



**SERC Board of Directors  
Regular Meeting Minutes**

**SERC  
100 Roscommon Drive, Suite 110  
Middletown, CT 06457**

**Monday, December 17, 2018  
1:00 p.m. – 3:30 p.m.**

**Present:** Elizabeth Brown, George A. Coleman, Salvatore Menzo, Agnes Quinones, Tom Swan (left the meeting at 1:23 p.m.), Richard Porth (joined the meeting at 1:23 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, 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.

Mr. Coleman thanked Ms. Canady for the invitation to the SERC Holiday Gathering.

**II. Public Comment\***

No Public Comment

**III. Approval of the Draft Minutes of the November 19, 2018 Regular Board Meeting**

**“Motion to approve minutes from the November 19, 2018 Regular Board Meeting”**

Motion: Ms. Brown

Second: Dr. Menzo

Vote on Motion:

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

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. Mr. Hale indicated that although the cash balance has decreased due to the return of funds to the CT State Department of Education, SERC is bringing in some funds through invoices.

Mr. Hale distributed a SERC relocation budget matrix template to Board Members. The matrix was created to show all of the relocation and monthly facility expenses that SERC will incur in its future move. An updated matrix will be disseminated monthly.

Ms. Canady stated that SERC is currently being contracted by districts for the 2019-2020 year. Programmatically SERC is meeting its obligations and is in alignment with the requests from the CSDE. Ms. Canady also shared that requests for SERC's Racial Equity work continue to come to the agency.

Ms. Russell-Tucker asked if there are any concerns that SERC may become strapped by the capacity of its current staff. Ms. Canady indicated that in order to fill requests from districts, SERC will work with external consultants. These consultants will work on an on as-needed basis.

There was general conversation.

b. Update on Waterbury Location

Ms. Canady reported that SERC has come to an agreement with the Landlord of the Waterbury property. Unfortunately, the Department of Administrative Services (DAS) will not approve the proposed lease without further discussion. Ms. Canady has spoken with the attorney for the property owner regarding the requirements from DAS. It was suggested that SERC may be able to request a waiver from the Office of Policy Management (OPM) because SERC is a unique entity. The Attorney General, DAS, OPM and the State Properties Review Board all have to be in agreement before the lease can be approved.

Ms. Canady stated that SERC may have to look into additional options if the Waterbury property is not approved.

Ms. Brown suggested that members of the SERC Board of Directors should meet with Commissioner Melody Currey from DAS to discuss the dilemma around the lease.

Ms. Russell-Tucker stated that Diana Wentzell, Commissioner of Education, shared that she is willing to help in any way with the future move.

There was general conversation.

c. Update on SERC Staff – New Hires/Departures

SERC currently has an opening for a full-time Human Resources Manager and a part-time Substance Abuse Prevention Consultant. A new Human Resources Manager will be hired soon.

Ms. LeTanya Lawrence has joined the SERC staff as an IDEA Education Consultant. Ms. Lawrence comes to SERC with a wealth of knowledge, experience, and expertise in the field of special education specifically in the roles of special education teacher, high school department chairperson and central office special education leadership.

Dr. Vernee Butterfield will join the SERC staff on January 2, 2019 as an IDEA Education Consultant with expertise in English Language Learners and Assessment. Dr. Butterfield is also a Speech and Language Pathologist.

There was general conversation.

d. LEA Contracts/Other contracts

Ms. Canady provided information about SERC's fully executed LEA/Other contracts through December 2018. SERC has entered into agreements for a total of \$323,643.00. 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. Timeline of items for Future Board Approval

Ms. Canady provided Board Members with a timeline of future action items that will require approval. The items include salary ranges 2019-2022, agency budget and revision of the employee handbook. The employee handbook will go through the Operations Committee and will then be brought back to the full Board of Directors for approval. Ms. Canady shared that agency's budget planning meetings with Bryan Klimkiewicz, Bureau Chief, CSDE, have begun.

Ms. Canady advised members that the current SERC/CSDE Memorandum of Agreement will expire June 2019. The MOA will be added to a future meeting agenda as a discussion item.

There was general conversation.

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

- a. SERC's Legislation Changes
  - i. Board Member Appointments

Mr. Coleman shared that a meeting was held with Elizabeth Donohue, Senior Advisor & Deputy Chief of Staff, Office of Governor Malloy on Thursday, December 13, 2018. This meeting was scheduled to discuss SERC Board of Directors membership and future appointments.

- b. Update on Meeting with Elizabeth Donohue, Senior Advisor & Deputy Chief of Staff, Office of Governor Malloy

Mr. Coleman shared that it was a productive meeting with conversation around appointments to the SERC Board of Directors. The conversation will aid with legislative language changes. Ms. Weaver and Ms. Canady will continue to work on the appointments and suggested revisions to the legislative language.

There was general conversation.

VI. **Items for Discussion**

- a. Board Committees
  - i. Proposed Leadership

Mr. Coleman informed Board Members that the Co-Chair position on the Finance Committee is still vacant. Mr. Coleman asked for volunteers to assist Mr. Leake with this Committee.

Dr. Agnes Quinones volunteered to Co-Chair the Committee with Mr. Leake.

Dr. Menzo and Mr. Porth shared that they would serve as members on the committee.

Mr. Porth requested specific information around the liabilities of Finance Committee Members. Ms. Weaver will provide this information at the next regular meeting.

There was general conversation.

VII. **Committee Reports**

No Committee Reports.

VIII. **Executive Session**

No Executive Session.

IX. **Adjournment**

Meeting was adjourned at 2:28 p.m.