening of the SERC Library. There continues to be concerns around funding and therefor the reopening of the library has been put on hold. Ms. Canady shared that SERC has been receiving many requests from the public to borrow, loan and buy tests and resources from the library collection. SERC has informed callers that the materials are property of the State Department of Education and cannot be loaned out while the library is closed.

Ms. Russell-Tucker will bring the urgency of obtaining answers to questions around the SERC Library to the Commissioner of Education at their next meeting.

There was general conversation.

d. LEA Contracts/Other Contracts

Ms. Canady provided information about SERC’s fully executed LEA/Other contracts through September 2018. SERC has entered into agreements for a total of \$181,000.00. The contracts are specific to Curriculum & Instruction, Positive Behavioral Interventions and Supports (PBIS), Racial Equity, Special Education and Scientific

Research-Based Interventions (SRBI) programs. This information will be updated and shared with the Board at their regular monthly meetings.

There was general conversation.

e. Graustein Foundation Update

Ms. Canady shared that the Graustein Foundation has been a large supporter of SERC for many years. In recent weeks, Ms. Canady has received requests for information from the Graustein Foundation about SERC, the SERC Foundation and the future of SERC given the challenges faced by the organizations within the last fiscal year.

Mr. Coleman stated that he would like to see a more aggressive public relations campaign for SERC.

There was general conversation.

V. **Items for Discussion**

a. SERC Board of Directors to Review Options for SERC's Future Location

Ms. Canady opened the discussion by stating that SERC is looking for future location that is affordable, convenient to our participants, provides ample parking and will allow room for SERC's growth.

Ms. Canady shared a letter dated May 2017 from the Office of Policy and Management (OPM) granting approval of the Interim Space Request (ISR) and Interim Funding Request (IFR) submitted by SERC for leased office space. The approval is for 11,000 square feet and is based on 36 full time employees. Ms. Canady expressed the need to secure a location by November 2018 as the approval letter is only valid for 18 months.

Ms. Canady provided Board Members with a packet containing SERC's specific square footage needs, five possible location choices, square footage/total yearly lease costs (which include renovation costs), blueprints and location features for each property.

The five properties currently being considered are:

- Vinal Tech High School, Middletown, CT;
- 25 Industrial Park Road, Middletown, CT (Previous SERC Location);
- 175 Union Street, Waterbury, CT (Former Timex Museum;
- American School for the Deaf Campus, West Hartford, CT;
- 3580 Main Street, Hartford (Iconic Fuller Brush Building).

Ms. Canady shared that the only requirement of OPM by November is the decision on a location and a signed lease for their review. Renovations and the physical move can occur at a later date.

A lengthy conversation ensued around the Vinal Tech location. It is unfortunate that the space is not large enough to accommodate the entire agency, but the area that has been

discussed would be sufficient to house a Professional Learning Center. Ms. Russell-Tucker indicated that there would be a Memorandum of Agreement (MOA) between SERC and Vinal Tech.

Mr. Coleman proposed that we ask for an extension from OPM. Ms. Russell-Tucker suggested that SERC inquire if extensions are ever given.

Mr. Porth asked if Ms. Canady had a preference or recommended a property in particular. Ms. Canady indicated that the Waterbury location provides options for school district and city collaboration and partnerships, ample parking for SERC's training sessions, and easy access to highways and public transportation. However, Ms. Canady expressed that SERC staff was concerned about Waterbury given current traffic patterns and moving SERC from our current centralized location.

Board members agreed that Ms. Canady should proceed to pursue the use of Vinal Tech as SERC's Professional Learning Center. They asked for more information about the remaining properties in order to make an informed decision. Ms. Canady will provide that information to the board as soon as possible. The Board agreed that the decision needs to be as economically sound as possible. Ms. Brown included that the new location should foster relationships with school districts, and Mr. Porth discussed the need to keep travel reimbursement costs in mind when negotiating.

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

“Motion to approve reorder of agenda items.”

Motion: Mr. Leake

Second: Mr. Porth

Vote on Motion:

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

Opposed: 0

Abstained: 0

b. Board Committees
Agenda item tabled.

VII. **Action Items**

a. Approval to Secure Vinal Tech Space for SERC

Approval requested to secure space at Vinal Technical High School to be used as a Professional Learning Center.

“Motion to approve Securing Vinal Tech Space for SERC”

Motion: Mr. Leake

Second: Mr. Porth

Vote on Motion:

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

Opposed: 0

Abstained: 0

b. Revised Telework Policy

Michelle Weaver, Consultant/Legal Counsel/Legislative Liaison, discussed the change that was made to the current SERC Telework Policy. The policy will now require that every teleworker report to the office on Monday’s and one additional office day.

“Motion to approve SERC’s Revised Telework Policy”

Motion: Mr. Leake

Second: Ms. Brown

Vote on Motion:

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

Opposed: 0

Abstained: 0

c. Approval to Negotiate Lease Contract for SERC’s Future Office Location

Board Members asked Ms. Canady to continue her work with possible locations as referenced above. No motion needed.

VIII. **Executive Session**

a. Executive Director Contract

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

Motion: Ms. Brown

Second: Ms. Russell-Tucker

Vote on Motion:

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

Opposed: 0

Abstained: 0

The Board voted unanimously to enter into Executive Session at 2:20 p.m.

Present were Board Members Ms. Brown, Mr. Coleman, Mr. Leake, Mr. Porth, Dr. Quinones (by telephone), Ms. Russell-Tucker. Michelle Weaver was also present for all of Executive Session.

“Motion to exit Executive Session at 3:00 p.m. with no motions or actions taken.”

Motion: Mr. Leake
Second: Ms. Brown

Vote on Motion:
In favor: 6 (Brown, Coleman, Leake, Porth, Quinones, Russell-Tucker)
Opposed: 0
Abstained: 0

“Motion to approve employment agreement between SERC Board and SERC Executive Director as presented and edited”

Motion: Mr. Leake
Second: Mr. Porth

Vote on Motion:
In favor: 6 (Brown, Coleman, Leake, Porth, Quinones, Russell-Tucker)
Opposed: 0
Abstained: 0

IX. Adjournment

Meeting was adjourned at 3:05 p.m.