



**SERC Board of Directors
Regular Meeting Minutes**

**Wallingford Board of Education – Central Office
Wallingford, CT 06492**

**Monday, November 19, 2018
1:00 p.m. – 3:30 p.m.**

Present: Elizabeth Brown, George A. Coleman, Salvatore Menzo, Richard Porth (Mr. Porth joined the meeting at 1:17 p.m.), Agnes Quinones, Tom Swan (Mr. Swan joined the meeting by telephone at 1:45 p.m. and left meeting at 2:39 p.m.) and Charlene Russell-Tucker

Absent: Jeff Leake

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 1:15 p.m.

II. Public Comment*

No Public Comment

III. Approval of the Draft Minutes of the October 15, 2018 Regular Board Meeting

“Motion to approve minutes from the October 15, 2018 Regular Board Meeting”

Motion: Ms. Brown

Second: Ms. Russell-Tucker

Vote on Motion:

In favor: 4 (Brown, Coleman, Quinones and Russell-Tucker)

Opposed: 0

Abstained: 1 (Menzo)

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.

Mr. Hale shared that committed in-district funds have grown \$90,000 and that SERC will also be receiving \$429,500 from the DHMAS Opioid Prevention Grant.

SERC recently returned unused funds to the Connecticut State Department of Education. Due to this return SERC's assets and liabilities have gone down. This return to the CSDE was anticipated and planned for.

Mr. Coleman indicated that he would like the Board of Directors to discuss what funds go into the operating reserve and would like to know if a specific written policy would be beneficial around this matter. Mr. Coleman is also interested in discussing what would yield a higher return on this reserve of funds.

There was general conversation.

b. Update on 100 Roscommon Drive Lease

Ms. Canady reported that the 100 Roscommon Drive lease was set to expire on January 31, 2019. Unfortunately, SERC will not have a new location before this date. Ms. Canady has had discussion with the Roscommon Drive Landlord regarding a month to month lease until SERC officially moves to its new location. A lease addendum has been added to extend the Roscommon Drive lease until July 2019 without any rent increases. This extension will allow time for renovations to be completed at the 175 Union Street, Waterbury, location. Ms. Canady is anticipating that SERC will move to this location in the spring of 2019. If SERC chooses to move from Roscommon Drive prior to July 2019, SERC may incur extra fees.

Ms. Canady has recently received the lease from the Naugatuck Valley Development Corporation (NVDC), the Waterbury location landlord. Ms. Canady and Ms. Weaver will review the lease. Edits and suggestions will go back to the Waterbury landlord and then to DAS once SERC and NVDC agree on terms. Once DAS has approved the lease it will then go to the State Properties Review Board. This process can take up to two months, but Ms. Canady feels confident about the process. SERC will not be required to pay rent at the Waterbury location until the building is ready to be occupied.

Ms. Brown stated that there was recently an article in the Waterbury Republican regarding a new entity that will soon be leasing the former Timex Museum.

Mr. Coleman shared that he recently had conversations with Commissioner Wentzell. The Commissioner expressed that she is pleased with SERC's decision to relocate to Waterbury and offered her assistance and is willing to help any way she can.

Ms. Canady shared that Mr. Hale, SERC's CFO, will begin to develop a budget template to show the exact cost of the move. Ms. Canady and Mr. Hale will keep the SERC Board of Directors informed on all costs. It was discussed that renovations may have to be completed in phases. Ms. Canady assured Board Members that all work will be completed at the lowest cost possible and will not exceed the original \$225,000 that was previously budgeted for.

Mr. Porth inquired about a line of credit. He stated that most non-profits do have one and may be helpful. Ms. Canady will look into this.

There was general conversation.

c. Update on SERC Library

Ms. Canady shared that the SERC Library will be reopening. A \$40,000 budget has been approved. It was decided that the library will reopen when the move to Waterbury is complete. SERC is currently interviewing for two part-time library assistants.

The loaning of testing kits will be discussed further and will be given top priority.

There was general conversation.

d. Update on DMHAS Opioid Abuse Prevention Grant

An update on the DMHAS Opioid Abuse Prevention Grant was shared with Board Members. The grant is in process of being signed. This is a two year grant. SERC will be hiring a part-time consultant to staff the grant and currently has a full-time staff member to coordinate it.

Ms. Canady will send a summary of the grant as well as the deliverables to the Board. This information will show what SERC's responsibility will be.

There was general conversation.

e. LEA Contracts/Other contracts

Ms. Canady provided information about SERC's fully executed LEA/Other contracts through November 2018. SERC has entered into agreements for a total of \$257,593.00. 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.

SERC currently has two openings on its consulting staff. Interviewing has begun for an ELL Consultant, and the IDEA position has been filled.

Ms. Canady shared that the Statewide Family Engagement Center (SFEC) grant has not been accounted for in the budget as the MOA has not been signed yet. SERC anticipates receiving \$100,000 for the term of the grant.

There was general conversation

V. **Updates from George A. Coleman, Chair**

a. SERC's Legislation Changes

i. Board Member Appointments

Mr. Coleman shared that the SERC's outside counsel has met with SERC staff to discuss the SERC Foundation and the current legislation around Board of Directors representation. They will assist SERC and the Board of Directors to draft communication to disseminate to members of the legislature.

Mr. Coleman hopes to have draft language from the attorneys to share at the December meeting.

There was general conversation.

VI. **Items for Discussion**

a. Board Committees

i. Proposed Leadership

It was proposed at the October meeting that Dr. Menzo become Co-Chair of the Finance Committee with Jeffrey Leake. Unfortunately, due to district commitments, Dr. Menzo is unable to fulfill this request.

An email will go out in the next two weeks requesting a volunteer to fill the vacancy on the Finance Committee.

There was general conversation.

VII. **Committee Reports**

a. Program Committee, George A. Coleman

Mr. Coleman shared that the Committee met on 11-13-19. It was an enthusiastic meeting. One goal that was identified by Committee was to find time for the full Board to understand SERC programming and at what level the Board needs to be involved. Mr. Coleman suggested a full-day retreat to discuss.

Ms. Brown suggested that the Board dedicate a future regularly scheduled meeting to discuss programming. Once additional members have been appointed then a retreat could be scheduled.

Ms. Russell-Tucker has requested overall programming structure/information.

There was general conversation.

Mr. Porth left the meeting at 2:30 p.m. and returned at 3:04 p.m.

Ms. Russell-Tucker left the meeting at 2:35 p.m. and returned at 3:04 p.m.

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: Dr. Quinones

Vote on Motion:

In favor: 5 (Coleman, Brown, Menzo, Quinones, and Swan)

Opposed: 0

Abstained: 0

The Board voted unanimously to enter into Executive Session at 2:35p.m.

Present were Board Members Ms. Brown, Mr. Coleman, Dr. Menzo, Dr. Quinones, and Mr. Swan (Mr. Swan left meeting at 2:39 p.m.). Michelle Weaver, SERC’s Legal Counsel, was also present for all of Executive Session.

“Motion to exit Executive Session at 3:04 p.m. with no motions or actions taken.”

Motion: Dr. Menzo

Second: Dr. Quinones

Vote on Motion:

In favor: 4 (Coleman, Brown, Menzo, and Quinones)

Opposed: 0

Abstained: 0

IX. **Adjournment**

Meeting was adjourned at 3:04 p.m.