



**SERC**  
**100 Roscommon Drive**  
**Conference Room 3**  
**Middletown, CT 06457**

**Monday, October 15, 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 1:25 p.m.), Agnes Quinones, Charlene Russell-Tucker
- Absent:** Salvatore Menzo and Tom Swan
- 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, 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\***

Sean Kavanaugh, SERC Consultant, shared that he was in favor of 175 Union Street, Waterbury, as the future location for SERC. Mr. Kavanaugh shared his reasons for his approval of this location which included partnerships with the Waterbury School District and the visibility SERC will receive by having its own building in such close proximity to the highway.

Mr. Coleman shared he has received correspondence for several staff members regarding SERC's future location.

**III. Approval of the Draft Minutes of the September 17, 2018 Regular Board Meeting**

**“Motion to approve minutes from the September 17, 2018 Regular Board Meeting”**

Motion: Ms. Brown  
Second: Mr. Leake

Vote on Motion:

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

Opposed: 0

Abstained: 0

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

a. 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 have been no major changes since the September meeting.

Ms. Canady shared that SERC will be receiving a grant from the Department of Mental Health and Addiction Services. Through the grant, SERC will provide district-wide professional learning and services that brings awareness directly into the classroom about the statewide efforts to address the current opioid crisis and substance abuse faced by Connecticut.

SERC will also be partnering with CREC, AFCAMP and CPAC on a five year grant. This grant will support organizations that provide technical assistance and training to State Education Agencies (SEAs) and Local Education Agencies (LEAs) in the implementation and enhancement of systemic and effective family engagement policies, programs, and activities that lead to improvements in student development and academic achievement.

SERC is also collaborating with Hartford Public Schools on a large in-district contract.

Ms. Canady provided Board Members with information regarding the Teachers' Retirement Board (TRB), and shared that SERC has two staff members that contribute to TRB. The last audit showed that the liability around TRB has drastically reduced due to the amount of staff participating and Ms. Canady expects that as we enter into the current audit the liability will be even less.

There was general conversation.

b. Update on SERC's Future Office Location

Ms. Canady shared a PowerPoint presentation which showcased a comparison of the previously presented options for SERC's possible future location. The presentation highlighted 175 Union Street, Waterbury, CT., as the most suitable space for SERC. Ms. Canady stated that this location provides opportunities for collaboration with the school district, will provide SERC with a unique physical identity, and has many retail stores and restaurants close by. This area will allow plenty of room for SERC growth, provides adequate parking, offers space for in-house meeting/training rooms and will allow educators and families from different regions in the State to utilize SERC's services.

Ms. Canady and Ms. Russell-Tucker have met with the Mayor of Waterbury, Neil O'Leary, to discuss the building. Specifics of the possible 10 year lease were also

discussed at this time, which included six months of free rent at the commencement of the lease, the possibility of renovations completed with no labor charge and a private donation that will consist of 12 work stations. The Mayor stated that the city would be pleased to have SERC be part of the Waterbury's community.

SERC will have a Professional Learning Center in Middletown. The center will be located at Vinal Tech High School. Ms. Canady shared that the renovations for the meeting/conference space will be minor.

There was general conversation.

c. LEA Contracts/Other Contracts

Ms. Canady provided information about SERC's fully executed LEA/Other contracts through October 2018. SERC has entered into agreements for a total of \$181,900.00. 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.

V. **Updates from Board Members**

Ms. Russell-Tucker shared that she has met with the Commissioner and Deputy Commissioner to discuss the status of the SERC Library. Additional information was requested on the virtual library. Discussion was had about the testing materials and testing kits that have been unavailable to school districts since the closing of the SERC Library. It was mentioned that perhaps the materials and testing kits could be shipped to the CSDE and the lending could take place there. Ms. Canady reported that it is not a simple procedure to lend out materials and testing kits without opening the library platforms and staffing the library to assist with the administration and the use of the materials.

Ms. Russell-Tucker will continue conversations regarding the library with the Commissioner and Deputy Commissioner.

There was general conversation.

VI. **Items for Discussion**

a. Board Committees

i. Proposed Leadership

Board Members reviewed the current purpose and membership of each Committee.

The following changes were recommended:

Finance Committee:

Dr. Salvatore Menzo – Co-Lead (Replacing Jennifer Tooker)  
Glen Hale, SERC CFO – SERC Lead

Program Committee:

Stephen Proffitt, SERC Director of Special Education Programs & Instructional Design -  
SERC Lead

Operations Committee:

Michelle Weaver, SERC Consultant/General Counsel/Legislative Liaison – SERC Lead

**“Motion to accept the recommendations of the Chair regarding Committee membership appointments effective October 15, 2018”**

Motion: Dr. Quinones

Second: Ms. Brown

Vote on Motion:

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

Opposed: 0

Abstained: 0

- b. SERC’s Legislation Language Changes
  - i. Board Member Appointments

Mr. Coleman informed Board Members that he and Mr. Leake will be meeting with SERC and its legal counsel from Shipman & Goodwin within the next few weeks. He would like to use this opportunity to speak with the attorneys about SERC’s statutory language and the appointing authorities for the SERC Board of Directors.

Mr. Coleman would like to see membership of the Board opened up to additional individuals who may not be politically appointed. It was recommended that we look at how the other quasi-public agencies appoint board members. Specific language changes were discussed among members.

Ms. Canady shared that she has sought the support of a legislative member to assist SERC in identifying possible changes that can be made to the current legislation.

There was general conversation.

VII. Action Items

- a. Decision About SERC’s Future Location

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

**SERC’s Future Location**

WHEREAS, Ingrid M. Canady is SERC’s Executive Director has responsibility for the

administration of agency affairs and technical activities, including exercising the center's statutory authority, according CGS 10-357b (a), to "...acquire, lease, purchase, own, manage, hold and dispose of personal property, and lease, convey or deal in or enter into agreements

with respect to such property on any terms necessary or incidental to the carrying out of these purposes..."; and

WHEREAS, SERC's current lease in Middletown will expire in January 2019; and

WHEREAS, the Office of Policy and Management has approved SERC to negotiate and present a lease by November 2018; and

WHEREAS, the SERC board has authorized Ms. Canady to explore lease options and present them to the board; and

WHEREAS, Ms. Canady has presented multiple options, including details of location, square footage, and lease rates, to the board.

NOW, THEREFORE, BE IT RESOLVED: That, the SERC board of directors has authorized Ms. Canady, as Executive Director, to pursue an official lease with the Naugatuck Valley Development Corporation in order to secure SERC's future location.

**"Motion to Adopt Resolution to Pursue an Official Lease with Naugatuck Valley Development Corporation."**

Motion: Mr. Leake  
Second: Ms. Brown

Vote on Motion:

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

Opposed: 0

Abstained: 0

VIII. **Executive Session**  
No Executive Session

IX. **Adjournment**

Meeting was adjourned at 2:44p.m.